

**AP36 - ABBE LEVEL 3 CERTIFICATE
IN DOMESTIC ENERGY ASSESSMENT(QCF)**

ELMHURST ENERGY SYSTEMS (EES)

APPLICATION FORM

Train with Elmhurst Energy for the ABBE Level 3 Certificate in Domestic Energy Assessment

Successful candidates will be able to accredit as a Domestic Energy Assessor and carry out energy assessments and produce Energy Performance Certificates (EPCs) for existing dwellings. EPCs are compulsory for domestic buildings when marketed for sale or rent. They provide energy efficiency and environmental impact ratings on existing dwellings.

There are no formal candidate entry requirements for the Level 3 Certificate, however applicants should be comfortable with the use of computerised systems.

The Level 3 Certificate course includes:

- Professional discussion with Assessor
- ABBE Registration
- Work at home study pack
- 3 days training at the Elmhurst Energy Training suite in Lutterworth
- 12 month access to Elmhurst's RdSAP software
- On-line exam at a regional centre
- Technical support helpline during the training

The training course will be held at Elmhurst's air conditioned training suite, centrally located just off Junction 20 of the M1 at Lutterworth. Lunch and refreshments are provided each day. If you require overnight accommodation there are several businesses in the locality, including:

Lutterworth Travelodge	0871 9846182
Little Lodge B&B	01455 550949
The Greyhound	01455 553307

N.B. Accommodation is not included in the course fee.

Elmhurst will provide twelve months RdSAP software access whilst training, supported by a dedicated Support Team of fully qualified DEAs who can assist with any technical support queries.

ABBE Qualification

ABBE is an Awarding Body regulated by Ofqual (the Office of Qualifications and Examinations Regulation) for the delivery of a range of qualifications that form part of the Qualifications and Credit Framework. ABBE has developed considerable expertise in overseeing high quality assessment for the higher level qualifications in the Property and Construction sectors of industry.

Since its inception in 1997, ABBE has grown steadily and currently offers a suite of qualifications to industry through its assessment centres.

Course Structure

Day One

- Introduction to energy assessment
- The ABBE Award, timescales and assessment requirements
- RdSAP methodology
- Data collection requirements of RdSAP
- Measurement of heat loss perimeters and floor areas and a practical exercise
- Formative Assessment of Professional Supplementary Skills

Day Two

- Understanding the science of thermal performance
- Assessing and reporting date of construction
- Domestic building construction for DEAs
- Recognition of heating and hot water systems and their controls
- Renewable technologies within RdSAP

Day Three

- RdSAP data entry conventions
- Specific RdSAP terminology
- Understanding the energy efficiency recommendations generated by RdSAP
- RdSAP software access and functionality – including online case study
- Assessment process
- Post qualification accreditation

Portfolio of Evidence

Candidates will be required to produce a minimum of 5 EPCs and associated specified additional evidence as part of a portfolio.

All five EPCs are submitted online and sent hard copy for assessment by Elmhurst. They should be accompanied by supporting evidence in the form of site notes, photographs and floor plans.

Examination

The online exam, set and assessed by ABBE is 55 minutes long with 30 multiple choice questions. Candidates can choose to sit the exam at a Pearson Vue centre around the U.K. Candidates have two examination attempts included in their training fee. Subsequent attempts will incur an additional fee.

DEA Accreditation (Licensing)

Once qualified, DEAs must join an approved accreditation scheme, such as the Elmhurst Scheme, in order to practise as a DEA and produce EPCs. Qualified DEAs may join any Government approved scheme.

DEAs joining an accreditation scheme should be aware that they will be subject to a Criminal Records Bureau (CRB) check and may incur accreditation charges.

Training & Examination Fees

The cost of the course is £968.00* + £290 ABBE registration fee + VAT which includes:

- ABBE Registration
- Examination Fee
- Elmhurst Training and Assessment Fee (3 days training, RdSAP software access, distance learning materials, technical support and portfolio assessment)

Course Dates can be obtained from our Website or by calling the Existing Dwellings Team on 01455 883257.

If you require on-site workplace training, please call the above number to discuss our corporate rates.

Terms and Conditions

This training course is offered in good faith based on current standards and Elmhurst cannot accept any responsibility for changes outside of its control.

This course will train and assess candidates to the current standards as set out in the ABBE Guidance. We will endeavour to keep all trained assessors informed of any additional requirements via our website, by regular update emails and technical bulletins.

A place on the course will be reserved on receipt of the booking form and payment on a first come first served basis. Once registered, cancellations must be made no later than 14 days prior to the first day of training.

It is recommended that candidates allow sufficient time between booking onto the training course and commencement of the training at Lutterworth, to work through the pre-course Distance Learning materials.

Prior to the Training course, candidates will be registered with ABBE following the Professional Discussion with an Assessor provided they are happy to proceed. Once the candidate is registered with ABBE, the ABBE registration fee of £290 + VAT is non-refundable.

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 candidates. In the event of a course cancellation or postponement, delegates will be offered the opportunity to attend the course on alternative dates.

Candidates have 12 months from attendance on the first day of training to complete the course, i.e. successfully pass the exam and submit the portfolio of evidence.

All manuals and associated forms are copyright of Elmhurst Energy Systems Limited and reproduction or distribution of these documents in whole or part is forbidden without the written consent of Elmhurst Energy Systems Limited. 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 registering for the Energy Assessor Training you are agreeing to abide by these terms.

Booking Form

Company Name & Address:
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.....
.....

Post Code
Telephone Number
Fax Number
Email address
Contact Person

Person registering for training:

Name
Email.....
Elmhurst Surveyor ID (if available):
.....

Do you have any special dietary requirements?
(please tick)

Vegetarian

Do you have any special needs related to a
disability that we should be aware of?
Please give details:

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Payment

£968.00* + £290 (registration fee) + VAT =
Total = £1,509.60

I would like to attend training as part of the ABBE Level 3 Certificate in Domestic Energy Assessment

Date:

Venue:

Cheque enclosed £1,509.60

Please send to:

Accounts, Elmhurst Energy Systems Limited,
P O Box 9112, Lutterworth
LE17 9DA Tel: 01455 883254

Or

**I authorise payment from my credit/debit card
the amount of: £1,509.60**

Card Billing Address:

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.....
.....

Postcode

Card No

Card Type (please circle):

Mastercard / Solo / UKMaestro / Visa /Visa Debit/
Delta/Visa Electron

Valid from: Expiry Date:

Security Code: (last 3 digits).....

Issue No. (if applicable)

Cardholder's name (as it appears on the card)

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Cardholder's signature:

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