



## Unit and Assessment Specification

<b>Unit title</b>	Prepare for Energy Assessments of Non-Dwellings to Fulfil Regulatory Requirements for Asset Ratings
<b>SQA Code</b>	H1VD 04
<b>SCQF Level</b>	
<b>SCQF Credit Points</b>	
<b>SSC Ref</b>	ASTNDEA2

## History of changes

**Publication date:** October 2012

**Version:** 01

<b>Version number</b>	<b>Date</b>	<b>Description</b>	<b>Authorised by</b>

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<b>Title</b>		Prepare for Energy Assessments of Non-Dwellings to Fulfil Regulatory Requirements for Asset Ratings	
<b>Learning Outcomes</b>		<b>Assessment Criteria</b>	
<b>The learner will:</b>		<b>The learner can:</b>	
1	Understand the regulations and requirements needed to undertake energy assessments.	1.1	Explain the legislation governing energy assessment and the overall purposes of the Energy Performance Certificate.
		1.2	Identify the relevant regulations for energy performance requirements new buildings.
		1.3	Identify the relevant regulations for energy performance requirements for existing buildings.
		1.4	Describe the types of property and situations that do not by law require energy certification and how to deal with voluntary certification.
		1.5	Identify the Building Regulations, EPBD Regulations and other Regulations' energy performance requirements that are relevant to buildings other than dwellings.
		1.6	Describe the different stages involved in the energy assessment of new buildings, ensuring compliance with relevant aspects of Building Regulations and leading to the production of the 'as built' assessment, for the purpose of producing an Energy Performance Certificate.
		1.7	Review the frequency of energy assessments and the validity of certificates and reports.
		1.8	Explain the role of the Energy Performance Certificate in wider government policy including where relevant the Green Deal.
2	Understand how to agree and confirm instructions to undertake energy assessments.	2.1	Explain how to clarify and confirm the requirements and expectations of the client(s) and the scope of your instructions so that all the information is available and defaults are not used except where justified.
		2.2	Describe how to identify and explain to clients any circumstances that prevent you from undertaking an energy assessment.
		2.3	Identify the limitations and constraints that apply to the conduct of energy assessments.

	<p>2.4 Explain the importance of explaining and confirming in writing the arrangements agreed between you and client(s).</p> <p>2.5 Explain the importance of explaining the terms and conditions and fee structures and payment arrangements for energy assessments.</p> <p>2.6 Identify the limitations and constraints of the planned energy assessment.</p> <p>2.7 Explain how to confirm on-site inspection arrangements with the client(s) or other occupier.</p> <p>2.8 Identify the circumstances that may prevent you from undertaking an energy assessment.</p> <p>2.9 Explain the importance of explaining politely and clearly to clients the reasons why you cannot undertake and energy assessment.</p> <p>2.10 Explain the importance of confirming whether any specific arrangements apply to the energy assessment.</p> <p>2.11 State which software tools have been approved for particular applications.</p> <p>2.12 Explain the principles of operation of the approved software tools.</p>
<p>3 Understand how to investigate relevant matters relating to property and energy usage.</p>	<p>3.1 Identify the different types of preparatory information that it is important to obtain to ensure a complete and accurate assessment and certificate.</p> <p>3.2 Identify the different sources of preparatory information (including existing calculations and energy audit reports) relating to the energy performance of the property.</p> <p>3.3 Explain how to obtain preparatory information relating to the energy performance of the property.</p> <p>3.4 Identify prevailing geographical / environmental features that may affect the energy performance of the property.</p> <p>3.5 Explain how to evaluate relevant information in order to identify and address any significant factors that may influence the energy assessment, including gaps in information concerning the building and its energy use, health and safety considerations, accessibility and the level of building complexity.</p>

	<p>3.6 Explain how to identify circumstances that prevent you from assessing the energy performance of the property, including properties beyond your current level of competence, your own diary pressures, difficulties in gaining access, conflicts of interest and lack of key information.</p> <p>3.7 Explain the importance of explaining to clients why you may not be able to fulfil the agreed contract.</p>
<p>4 Be able to agree and confirm instructions to undertake energy assessments.</p>	<p>4.1 Determine the nature and characteristics of the property to ensure that it requires an Operational Rating (OR) or Asset Rating as appropriate.</p> <p>4.2 Respond promptly to requests to undertake energy assessments from clients.</p> <p>4.3 Clarify and confirm the requirements and expectations of clients and the scope of own instructions to ensure that all the information is available and defaults are not used except where justified.</p> <p>4.4 Explain to the client the relevant regulations that are legally required and the overall purpose of the Energy Certificate.</p> <p>4.5 Explain to the client why the Energy Certificate has to conform to prescribed protocols and must be accompanied by cost-effective recommendations.</p> <p>4.6 Explain to the client the limitations and constraints of the planned energy assessment, identifying any circumstances that prevent the assessment from being undertaken and giving your reasons.</p> <p>4.7 Agree in writing with the client the terms, conditions and fee structure under which the energy assessment will be undertaken, including the need to take photographs and record other evidence for audit purposes.</p> <p>4.8 Confirm to clients the terms, conditions and arrangements that have been agreed, and confirm in writing any specific arrangements with clients or other occupiers.</p>

	<p>4.9 Provide any necessary guidance to clients with regard to the legislation governing energy assessment</p> <p>4.10 Select a suitable software tool, appropriate to the building being assessed and approved under the Regulations for energy assessment.</p>
<p>5 Be able to investigate relevant matters relating to property and energy usage.</p>	<p>5.1 Investigate and record any preparatory information to ensure complete and comprehensive energy assessment and certification.</p> <p>5.2 Identify prevailing geographical/ environmental features that may affect the energy performance of the property.</p> <p>5.3 Evaluate preparatory information to identify inconsistencies and any significant factors that may influence the energy assessment.</p> <p>5.4 Explain to clients the scope of information that will assist the energy assessment and request any relevant additional information that will be relevant.</p> <p>5.5 Inform clients promptly in cases where your investigations reveal problems that prevent you from assessing the energy performance of the property.</p> <p>5.6 Ensure that the most up-to-date version of the approved software and associated reference materials can be accessed.</p>

<b>Additional information about the Unit</b>
<b>Unit purpose and aim(s)</b>
This Unit enables the candidate to develop the skills to agree and confirm instructions to undertake energy assessment to meet regulatory and organisational requirements and to investigate relevant matters relating to property (non-dwellings) and energy usage.
<b>Details of the relationship between the Unit and relevant national occupational standards (if appropriate)</b>
Asset Skills NOS for Building Energy Assessment (Non-dwellings) on Construction, Sale or Rent ASTNDEA2: Prepare for energy assessments of non-dwellings to fulfil regulatory requirements for Asset Ratings.
<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>

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