

## **Domestic Energy Assessor Course Information:**

### **Aims:**

- To provide an understanding of the requirements for the production of Energy Performance Certificates when homes are sold or rented out.
- To enable participants to complete surveys to collect the information required for the production of Energy Performance Certificates using Reduced Data SAP.
- To provide an understanding of the factors that affect the energy efficiency of a home so that participants can deal with the wide range of property characteristics that they may encounter.
- To provide a knowledge of the potential energy efficiency improvement options and their costs and benefits.
- To prepare candidates for the Level 3 Diploma in Domestic Energy Assessment.

### **Please note:**

In addition to attendance on this course, before gaining the Diploma, candidates will be required to sit a multiple choice examination, to complete 5 Energy Performance Certificates and submit these for assessment and to demonstrate that they are competent in a range of non-technical skills (health and safety, business administration, etc.). The compiling of a portfolio of evidence that needs to be submitted for this is likely to require an additional 4-5 days time input.

The course fees include all assessment and examination fees, but once qualified participants will need to purchase approved software and join an approved accreditation scheme before they can issue EPCs. Advice can be provided on the options available.

The course does not include any training on the non-technical skills (health and safety, business administration, etc.) required. These requirements will be outlined on the first day of the course and additional training on these can then be arranged to follow on after this course if necessary. Feedback on materials produced to demonstrate these skills will be provided prior to their submission to the assessment centre.

All candidates need to be numerate (able to calculate areas of complex shapes), computer literate and confident in their ability to measure the dimensions of dwellings using a tape measure. Knowledge of the construction of buildings would be useful and recommendations for reading and/or additional training on this can be provided if necessary.

Customised versions of this training course can be offered "in-house" for organisations seeking training for at least 6 people.

The course is practically based and presented in a 'workshop' format. The number of participants will be restricted to a maximum of 12.

A printed reference manual and printouts of the presentation slides used during the course will be provided.

## **Outline Programme – Day 1:**

### **9.30 am Introduction**

- Background to the introduction of EPCs
- The requirements for the production of Energy Performance Certificates when homes are sold or rented out
- Benefits of improving the energy efficiency of homes

### **10.15 am The Diploma in Domestic Energy Assessment.**

- National Occupational Standards
- The non-technical skills required
- The assessment procedures
- The City and Guilds examination

### **11.15 am Coffee break**

### **11.30 am Assessment of energy efficiency in homes**

- Theoretical background
- The Standard Assessment Procedure (SAP)
- Reduced data SAP

### **12.15 pm Reduced data SAP surveys**

- Equipment required
- The rdSAP survey form
- Additional evidence needed (site notes, photographs etc.)

### **1.00 pm Lunch**

### **1.45 pm Example survey from slides**

- Completion of the rdSAP survey form from an example using slides
- Demonstration of the EPC software

### **3.00 pm Tea**

### **3.15 pm Data Entry Conventions 1**

- Measurements
- Extensions
- Rooms in the roof
- Alternative walls
- Conservatories
- Flats

### **4.30 pm End**

**Outline Programme – Day 2:**

**9.30 am Briefing on portfolio requirements**

**10.30 am Data Entry Conventions 2**

- Property age
- Wall construction
- Roof construction
- Windows

**11.15 am Coffee break**

**11.30 pm Data Entry Conventions 3**

- Ventilation
- Lighting
- Heating systems
- Hot water systems
- Solar energy systems
- Other renewable/low carbon energy systems

**1.00 pm Lunch**

**1.45 pm Practical Survey 1**

**3.15 pm Tea**

**3.30 pm Discussion of Practical Survey 1**

**4.15 pm Mid course review**

**4.30 pm End**

### **Outline Programme – Day 3**

- 9.30 am**      **Practical survey 2**
- 11.00 am**      **Coffee break**
- 11.15 am**      **Discussion of practical survey 3**
- 11.45 am**      **Discussion of candidates' own home surveys**
- 1.00 pm**        **Lunch**
- 1.45 pm**        **Advice on improving energy efficiency of a home**
- The recommendations included on the EPC
  - Reasons for excluding improvement measures from the EPC
  - Costs and benefits of other improvement measures
  - Low cost/no cost measures
- 2.30 pm**        **Issues for rented housing**
- Energy data management
  - Sampling procedures
- 3.00 pm**        **Tea**
- 3.15 pm**        **Self-assessment test/mock examination**
- 4.00 pm**        **Marking and discussion of self-assessment test/mock examination**
- 4.15 pm**        **Arrangements for the technical and non-technical assessments of candidates and the City and Guilds examination and discussion of any further training needs.**
- 4.30 pm**        **End**

**Outline Programme – Day 4:**

**9.30 am**            **City and Guilds multi-choice examination**

**1.45pm**            **“Accompanied Survey”**

- A further practical survey of a property observed by an independent “assessor”.  
This is part of the assessment for the Diploma and can be included as one of the 5 EPCs submitted.

**Course Dates:**

Dates to be mutually agreed as soon as there are sufficient candidates (minimum 3) to make the course viable.

In case of an individual interest four day programme is replaced by one day induction into the course requirements and distance learning using online learning environment.