

Stroma Certification Ltd

Display Energy Certificates (DEC) Information Pack

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1.0 Introduction

This documentation details the certification scheme requirements for Public Buildings, operated by Stroma Certification Ltd. Stroma provides independent, third party assessment of all issued Display Energy Certificates (DECs).

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.

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 6th April 2008 except for the DEC scheme for Public Buildings which is due to commence on 1st Oct 2008. (NB the DEA scheme commenced in 2007).

All EPCs and DECs 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. It is estimated that 43,000 Public Buildings will require a DEC.

3.0 Training & Certification Scheme Fees

Qualification Route to Certification

Item	Requirements	Fees
Option 1 - Trained on Stroma SBEM Level 4 combined course including DEC	5 (3+2) day Course & Produce 3 EPCs & 3 DEC's	£1450*
Option 2 - Complete Stroma DEC Diploma.	2 Day DEC Course & Produce 3 DEC's	£975*
City & Guilds Examination Fee		£330
Annual Scheme Membership		FOC
Technical Support including: Phone support Technical bulletins (by email). Software updates (if applicable). Update to all templates, forms etc.		Free of charge (to scheme members only)

* all prices are excluding VAT.

The minimum age requirement to be registered for an exam is 18years.

4.0 APEL Route to Certification

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).

Item	Requirements	Fees
APEL Route – 2 years history in energy assessments	1 day DEC Course & Produce 3 DEC's	£450*
Annual Scheme Membership		FOC
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.		Free of charge (to scheme members only)

* all prices are excluding VAT.

Lodgement of EPCs

Item	Fees
Monthly Lodgement Fees of Certification	£10.00*
Landmark Registration Fee for all Levels	£5.36*

* all prices are excluding VAT.

5.0 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.

6.0 Monitoring Policy

Having successfully joined the certification scheme you are granted the authority to undertake DEC production, a sample of all DECs 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 DECs 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 DECs that fall outside of the minimum acceptable quality standard must be reproduced and reissued to the client.

7.0 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 complaints procedure please email certification@stroma.com.

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

8.0 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.