

**APEL Competency Mapping NOS level 3 Display Certificates Commercial Energy Assessor Public Building DEC**

Name	
Sterling Tracking ID	
Date Completed	
Contact Telephone Number	
Email Address	

NOS Unit/Element	Unit/Element Title	Performance Criteria				Knowledge & Understanding			
		Evidence from application form and numbering				Evidence from application form and numbering			
<b>1</b>	<b>Work in a safe effective and professional manner</b>								
<b>1.1</b>	<b>Contribute to the maintenance of health, safety and security at work</b>								
1.1.1	Carry out working practices in accordance with legal requirements								
1.1.2	Identify any health, safety and security risks and minimise/mitigate such risks								
1.1.3	Ensure your own actions do not endanger yourself or others.								
1.1.4	Follow workplace policies and safely use equipment, materials and products								
1.1.5	Follow emergency procedures effectively								
1.1.6	Pass on suggestions for safety improvements								
	<b>You must know and understand:</b>								
1.1.a	Legal duties for health, safety and security in the workplace								
1.1.b	What risks might exist in different actions and actions to minimise/mitigate								
1.1.c	The importance of remaining alert to risks that are present								
1.1.d	The importance of personal conduct in maintaining health and safety								
1.1.e	Suppliers/manufacturers' instructions for safe use of products/materials								
1.1.f	Who to inform in case of conflicting health, safety and security requirements								
1.1.g	Emergency procedures								
1.1.h	Appropriate suggestions for improving health, safety and security								

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<b>1</b>	<b>Work in a safe effective and professional manner</b>								
<b>1.2</b>	<b>Develop and maintain effective working partnerships</b>								
1.2.1	Present a positive and professional image at all times								
1.2.2	Develop and maintain productive working relationships with others								
1.2.3	Deal with others in a tactful, courteous and equitable manner								
1.2.4	Work with limits of own competence/expertise								
1.2.5	Recognise and manage potential conflicts of interest								
1.2.6	Request information in a polite, clear and professional manner								
1.2.7	Respond promptly to requests								
1.2.8	Take appropriate action if not able to respond to requests								
1.2.9	Handle and resolve issues and minimise offence/maintain reputation								
1.2.10	Comply with formal complaints procedures								
	<b>You must know and understand:</b>								
1.2.a	The importance of presenting a positive and professional image								
1.2.b	The importance of promoting good will and trust and how this is achieved								
1.2.c	The limits of own competence and why these should not be exceeded								
1.2.d	The range of potential conflicts and how to manage them								
1.2.e	How to identify the required information and its sources								
1.2.f	How to respond to enquiries and clarify needs								
1.2.g	How to respond to enquiries beyond your competence/authority								
1.2.h	Ways to resolve issues whilst minimising offence								
1.2.i	Details of the appropriate complaints procedure								

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<b>1</b>	<b>Work in a safe effective and professional manner</b>									
<b>1.3</b>	<b>Conduct Energy Assessments in a professional and Ethical Manner</b>									
1.3.1	Work in accordance with prescribed codes of conduct/practice , standards									
1.3.2	Develop self within role									
1.3.3	Manage own work effectively									
1.3.4	Recognise and respond appropriately to external pressure/influence									
1.3.5	Comply with scheme auditing and monitoring requirements									
1.3.6	Comply with appropriate legislation									
1.3.7	Have regard to approved guidance relating to energy assessment									
	<b>You must know and understand:</b>									
1.3.a	Specific responsibilities under codes of conduct/ethical standards									
1.3.b	The importance of complying with <b>recognised guidance/codes of practice</b>									
1.3.c	Auditing and monitoring requirements relating to your scheme									
1.3.d	Government policy on climate change/carbon emissions									
1.3.e	The main points of legislation relevant to your work (e.g. EPBD)									
1.3.f	Approved guidance for energy assessment									

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<b>2</b>	<b>Prepare for energy assessments of non-dwellings to produce Energy Performance Certificates (EPCs), Operational Ratings (ORs), Display Energy Certificates (DECs) and Advisory Reports (ARs)</b>								
<b>2.1</b>	<b>Agree and confirm instructions to undertake energy assessments</b>								
2.1.1	Respond promptly to requests from clients								
2.1.2	Determine nature/characteristics of property and appropriate certificate								
2.1.3	Clarify requirements/expectations of clients and scope								
2.1.4	Explain terms, conditions and fee structure								
2.1.5	Explain the limitations/constraints of the planned assessment								
2.1.6	Confirm the terms, conditions and arrangements agreed								
2.1.7	Provide guidance on the relative legislation								
2.1.8	Confirm the terms, conditions and arrangements agreed								
2.1.9	Confirm with clients/occupiers any specific arrangements								
2.1.10	Identify any circumstances preventing the assessment and explain								
2.1.11	Select an appropriate approved software tool								
	<b>You must know and understand:</b>								
2.1.a	Property/situations not requiring energy certificates. Voluntary certificates								
2.1.b	How to clarify/confirm scope and expectations								
2.1.c	How to identify/explain circumstances preventing certification								
2.1.d	Limitations and constraints applying								
2.1.e	The importance of explaining/confirming in writing agreed arrangements								
2.1.f	The importance of explaining terms, conditions and fee structures								
2.1.g	The legislation governing energy assessment								
2.1.h	The limitations/constraints of the planned assessment								
2.1.i	How to confirm on-site inspection arrangements								
2.1.j	Circumstances which may prevent you undertaking the assessment								
2.1.k	The importance of confirming any specific arrangements								
2.1.l	The frequency and validity of energy assessments								
2.1.m	Approved software tools and their application								

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<b>2.2</b>	<b>Investigate relevant matters relating to the property and energy use</b>									
2.2.1	Investigate/record information to ensure comprehensive certification									
2.2.2	Evaluate information and identify significant factors									
2.2.3	Explain scope of information and request from clients									
2.2.4	Inform clients promptly of circumstances preventing assessment									
2.2.5	Identify circumstances preventing assessment									
	<b>You must know and understand:</b>									
2.2.a	The information required to ensure complete and accurate assessment									
2.2.b	Different sources of information and how to obtain									
2.2.c	Geographical/environmental features affecting energy performance									
2.2.d	Evaluation of information to identify/address significant factors									
2.2.e	Special circumstances applying to some properties									
2.2.f	How to identify and explain circumstances preventing certification									

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<b>3</b>	<b>Determine Operational Ratings and issue Display Energy Certificates for Non-Dwellings</b>								
<b>3.1</b>	<b>Determine Operational Ratings for non-dwellings</b>								
3.1.1	Identify whether property and current use fall within your authorisation								
3.1.2	Identify the necessary information for OR according to property/energy use								
3.1.3	Obtain necessary information for determining OR								
3.1.4	Address gaps in information								
3.1.5	Confirm accuracy/suitability of the information obtained								
3.1.6	Calculate OR using approved tools								
3.1.7	Respond to queries from client regarding OR								
	<b>You must know and understand:</b>								
3.1.a	Provisions of Regulations which specify buildings requiring DEC								
3.1.b	Different categories of buildings described in guidance								
3.1.c	Relevant technical requirements/approved guidance								
3.1.d	Timetables regarding introduction/implementation of DECs								
3.1.e	Types of fuels/energy sources encountered and effect on OR								
3.1.f	Principles of building structure, fabric, services and design philosophy								
3.1.g	Operation of plant/machinery, building management and effect on OR								
3.1.h	Energy data required for OR and metering allowances								
3.1.i	Information required for calculating OR and how to obtain it								
3.1.j	How to obtain information required for OR using meters/billed data								
3.1.k	How to calculate OR using approved tools/methodology								
3.1.l	The application of Ors to groups of buildings on-site								

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<b>3</b>	<b>Determine Operational Ratings and issue Display Energy Certificates for Non-Dwellings</b>								
<b>3.2</b>	<b>Issue Display Energy Certificates</b>								
3.2.1	Obtain AR and previous year's energy performance data for inclusion in DEC								
3.2.2	Use approved tools/methodology to generate DEC								
3.2.3	Prepare/issue DEC iaw approved methodology								
3.2.4	Maintain clear/complete records conforming to statutory requirements								
3.2.5	Submit data to approved central register								
3.2.6	Advise clients on their legal obligations								
	<b>You must know and understand:</b>								
3.2.a	Regulatory requirements for the implementation of ORs and DECs								
3.2.b	Prescribed format/contents/interpretation of a DEC								
3.2.c	Approved tools used to produce DECs								
3.2.d	Rationales for DECs								
3.2.e	Importance of checking the DEC, ensuring complete and satisfies regulations								
3.2.f	Clients' responsibilities for handling, exhibiting, updating DECs								
3.2.g	Additional voluntary options for publicising OR of a building								
3.2.h	Data/information required to lodge on the register and how to input								
3.2.i	Restrictions on access to the register								
3.2.j	How external data bases are updated and how DECs are logged								
3.2.k	Enforcement procedures for non-compliance under the Regulations								
3.2.l	Quality Assurance process for the approval of DECs								

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4	Produce Advisory Reports	Evidence from application form and numbering				Evidence from application form and numbering			
<b>4.1</b>	<b>Obtain information and produce and issue Advisory Reports (AR)</b>								
4.1.1	Explain to clients the requirements for ARs								
4.1.2	Obtain details of potential improvements from designated website								
4.1.3	Produce AR taking account of structure/fabric etc and managed operations								
4.1.4	Gather information iaw approved guidance								
4.1.5	Use approved tools for generating recommendations								
4.1.6	Review recommendations, add appropriate additions, delete inappropriate								
4.1.7	Provide clear reasons for adjustments to recommendations								
4.1.8	Produce valid AR iaw approved guidance								
4.1.9	Issue AR to client								
4.1.10	Advise clients on their duties and explain how to obtain further information								
4.1.11	Maintain clear/complete records iaw professional/statutory requirements								
4.1.12	Lodge data correctly onto central register								
	<b>You must know and understand:</b>								
4.1.a	The requirements for ARs								
4.1.b	Principles of building structure, fabric, services and design philosophy								
4.1.c	Operation of plant/machinery, building management and effect on energy								
4.1.d	Procedure for generating ARs and statutory minimum requirements								
4.1.e	Administrative details/approved guidance for prioritising recommendations								
4.1.f	Range of recommendations which may be included in AR								
4.1.g	Nature of approved tools and how to access/use them								
4.1.h	What constitutes a valid existing report								
4.1.i	Importance of checking recommendations and deleting inappropriate								
4.1.j	Data, information and procedures for lodging on register								
4.1.k	Validity of AR and importance of informing clients								