

RIBA 



Chartered Institute of
Architectural Technologists



Architectural EPC

On Construction Domestic Energy Assessment

GUIDE to APEL APPLICANTS

VERSION 2.0 - January 2011

Incorporating Northern Ireland and Approved Prior Experiential Learning (APEL) Application Route

Chartered Institute of Architectural Technologists (CIAT)
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Royal Institute of British Architects (RIBA)
66 Portland Place
London
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Royal Society of Ulster Architects
2 Mount Charles
Belfast
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This document is relevant to England, Wales and Northern Ireland only.

1.0 UNDERLYING PRINCIPLES

APEL allows candidates direct access to accreditation without the need for a Government-approved energy assessor qualification. To achieve APEL accreditation candidates must demonstrate that they have met all the performance criteria, knowledge and understanding set out in the National Occupational Standards for On Construction Domestic Energy Assessors by proving their competence through a mixture of experience, skills and knowledge.

It is acknowledged that APEL candidates may not be able to show evidence of the full process of preparing EPCs, associated recommendations or energy reports prior to accreditation. Therefore, top-up training is allowable in order to satisfy certain pre-determined elements of the NOS. Architectural EPC's top-up training is in the form of online multiple choice questions covering all aspects of the National Occupational Standards for On Construction Domestic Energy Assessors. All Scheme applicants must complete the online tests.

In order to satisfy the NOS applicants must demonstrate a minimum of 2 years experience (full time equivalent) within the last 5 years in the field of energy assessment and/or the design and construction of dwellings. A Full, Corporate or Chartered Member of a relevant professional body within construction or the built environment (CIAT, RIBA, RSUA, RIAS etc) who has known the candidate in a professional capacity for at least two years must verify this experience.

2.0 CORE CRITERIA

To gain accreditation via APEL, candidates must:

- a) Show competent use of the latest government approved version of SAP appropriate to the provision of Energy Performance Certificates
- b) Meet 100% of the Performance Criteria and Knowledge and Understanding set out in the NOS for On Construction Domestic Energy Assessors.

NOS have been developed for all strands of energy assessments. The Standards were developed by Asset Skills working closely with CLG, employers and professional bodies. They are agreed statements of competence that bring together the skills, knowledge and understanding necessary for the relevant energy assessor. They also provide the basis for the Government approved energy assessor qualifications. A copy of the NOS for On Construction Domestic Energy Assessors can be found at the following link:

<http://www.assetskills.org/nmsruntime/saveasdialog.asp?IID=973&sID=439>

The objectives of the assessment are:

- To determine whether the applicant has satisfied all of the NOS for On Construction Domestic Energy Assessors

- To keep clear records of the assessment process in a way that can be clearly understood and replicated by others.

Generally where knowledge and understanding is claimed this should be from a formal qualification, training or Continuing Professional Development/lifelong learning and where performance criteria are claimed this will be from previous experience.

3.0 APEL PROCESS

All APEL applicants must complete the following:

- Application form
- APEL template

APEL applicants must complete the APEL application form in full, providing all relevant supporting material including copies of qualifications. APEL applicants must demonstrate which of the National Occupational Standards have been satisfied and agreeing to undertake top-up training where required.

APEL applicants must complete the APEL template. The template must provide evidence that the National Occupational Standards have been met. If the documents are deemed acceptable and show compliance with relevant parts of the NOS, the APEL applicant will be granted partial APEL and will be asked to undertake the top up training and on-line tests. The on-line tests cover all aspects of the National Occupational Standards.

On the successful completion of the top-up training applicants will be required to undertake 5 Practical SAP tests.

If the SAP tests are satisfactory, the applicant will become accredited and will be able to prepare energy assessments subject to the usual Quality Assurance requirements of Architectural EPC.

If the SAP tests do not meet the QA standards of Architectural EPC, then further training will be recommended.

4.0 Professional interview

APEL applicants can be called to a professional interview with APEL Assessors after their evidence has been submitted and assessed, if the Assessors consider this to be necessary. This could be a face to face or a phone interview.

Statements on satisfying performance criteria must relate to actual experience described. Statements on knowledge and understanding must relate to specific qualifications, training or CPD described. Statements must cross reference the location of information within the application as well as summarising it in such a way that the statement can be understood as a standalone comment.