

Stroma Certification Ltd

Newly Constructed Dwellings Energy Assessor Candidate Information Pack

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Introduction

This documentation details the accreditation scheme requirements for Newly Constructed Dwellings, operated by Stroma Accreditation Ltd. Stroma provide independent, third party assessment of all issued EPCs.

This candidate information pack should be read in conjunction with the scheme rules, terms and conditions which are all available at www.stroma.com.

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

Background

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

- Code for Sustainable Homes.
- Newly Constructed Dwellings.
- Existing Domestic Dwellings (DEA Scheme)
- Non Domestic buildings (Newly Constructed and Existing).
- 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).

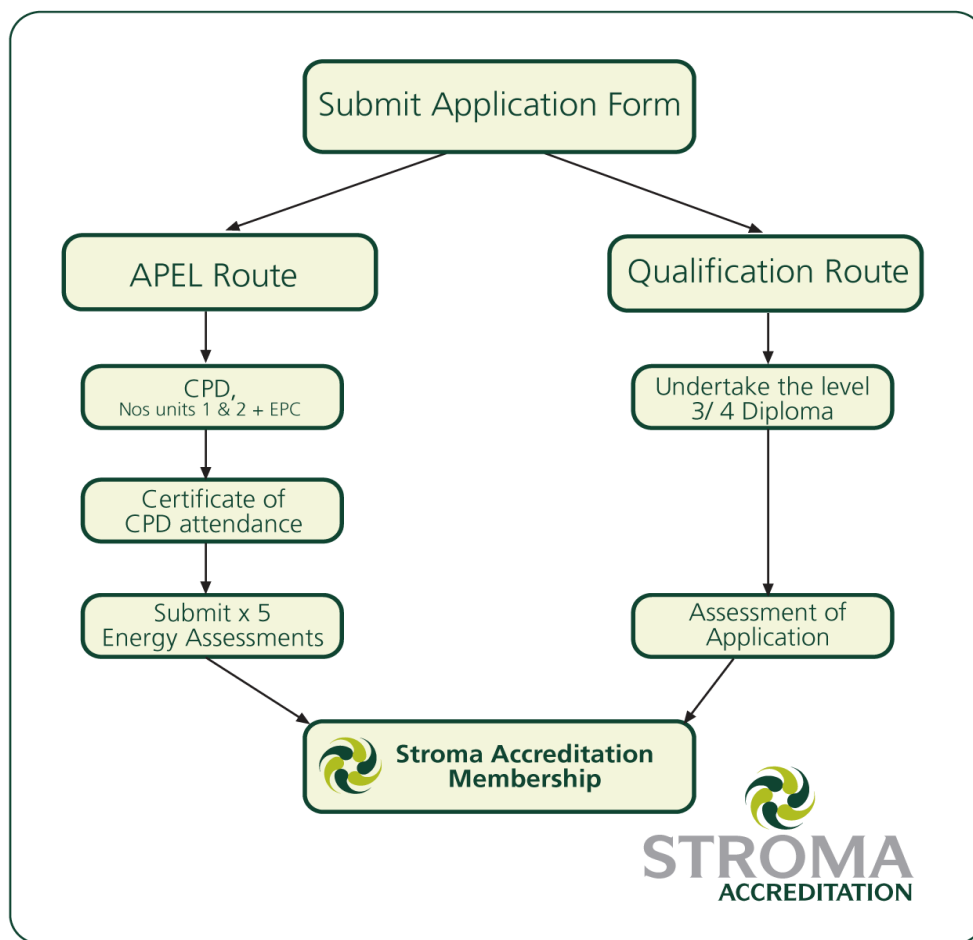
It is estimated that EPCs will be required for approximately 2.2 million dwellings per annum, which includes approximately 150,000 newly constructed dwellings, and a further 220,000 non dwellings. These buildings will require trained energy assessors to understand onsite requirements as well as the design based assessment techniques.

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.

Certification Training & Scheme Fees

Qualification Route to Certification

Item	Fees
Qualification Route Level 3	£1250* (excluding software)
Annual Scheme Membership	Free of Charge
Technical Support including: Phone support Technical bulletins (by email). Software updates Update to all templates, forms etc.	Free of charge (to scheme members only)
ABBE fee for certification	£295*

* all prices are excluding VAT.

ABBE is a specialist 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 ABBE for the Examination.

APEL Route to Certification

Item	Fees
APEL Training Route	£450*
Annual Scheme Membership	Free of Charge
Technical Support including: Phone support Technical bulletins (by email). Software updates Update to all templates, forms etc.	Free of charge (to scheme members only)

* all prices are excluding VAT.

Lodgement of EPCs

Monthly Lodgement Fees of certification	£5.00
Landmark Registration Fee for all Levels	£1.15

* all prices are excluding VAT.

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.

Monitoring Policy

Having successfully joined the accreditation scheme you are granted the authority to undertake EPC production as appropriate, a sample of all EPCs submitted are then audited by Stroma Accreditation Limited to ensure consistency, with feedback provided.

As part of this ongoing process of quality assurance Stroma Accreditation monitor a sample of not less than 2% of ALL EPCs and DEC's submitted. As an escalation Stroma Accreditation reserve the right to monitor 1% of all submitted (site based) assessments through a scheduled accompanied site visit. All EPCs and DEC's 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 are as follows:
All assessments shall be $\pm 5\%$ of the Building Emission Rate (BER).

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.

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

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.