

4 November 2010

Accreditation Schemes - Energy
Performance Buildings Directive

Our Ref:
Your Ref:

ANNUAL REPORTS 2010

Dear colleagues

The purpose of this note is to remind schemes of the need to prepare annual reports covering the period up to 1 October 2010.

Annual reports, which should be submitted to CLG when completed, must as a minimum include the information set out in the template attached at Annex A. The deadline for completing and submitting annual reports to CLG is 31 December 2009. Annual reports should be submitted electronically and sent to the following e-mail address: EPBD.Accreditation@communities.gsi.gov.uk.

Please note that this e-mail account is reserved specifically for the use of accreditation schemes. Schemes are encouraged to make use of this e-mail address when corresponding with CLG. CLG will endeavour to respond promptly to e-mails that schemes send to this address wherever possible, albeit that in some cases, particularly those involving complex or controversial issues, this may be no more than to acknowledge receipt.

Yours sincerely,



Andrew De Lord

ACCREDITATION SCHEME ANNUAL REPORT

Basic Reporting Template

The Annual Report should cover the activities of the Accreditation Scheme, a review of the period and, set out a summary of applications received, participants in the scheme and their activities. It is designed for publication. However it is recognised that not all the material supplied to CLG, notably financial and business sensitive, is appropriate for publication. An annex should be supplied containing such material which will not be published.

The report presentation and format is a matter for the individual Accreditation Scheme to decide, but should follow the basic reporting template below, setting out the Scheme's degree of achievement, of customer satisfaction and, to have integral to it, clear indicators of performance against the Department's standards and any other published performance criteria.

Statistics should be incorporated within the relevant sections of the report, with commentary as appropriate thereafter consolidated into a statistics table covering the full range of the scheme's activities. Any performance targets should also be included.

The first report will cover the period from the commencement of the Schemes activities to 1 October 2009 and be published by no later than 31 December 2009.

Reports should indicate where the implementation and operation of a scheme has differed from what was stated in the original application and explain why.

The Annual Report should be signed off by the senior operating executive of the Accreditation Scheme,

Contents	Foreword/Introduction Review of Period: <ul style="list-style-type: none"> • Membership • Applications • Lodgements • Quality Assurance • Finance The Future Who's Who Contacts Commercial Confidential Annex <ul style="list-style-type: none"> • Compliance/Conformity Statement • Statistics Table • Future Plans/Strategy/Development
-----------------	---

Foreword/ Introduction	The following information is a true and concise report of the activities of Architectural EPC, the On Construction Accreditation Scheme devised by the Chartered Institute of Architectural Technologists (CIAT) and the Royal Institute of British Architects (RIBA).							
Review of the period	<p>Summary of the Accreditation Scheme's activities during the preceding year leading into the reporting of headline activities below.</p> <p>Architectural EPC was approved by CLG in April 2008. The Scheme currently has 16 members.</p> <p>Potential membership of the Scheme has been widened as per the published membership criteria however the focus remains on Chartered Architectural Technologists, professionally qualified Architectural Technicians and ARB registered Architects. To assist the process of undertaking APEL assessments the qualifications of this group have been mapped to the On Construction Domestic Energy Assessment National Occupational Standards.</p> <p>Membership can be gained via APEL or by proof of having obtained an ABBE Domestic On Construction Energy Assessor Certificate (Level 3.) All applicants to the Scheme are required to complete a series of on-line and practical SAP Tests to ensure that all approved OCDEAs have reached the same stringent threshold.</p>							
Membership	<p>Lead in commentary to headline figures. Include detail of routes to accreditation available. All statistical information to the end of the reporting period 1 October.</p> <table border="1" data-bbox="497 1211 1390 1704"> <tr> <td data-bbox="497 1211 922 1384"> Accreditation Scheme Total Membership at start and finish of reporting period Year 1 Oct 2009 to 1 Oct 2010 </td> <td data-bbox="922 1211 1390 1384"> Commentary as appropriate None accredited in October 2008 13 accredited by 1 October 2009 Additional 3 accredited in 2010, total at 1 Oct , 2010 - 16 </td> </tr> <tr> <td data-bbox="497 1384 922 1547"> Accreditation Scheme Membership – breakdown by qualification route Year Qualification APEL 1 Oct 2009 to 1 Oct 2010 </td> <td data-bbox="922 1384 1390 1547"> Commentary as appropriate 1 energy assessor suspended. 17 via APEL route </td> </tr> <tr> <td data-bbox="497 1547 922 1704"> Accreditation Scheme Membership – breakdown by assessor level and type Year 200* 1 2 3 4 5 </td> <td data-bbox="922 1547 1390 1704"> Commentary as appropriate N/A as scheme only open for OCDEA </td> </tr> </table>		Accreditation Scheme Total Membership at start and finish of reporting period Year 1 Oct 2009 to 1 Oct 2010	Commentary as appropriate None accredited in October 2008 13 accredited by 1 October 2009 Additional 3 accredited in 2010, total at 1 Oct , 2010 - 16	Accreditation Scheme Membership – breakdown by qualification route Year Qualification APEL 1 Oct 2009 to 1 Oct 2010	Commentary as appropriate 1 energy assessor suspended. 17 via APEL route	Accreditation Scheme Membership – breakdown by assessor level and type Year 200* 1 2 3 4 5	Commentary as appropriate N/A as scheme only open for OCDEA
Accreditation Scheme Total Membership at start and finish of reporting period Year 1 Oct 2009 to 1 Oct 2010	Commentary as appropriate None accredited in October 2008 13 accredited by 1 October 2009 Additional 3 accredited in 2010, total at 1 Oct , 2010 - 16							
Accreditation Scheme Membership – breakdown by qualification route Year Qualification APEL 1 Oct 2009 to 1 Oct 2010	Commentary as appropriate 1 energy assessor suspended. 17 via APEL route							
Accreditation Scheme Membership – breakdown by assessor level and type Year 200* 1 2 3 4 5	Commentary as appropriate N/A as scheme only open for OCDEA							
Applications	<table border="1" data-bbox="497 1704 1390 1955"> <tr> <td data-bbox="497 1704 922 1955"> Total number of applicants Start and finish of reporting period Qualification APEL 2000 </td> <td data-bbox="922 1704 1390 1955"> Commentary as appropriate. To include details of qualifications accepted and APEL route applied. Total number of applicants to end Oct 2010 = 24 </td> </tr> </table>		Total number of applicants Start and finish of reporting period Qualification APEL 2000	Commentary as appropriate. To include details of qualifications accepted and APEL route applied. Total number of applicants to end Oct 2010 = 24				
Total number of applicants Start and finish of reporting period Qualification APEL 2000	Commentary as appropriate. To include details of qualifications accepted and APEL route applied. Total number of applicants to end Oct 2010 = 24							

Lodgements	Domestic 16 EPCs Non Domestic EPCs DECs	Commentary as appropriate. Total numbers plus mean and median per EA. There were 24 applications (ie. Joining fee and first annual subscription) in 2010. There were 50 EPCs produced There were 16 OCDEAs so the statistics are: Average EPC per OCDEA = 3.125 Median EPC = 2
Quality Assurance/Customer Satisfaction	Overall sample rate % and variances/reasons. Include headline information e.g. number of QA inspections/failure rate; customer complaints together with commentary on outcomes and mitigating actions as appropriate. Schemes are expected to provide robust / in depth reporting of their application of QA and the way they have used QA to uncover trends and how they have reacted to correct undesirable trends and specific instances of errant assessments and assessors. Information should be given on the number of inspections and methods used; pass and failure rates; actions taken; and monitoring of the success of those actions. Information should also be given on policies and monitoring of CPD. Wider quality control duties for the scheme should also be included e.g. data handling, information security and conflicts of interest. Where multiple levels of QA are carried out this should be specified. Architectural-EPC has developed both Audit Procedures and Quality Assessment Procedures.	
Finance	Where an organisation is part of a group or is structured as to publish annual accounts an introduction with headline details should be included here supported with an appended copy of their latest published accounts. Other detailed scheme specific financial information is required under the Commercial Confidential Annex (see below)	
The Future	Include broad commentary on the Scheme's plans for the future, Detailed commercially sensitive information relating to future plans including and assessment of the market place, development plans and strategies should be included in the Commercial Confidential Annex (see below) Both CIAT and the RIBA view the Scheme as a membership service. The low number of OCDEA's recruited so far is disappointing, however it has enabled the Scheme to develop robust procedures and practices in anticipation of greater take up.	
Who's Who	Include main officials and areas of responsibility Tara Pickles –Architectural EPC Scheme Director, CIAT Education/International Director Steve Harrison – Just Ask Ltd – providing IT infrastructure, including registration on scheme and link to Landmark Central Database as well as SAP calculator Richard Atkins – MD Home Energy and Data Services – providing top-up training and assessment. Amina Khanum – Scheme Administrator – providing day to day support and moving applicants from one stage to another during assessment process.	

Contact Details

As appropriate

Tara Pickles tara@ciat.org.uk

Steve Harrison steveh@just-ask.co.uk

Richard Atkins richard.atkins@home-data.co.uk

Amina Khanum amina@ciat.org.uk

Annex to the Annual Report of Architectural-EPC

Commercial Confidential

Information below can be included in the main body of the report or as a separate annex

<p><i>Compliance & Conformity</i></p>	<p>Report where the implementation and operation of the scheme has differed to what was stated in the original application to run a scheme, with reasons where relevant. Any conformance and compliance issues with current standards and guidance, impacts and potential risks to future operation of the scheme.</p> <p>The Scheme has now implemented an APEL assessment route to membership however the APEL assessors do rely in some respects in making their assessments of the mapping exercise previously undertaken and agreed with DCLG, where it is appropriate for particular applicants.</p> <p>All applicants must undertake the CPD/top-up training and pass the on-line and practical SAP tests.</p> <p>Whilst this may have been a deterrent to greater take of membership CIAT/RIBA consider it more important to maintain the highest professional standards amongst the scheme members.</p>
<p><i>Finance</i></p>	<p>Include sufficient financial information to allow recipients of the report to readily appreciate the financial viability of the Accreditation Scheme. Where the Scheme is an incorporated body full or partial Trading/Profit and Loss Account and Balance Sheet are required (all in accordance with the various Companies Acts), and for non-Incorporated bodies a statement of account is required showing the formal surplus or deficit on scheme activities. Where these are not as yet available a simple profit & loss statement, together with a balance sheet or equivalent, should be included indicating the financial position at the time of the report.</p> <p>NB. Where a Scheme forms a Business Unit within a Corporate Organisation that relationship should be explained with the financial information relevant to the Business Unit provided.</p> <p>The scheme forms part of a service package primarily for members of CIAT and RIBA. From launch until 2010 the Scheme was severely restricted due to the fact that the Scheme had not had approval to accept ARB registered Architects on the same basis as MCIAT or TCIAT applicants. Subsequent to this further delay was caused as the APEL procedures insisted by DCLG were implemented.</p> <p>Establishment of the Scheme has required a considerable investment, which is yet to be recouped however with that in place the costs associated with the scheme management are proportional with its activity and neither CIAT/RIBA nor Just-Ask Services Limited is directly reliant on that income for their continuing viability.</p>
<p><i>Statistical Table</i></p>	<p>Include breakdown to support headline detail above covering the full range of scheme activities for the reporting period e.g.</p>

	<p>Membership Breakdown of applicants seeking accreditation Decision Qual APEL <i>Accredit</i> <i>Not Accredited</i> Breakdown of disciplinary related activities Breakdown of CPD related activities</p>	<p>Short commentaries as appropriate</p> <p>End of 2010 49 awaiting verification 9 failed competency tests 28 taking competency tests 17 members Total - 99</p>
	<p>Lodgements EPCs Number of active EAs Number of EPCs lodged.</p> <ul style="list-style-type: none"> • Total, • Total SAP • Average per EA • Highest per EA • Lowest per EA • Failed lodgement • Re lodgements 	<p>Commentary as appropriate. Average numbers per EA per scheme? Highest and lowest. Or total for period of time?</p> <p>End of 2010 9 active OCDEAs Total EPCs – 50 Average EPC per OCDEA – 5.5 Highest EPC per OCDEA – 13 Lowest EPC per OCDEA – 0 Failed – 0 Re-lodgements – 0</p>
	<p>Quality Assurance Breakdown of routine inspections/spot checks/customer complaints with outcomes and mitigating actions as appropriate.</p>	<p>Include case studies Given the insignificant number of EPCs that were produced in 2010 no routine Quality Assessment Checks were undertaken. A program of checks is planned for 2011. The scheme has received no complaints to date, therefore spot checks have not been undertaken and therefore no mitigating actions have been required.</p>

Future	<p>Commentary on the Scheme's assessment of the marketplace, planned future activities/developments highlighting any initiatives, concerns and recommendations.</p> <p>The potential market place remains untapped for some of the reasons noted above. The Scheme has had over 1,000 notes of interest and it is planned to renew the recruitment program during 2011.</p>
---------------	---