



NAEA Level 3 Award in Domestic Energy Assessment (Existing Practitioner)



Energy Performance Certificates & Domestic Energy Assessment

From 1st June 2007 all domestic properties will require a Home Information Pack to be provided to prospective buyers when marketed for sale. A mandatory part of this Home Information Pack is the Energy Performance Certificate (EPC), which provides information on the energy efficiency, heating costs and carbon emissions of the property. All EPCs will be produced by accredited (licensed) Domestic Energy Assessors (DEAs) or Home Inspectors and in order to join an accreditation scheme a candidate must first gain an approved qualification.

NAEA Level 3 Award in Domestic Energy Assessment

The NAEA Level 3 Award in Domestic Energy Assessment is a nationally recognised qualification awarded by the Examinations Board of the National Association of Estate Agents. This qualification is recognised as one which allows the holder to apply to become accredited as a Domestic Energy Assessor and should take 6 to 8 weeks for the typical candidate.

The qualification is divided into three Units which the candidate must successfully complete in order to achieve the award:

- **Unit 1** Legislation & Practice relating to the provision of Energy Performance Certificates
- **Unit 2** Factors affecting production of Energy Performance Certificates
- **Unit 3** Production of Energy Performance Certificates

Units 1 and 2 are assessed by means of a multiple choice examination which must be taken via e-assessment (on-line) at a number of test centres. The locations of the test centres can be viewed at www.naea.co.uk.

Unit 3 is assessed by the production of five Energy Performance Certificates. Two of these EPCs will be based on test-case material and three will be based on inspection of properties of a candidate's choice, submitted for assessment with supporting site notes, photographs and sketches.



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Existing Practitioner Training Programme

The existing practitioner training programme involves one classroom training day supported by a comprehensive distance learning package and access to the Elmhurst Online RDSAP software. This course is only open to individuals who are already professionally qualified and/or have a proven background in residential surveying. The professional qualifications that are currently accepted are MRICS, FRICS, TechRICS, CIOB, RIBA, ABE and CIAT.

Distance Learning Package

All candidates undertaking Units 1 & 2 will be issued with a comprehensive distance learning pack which covers the entire National Occupational Standards for Domestic Energy Assessors.

Online RDSAP Software

All candidates will be issued online access to the Elmhurst RDSAP software for training and assessment purposes. This is needed to complete the training, to facilitate the familiarisation of potential DEAs with the RDSAP software and to fulfil the Unit 3 assessment of 5 EPCs. You will need access to a computer with an Internet connection.

Day 1 Energy Rating & RDSAP software

09:00 Registration

09:30 Introduction to Domestic Energy Assessment, Energy Performance Certificates and the NAEA Qualification

10:00 RDSAP ratings, property types, dimensions & standards.

10:45 Coffee

11:00 Energy inspection of walls, roofs & windows, & alternative technologies

12:30 Lunch

13:00 Energy inspection of heating, hot water systems, lighting & ventilation.

14:30 Coffee

14:45 Recommendations, EPC production and processing, and a walk through example and test case assignment.

16:30 Finish



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Examination

Units 1 and 2 are assessed by means of a multiple choice exam. The exam contains 35 questions on each unit and must be completed in 40 minutes for each unit.

The overall pass mark is 80% and a separate section in Unit 1 containing of 5 questions, all of which must be answered correctly in order to gain a pass mark for the Unit. Unit exams can be taken separately or both at once.

EPC Assessment

Following completion of the training days, each candidate is expected to complete a minimum of five EPC using the Elmhurst on-line RDSAP software, submitting them for assessment with appropriate supporting materials.

Award of the qualification

All candidates successfully passing the Unit 1 & 2 examinations and the Unit 3 assessment of five energy performance certificates will be awarded the Level 3 Award in Domestic Energy Assessment from the National Association of Estate Agents (NAEA).

Why Elmhurst Energy Systems Ltd

Elmhurst Energy Systems Ltd is one of only three Government authorised energy rating companies and has an unrivalled reputation and experience in the provision of energy rating software, training and accreditation.

Once qualified our partnerships with other industry organisations mean we will be able to offer you the insurance, technology and business opportunities to get involved in energy rating.

Already Elmhurst RDSAP Accredited?

If you have already successfully completed RDSAP accreditation training with Elmhurst as part of the Home Inspectors programme you will not be required to attend the training day and all EPC assessment already undertaken will count towards this qualification (usually two test cases and one real property will have already been submitted and assessed). You will still have to take the exams and submit at least two further EPCs for assessment. You will qualify for a discount on the cost. (See below)



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Training & Examination Fees

Full course (Existing Practitioner) costs £900+VAT in total of which £790+VAT of this is payable when you register and £110 is payable on-line when you are ready to take the Unit 1 and 2 examination. This price includes registration on the NAEA qualification and all the training and assessment as described in this document.

The following discounts are available*:

- Elmhurst RDSAP Accredited £150
- Streamline/Quest Accredited £50

*Only one discount can be claimed per candidate and documentary evidence will be required.



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Booking Form

Course Code	Venue	Day 1	Please Tick
EXPRAC020407	Coventry	02/04/07	<input type="checkbox"/>
EXPRAC230407	Coventry	23/04/07	<input type="checkbox"/>
EXPRAC040507	Coventry	04/05/07	<input type="checkbox"/>

For additional dates please check at www.elmhurstenergy.co.uk

Company Name:

Organisation:

Address:
.....
.....
.....
.....

Membership Number.....
(*Please provide/attach documentary evidence of professional qualification)

Post Code:.....

Payments

Full Course

Existing Practitioner £790 + VAT
Elmhurst RDSAP accredited £640 + VAT
Streamline/Quest accredited £740 + VAT

Telephone Number:.....

I would like to attend training as part of course code ticked from the dates listed above.

Fax Number:.....

Cheque enclosed £.....

Email address:.....

Made payable to:
Elmhurst Energy Systems Ltd

Contact Person:.....

Person registering for training:

Please return to:
Elmhurst Energy Systems Ltd
Elmhurst Farm
Bow Lane
Withybrook
Coventry
CV7 9LQ

Name:

Elmhurst Accreditation No:.....
(if applicable)

Professional Qualification*:



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Terms and Conditions

This training course is offered in good faith on the assumption that the government will approve the NAEA's award in Domestic Energy Assessment as planned in early February 2007. Elmhurst cannot accept any responsibility for changes to this initiative because of third party action.

Places on the course will be allocated on a first come first serve basis on receipt of completed application form and payment.

This course will train and assess candidates to the current available standards for RDSAP, domestic energy assessments at any given point in time. We will endeavour to keep all trained assessors informed of any additional requirements via our website and regular update emails and technical bulletins.

Your place on the course will be reserved from receipt of your booking form and payment. Cancellations must be made no later than 14 days prior to the event. If a booking is cancelled less than 14 days before the course or if delegates are unable to attend the course, the full fee is non-refundable.

Occasionally, courses may have to be cancelled.

Elmhurst Energy Systems Limited reserves the right to cancel courses without liability to delegates. In the event of a cancellation or postponement, delegates will be offered the opportunity to attend the course on an alternative date or be given a full refund.

All manuals and associated forms are Copy right of Elmhurst Energy Systems Ltd and Reproduction or distribution of these documents in whole or part is forbidden without the written consent of Elmhurst Energy Systems Ltd.

Password entry details and access to the Elmhurst web site are strictly for the individual Energy Assessor, under no circumstances should these details be passed on to any other third parties. Future upgrades, updated manuals, forms, reports and helpline support will only be received by registered Elmhurst accredited surveyors.

By undertaking the Energy Assessor Training you are agreeing to abide by these terms



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