



## Unit and Assessment Specification

<b>Unit title</b>	Prepare and Issue Domestic Green Deal Advice Reports
<b>SQA Code</b>	H1V4 04
<b>SCQF Level</b>	
<b>SCQF Credit Points</b>	
<b>SSC Ref</b>	ASTGDA 3

## History of changes

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Title	Prepare and Issue Domestic Green Deal Advice Reports	
Learning Outcomes		Assessment Criteria
The learner will:		The learner can:
1	Understand the process of preparing, lodging and issuing domestic Green Deal Advice Reports.	<p>1.1 Describe the prescribed format and content of a domestic Green Deal Advice report.</p> <p>1.2 Summarise the information required to produce a compliant domestic Green Deal Advice report.</p> <p>1.3 Explain how to retrieve any pre-existing Energy Performance certificate for the property and the underpinning data linked to it.</p> <p>1.4 Summarise the range of energy efficiency measures that may be included within a domestic Green Deal Advice Report.</p> <p>1.5 Summarise the principles underpinning the approved software used to prepare a domestic Green Deal Advice Report.</p> <p>1.6 Describe how to input data into the approved software to produce domestic Green Deal Advice reports.</p> <p>1.7 Identify common areas of potential uncertainty or insufficient information which could affect value attribution.</p> <p>1.8 Define the quality assurance checks to conduct on information to ensure that:</p> <ul style="list-style-type: none"> <li>◆ values are correct</li> <li>◆ energy efficiency measures are realistic and appropriate for the subject property</li> </ul> <p>1.9 Define:</p> <ul style="list-style-type: none"> <li>◆ the circumstances in which items can be recorded as unknown as defined by conventions</li> <li>◆ the consequences of recording an item as unknown or as built on the methodology's assessment process</li> </ul> <p>1.10 Describe the relationship between the building fabric and building services and the impact on energy the energy assessment process and energy efficiency measures proposed.</p> <p>1.11 Explain how any future intentions for work on the property will affect the selection and ordering of work on energy efficiency measures.</p>

	<p>1.12 Describe how to use approved software to generate energy efficiency measures that are bespoke to the property and its current occupier.</p> <p>1.13 Identify the implications for domestic Green Deal reports and energy efficiency measures when the conventions used in Green Deal assessments change.</p> <p>1.14 Describe how to ensure that data is inputted correctly and how to review data if the calculation will not process.</p> <p>1.15 Explain how to check and amend energy efficiency measures generated to ensure they are appropriate for the property and customer.</p> <p>1.16 Summarise the consequences of making inappropriate suggestions for energy efficiency measures.</p> <p>1.17 Describe how the approved software generates energy efficiency measures and estimates their cost savings.</p> <p>1.18 Explain how to adjust estimated savings in accordance with the occupancy assessment to provide an indication of how actual savings may differ from standard estimates.</p> <p>1.19 Explain what is meant by the Green Deal Principle (Golden Rule) and how it is calculated, including that the cost of energy efficiency measures used in the calculation could change.</p> <p>1.20 Explain how to use approved software to assess which energy efficiency measures, or packages of energy efficiency measures, meet the Green Deal Principle (Golden Rule) and are eligible for Green Deal Finance.</p> <p>1.21 Summarise the relevant codes of practice and standards that apply to preparing domestic Green Deal reports.</p> <p>1.22 Explain the importance of fully disclosing any referral fees or other benefits received in relation to suggested products, services and suppliers.</p> <p>1.23 Explain the process of lodging and issuing a domestic Green Deal Advice report.</p> <p>1.24 Identify the level and detail of information storage required in relation to domestic Green Deal Advice reports.</p>
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	<p>1.25 Explain how to update the Energy Performance Certificate after the installation of agreed energy efficiency measures.</p>
<p>2 Be able to prepare domestic Green Deal Advice Reports.</p>	<p>2.1 Assemble and collate information required including any pre-existing Energy Performance certificate.</p> <p>2.2 Use the approved software to prepare domestic Green Deal Reports.</p> <p>2.3 Ensure that values entered for all components are accurate.</p> <p>2.4 Identify areas of potential uncertainty or insufficient information which could affect value attribution and carry out checks to avoid likely errors.</p> <p>2.5 Carry out further investigations to identify appropriate values in order to reduce or eliminate use of default values and the unknown option.</p> <p>2.6 When the use of default values or 'unknown' is unavoidable, explain why this was the case and the steps taken to try to avoid their use, in accordance with relevant conventions and Code of Practice.</p> <p>2.7 Generate energy efficiency measures which are appropriate for the property using the approved software and the guidance or conventions applying to its use.</p> <p>2.8 Identify energy efficiency measures which take account of:</p> <ul style="list-style-type: none"> <li>◆ the interaction between the building fabric and the building services</li> <li>◆ building location</li> <li>◆ needs, circumstances and motivations of the customer</li> </ul> <p>2.9 Use approved software to:</p> <ul style="list-style-type: none"> <li>◆ estimate energy use and associated energy costs</li> <li>◆ estimate energy and cost savings from energy efficiency measures</li> <li>◆ produce figures to be used in the domestic Green Deal (Golden Rule) calculation</li> <li>◆ assess which energy efficiency measures or packages of measures are likely to be eligible for Green Deal finance</li> </ul>

	<p>2.10 Prepare domestic Green Deal Advice reports that meet scheme requirements and certification body requirements and check the report to ensure it is clear and complete.</p> <p>2.11 Disclose any referral fees or other benefits to be received should the customer follow suggestions for particular products, services or suppliers.</p>
<p>3 Be able to lodge and issue domestic Green Deal Advice Reports.</p>	<p>3.1 Collate and maintain information in support of:</p> <ul style="list-style-type: none"> <li>◆ investigations carried out</li> <li>◆ values attributed</li> <li>◆ energy efficiency options considered</li> <li>◆ energy efficiency options rejected with justification</li> <li>◆ specific decisions made and energy efficiency measures proposed</li> </ul> <p>3.2 Ensure that records kept are clear, complete and meet Green Deal and statutory requirements and follow accepted professional standards.</p> <p>3.3 Lodge domestic Green Deal Advice Reports on the prescribed national register.</p> <p>3.4 Issue domestic Green Deal Advice reports to customers.</p> <p>3.5 Update the Energy Performance Certificate after the installation of agreed energy efficiency measures.</p>

<b>Additional information about the Unit</b>
<b>Unit purpose and aim(s)</b>
This Unit is about producing and lodging a Green Deal Advice Report.
<b>Details of the relationship between the Unit and relevant national occupational standards (if appropriate)</b>
Developed from Asset Skills National Occupational Standards
<b>Details of the relationship between the Unit and other standards or curricula (if appropriate)</b>
<b>Assessment requirements specified by a sector or regulatory body (if appropriate)</b>
Please refer to Asset Skills Assessment Principles at <a href="http://www.assetskills.org">www.assetskills.org</a>

<b>Assessment (evidence) Requirements</b>
<b>Guidance on Instruments of Assessment</b>