

# **Stroma Certification Ltd**

## **Non-Dwelling Building Energy Assessor Candidate Information Pack Levels 3, 4 & 5**

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## 1.0 Introduction

This documentation details the Certification scheme requirements for Non-Domestic Buildings, operated by Stroma Certification Ltd. Stroma provides independent, third party assessment of all issued EPCs and DEC's.

This candidate information pack should be read in conjunction with the scheme rules, terms and conditions which can be found on the Stroma Certification website, [www.stroma.com](http://www.stroma.com).

All supporting information is available on the members section of the Stroma Certification Website.

## 2.0 Background

The Communities and Local Government (CLG) have appointed Stroma to run energy and environmental assessor certification schemes in the following industry sectors:

1. Code for Sustainable Homes.
2. Newly Constructed Dwellings.
3. Existing Domestic Dwellings (DEA Scheme)
4. Non Domestic buildings (Newly Constructed and Existing).
5. Public Buildings (DEC scheme).

The various EPC schemes commenced on the 6<sup>th</sup> April 2008 except for the DEC scheme for Public Buildings which is due to commence on 1<sup>st</sup> Oct 2008. (NB the DEA scheme commenced in 2007).

All EPCs and DEC's will require to be delivered by licensed Assessors that are within an Approved Certification Scheme such as Stroma. Additionally all schemes shall use accredited software.

It is estimated that EPCs will be required for approximately 220,000 buildings (Non-dwellings) per annum, which includes approximately 15,000 newly constructed buildings. These buildings will require trained energy assessors to understand onsite requirements as well as the design based assessment techniques.

## 3.0 Applications for Non-Domestic Energy Assessors

Currently there are 3 levels of scheme membership that exist for Non-Domestic Energy Assessment, it is possible to apply for all 3 levels via the APEL route or alternatively to level 3 via the NOS qualification route. The 3 levels are as follows:

### Level 3

Candidates at level 3 will be qualified to undertake EPCs on basic existing non-dwellings that have frequently occurring characteristics, which can be modelled using the Simplified Building Energy Model (SBEM). Commonly occurring characteristics include simple heating systems, natural ventilation and small (non complex) cooling systems.

Level 3 is restricted to site based energy assessment of existing properties; it does not include assessment of new-build properties from plans/ design specification.

### Level 4

Level 4 assessors will be qualified to undertake assessments of newly constructed and existing non dwellings (that can be modelled on SBEM).

Level 4 assessors may also be competent to oversee a team of specialist surveyors that on their behalf may undertake site surveys, (although the assessor will take responsibility for the completed energy assessment). Certification to Level 4 embraces Level 3 activity.

### Level 5

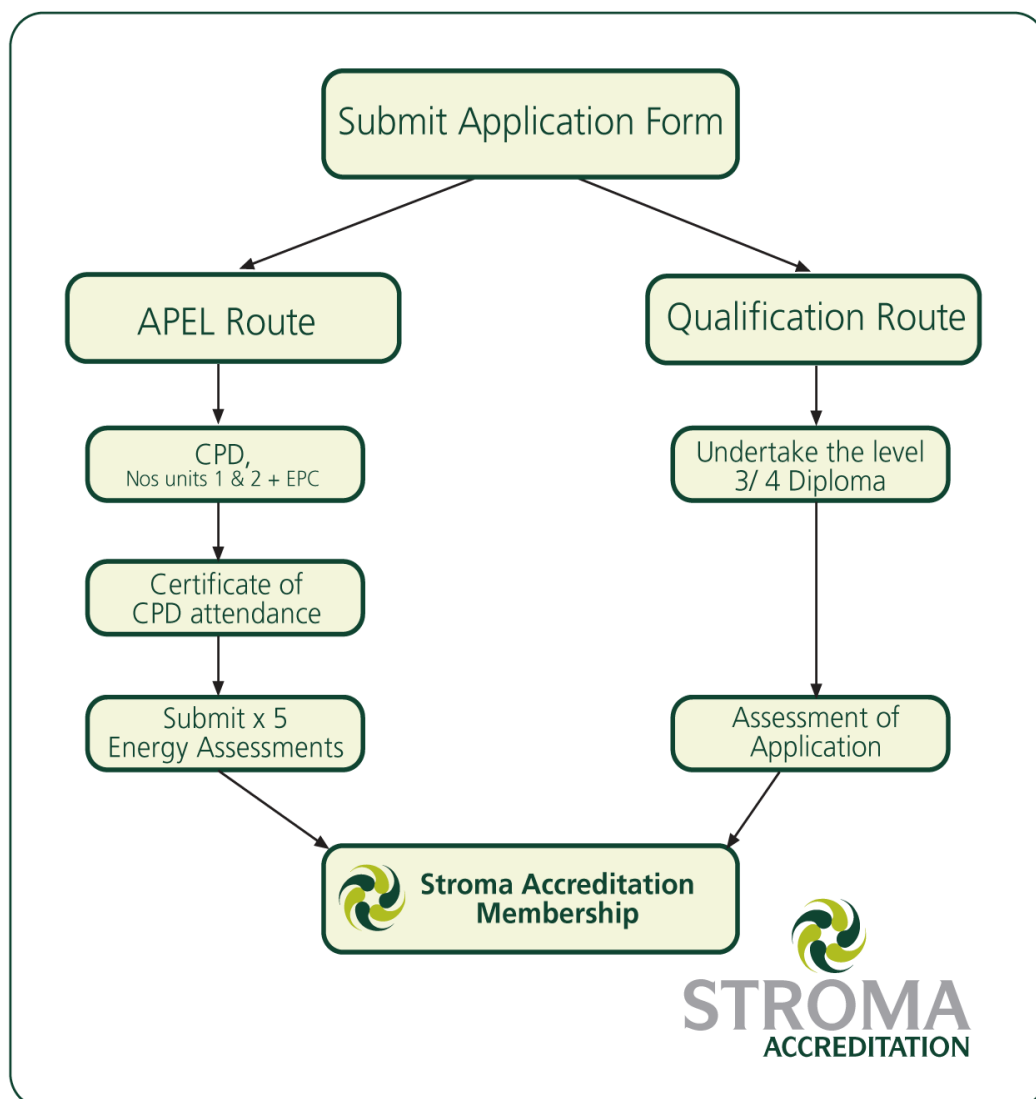
Level 5 Assessors will be qualified to undertake assessments on any newly constructed or existing non dwellings utilising DSM (Dynamic Simulation Modelling). Level 5 assessors may also be competent to oversee a team of specialist surveyors that on their behalf may undertake site surveys, (although the assessor will take responsibility for the completed energy assessment).

#### 4.0 APEL Route to qualification

The Certification of Prior Experiential Learning (APEL) route to qualification has been devised to recognise existing competence within the industry, in particular highly experienced practitioners who can demonstrate they already have all the knowledge and experience equal to the National Occupational Standards (NOS).

In order to gain entry to an accredited scheme the candidate will have to demonstrate competency via 1 of 2 distinct routes:

### Route to Stroma Accreditation



1. Attend a training course approved to a National Occupational Standard (NOS) provided by Stroma.
2. Certification Of Prior Experiential Learning (APEL)
  - a. All candidates that can demonstrate appropriate Prior Experiential Learning can become scheme members, in order to join Stroma Certification via this route please complete the attached APEL application form.

## 5.0 Certification Training & Scheme Fees

### Qualification Route to Certification

Item	Fees
Qualification Route Level 3	<b>£1450*</b>
Qualification Route Level 4 <b>Top from Level 3</b> <b>OR</b> Qualification Route Level 4 <b>AND DEC</b>	<b>£975*</b> <b>£1450*</b>
Annual Scheme Membership	<b>Free of Charge</b>
Technical Support including: Phone support Technical bulletins (by email). Software updates (if applicable, i.e. not SBEM or DSM). Update to all templates, forms etc.	<b>Free of charge</b> <b>(to scheme members only)</b>
City & Guilds examination fees Level 3	<b>£270*</b>
Level 4	<b>£370*</b>
City and Guilds examination re sits - all	<b>£20*</b>

City & Guilds is an awarding body that provides nationally recognised qualifications that reside in the Built Environment industry sector. The minimum age limit is 18 years to be registered with City & Guilds for the examination.

### APEL Route to Certification

Item	Fees
APEL Training Route	<b>£450*</b>
Annual Scheme Membership	<b>Free of Charge</b>
Technical Support including: Phone support Technical bulletins (by email). Software updates (if applicable, i.e. not SBEM or DSM). Update to all templates, forms etc.	<b>Free of charge</b> <b>(to scheme members only)</b>

\* all prices are excluding VAT.

### Lodgement of EPCs

Monthly Lodgement Fees of certification for Levels 3, 4 & 5	Up to 150	<b>£24.64*</b>
	Between 151-300	<b>£22.64*</b>
	Between 301-1000	<b>£20.64*</b>
	Over 1000+	<b>£19.64*</b>
Landmark Registration Fee for all Levels	<b>£5.36*</b>	<b>£5.36*</b>

\* all prices are excluding VAT.

## 6.0 Certification and Listing

Certificates and licences are awarded to Companies that the individual assessors represent. All certificates, reports and licences contain the name and address of the Assessor Company, their company logo, a unique reference number and the issue number and date along with all other relevant property details.

Each licensed assessor shall be presented with a membership card outlining their certification details, and the licence provided to the Company will schedule each individual assessor within the assessor organisation. All licensed assessors shall be listed equally on the Stroma Certification Members website. Stroma undertake marketing activities to represent all scheme members, such as attendance of trade shows, website advertisement etc.

## 7.0 Monitoring Policy

Having successfully joined the certification scheme you are granted the authority to undertake EPC production to level 3, 4 or 5 as appropriate, a sample of all EPCs submitted are then audited by Stroma Certification Limited to ensure consistency, with feedback provided.

As part of this ongoing process of quality assurance Stroma Certification monitor a sample of not less than 2% of ALL EPCs and DECAs submitted. As an escalation Stroma Certification reserve the right to monitor 1% of all submitted (site based) assessments through a scheduled accompanied site visit. All EPCs and DECAs that fall outside of the minimum acceptable quality standard must be reproduced and reissued to the client.

The rejection criteria for the production of EPCs using an approved SBEM style (or Building Simulation Method) software for newly constructed non-dwellings or existing non-dwellings is as follows:

All assessments shall be  $\pm 5\%$  of the Building Emission Rate (BER).

*Due to the variances in the results produced between SBEM and a dynamic simulation model (DSM), we will check SBEM results using an SBEM tool and all dynamic simulation models using a dynamic simulation model tool. Check <http://www.ncm.bre.co.uk/software.jsp> for approved software available, Stroma can accept EPCs produced for any authorised software.*

## 8.0 Complaints & Appeals

Stroma Certification operate a transparent Complaints and Appeals procedure, which is detailed within the Complaints Procedure Policy, all complaints are overseen by an independent Governing Body that represent industry stakeholders. To request a copy of the Stroma Complaints Policy please email [certification@stroma.com](mailto:certification@stroma.com).

All complaints will be resolved without charge to the scheme member.

## 9.0 Insurance Protection

Accredited assessors must have adequate insurance for Professional Indemnity and Public Liability. Stroma can offer a 'per click' policy through Enterprise Insurance or you can arrange your own insurance and submit your policy schedule. At the time of certification this will be requested and please contact Stroma if you have any questions.