



**National Occupational Standards
for On Construction Domestic Energy Assessors**

Asset Skills – September 2008

Version v17

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National Occupational Standards for On Construction Energy Assessors

These standards have been developed for individuals undertaking assessment of any dwelling being built that requires an Energy Performance Certificate (EPC) to comply with the Energy Performance of Buildings Directive (EPBD).

These standards require the competent application of the SAP methodology at design stage. On Construction Energy Assessors also are required to produce full EPCs when the building is completed.

Unit 5 (zero carbon homes) looks set to be increasingly important but, for the time being at least, is included as a additional set of competences for use as and when required.

These standards have been developed for individuals undertaking assessment of any dwelling being built that requires a Regulation 17C statement (as required by regulations 17C and 20D of the Building Regulations 2000 (regulation 12D in the Building (Approved Inspectors, etc) Regulations 2000 and/or an Energy Performance Certificate (EPC) as required by regulation 17E of the Building Regulations 2000 (regulation 12 in the Building (Approved Inspectors etc) Regulations 2000 (and their equivalent in Scotland and Northern Ireland).

Note: The above paragraph relates to England and Wales. Building Regulations in Northern Ireland are similar to those in England and Wales but differ slightly in their numbering and terminology. In Scotland, Building Regulations are referred to as Building Standards.

Asset Skills
September 2008

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Please note that the Unit that follows is expected to be an additional Unit in any qualification. Likewise, individuals able to show competence through APEL will be expected to have separate accreditation of their skills and knowledge in certificating zero carbon dwellings.

Unit 5 Prepare Zero Carbon Home Certificates

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Element 5.1 Prepare Zero Carbon Home Certificates

UNIT 1

Work in a safe, effective and professional manner

Element 1.1	Contribute to the maintenance of health, safety and security at work
Element 1.2	Develop and maintain effective working relationships
Element 1.3	Conduct energy assessments in a professional and ethical manner

About this Unit

This Unit covers the essential, general competences expected of all accredited professionals in Energy Assessment regardless of their working environment. It is common to the National Occupational Standards for Asset Ratings, Operational Ratings and Air Conditioning Systems.

Element 1.1 describes the activities involved in contributing to the maintenance of health, safety and security at work. You must identify and manage the risks associated with your work, and ensure that your conduct does not endanger yourself or others. You are expected to know, and work in accordance with, the provisions of relevant legislation (e.g. Health and Safety at Work Act) and any relevant workplace policies.

Element 1.2 covers the development and maintenance of effective working relationships with all those people with whom you come into contact during your work. You are expected to communicate with others in a polite, clear and respectful manner, respond to enquiries and work towards avoiding any disputes that may arise. You are also expected to comply with formal complaints procedures if and when complaints are received. The main groups of people with whom you will need to develop good working relationships are your clients, other professionals, colleagues, and anyone else with whom you come into contact in the course of your work.

Element 1.3 covers the conduct of work in a professional and ethical manner. You are expected to present a positive and professional image at all times, work in accordance with prescribed codes of conduct and standards of good practice, and take steps to avoid any potential conflicts of interest during your work. It is also vital that you comply with the specific auditing and monitoring requirements of your accrediting organisation. Importantly, you must recognise and work within the limits of your own competence and expertise.

Element 1.1**Contribute to the maintenance of health, safety and security at work****Performance Criteria****You must be able to:**

- 1 carry out working practices in accordance with legal requirements
- 2 identify any health, safety and security risks in different locations and take action to minimise or mitigate such risks
- 3 ensure your own personal conduct in the workplace does not endanger the health, safety and security of yourself and other people
- 4 follow the workplace policies and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products
- 5 follow emergency procedures effectively to protect the health, safety and security of people
- 6 pass on any suggestions for improving health, safety and security within the **workplace** to the responsible persons

Knowledge and Understanding**You must know and understand:**

- (a) the legal duties for health, safety and security in the **workplace** as required by legislation
- (b) what health, safety and security risks could exist in different locations, and the action to take to minimise or mitigate risks
- (c) why it is important to remain alert to the presence of risks in the **workplace**
- (d) the importance of personal conduct in maintaining the health, safety and security of yourself and others
- (e) suppliers' and manufacturers' instructions for the safe use of equipment, materials and products
- (f) who should be informed of any conflicts between different health, safety and security requirements
- (g) the procedures for different types of emergency
- (h) what types of suggestions for improving health, safety and security at work could be made and who should be given them

Element 1.1

Contribute to the maintenance of health, safety and security at work

Scope

- A. **workplace:**
 - (i) your own office
 - (ii) any other location you visit in the course of your work

Element 1.2**Develop and maintain effective working relationships****Performance Criteria****You must be able to:**

- 1 develop and maintain productive working relationships with others which promote goodwill and trust
- 2 request information from others in a polite, clear and professional manner
- 3 respond promptly to enquiries from others and ask questions to clarify their information needs
- 4 take action in cases where you are unable to respond to enquiries from others
- 5 handle and resolve disputes and differences of opinion in ways which minimise offence and maintain respect
- 6 comply with formal complaints procedures

Knowledge and Understanding**You must know and understand:**

- (a) why it is important to promote goodwill and trust when working with others, and ways in which this can be achieved
- (b) how to identify the information you require and the potential sources of such information
- (c) how to respond to enquiries from others and how to clarify their information needs
- (d) how to respond to enquiries which are outside your authority, beyond your area of knowledge / expertise or where the information requested is confidential
- (e) ways in which disputes or differences of opinion should be handled and resolved to minimise offence and maintain respect
- (f) the details of the formal complaints procedure that covers your work, and any specific organisational requirements with regard to complaints

Element 1.2

Develop and maintain effective working relationships

Scope

A. others:

- (i) clients
- (ii) other professionals
- (iii) colleagues
- (iv) anyone else with whom you come into contact in the course of your work

B. action:

- (i) inform the enquirer
- (ii) pass the enquiry onto the relevant person or organisation

Element 1.3**Conduct energy assessments in a professional and ethical manner****Performance Criteria****You must be able to:**

- 1 present a positive personal and professional image at all times when dealing with **others**
- 2 carry out your work in accordance with prescribed codes of conduct, ethical standards and recognised good practice
- 3 develop yourself within your role
- 4 manage your own work activities effectively
- 5 deal with **others** in a tactful, courteous and equitable manner at all times
- 6 work within the limits of your own competence and expertise
- 7 recognise and respond appropriately to pressure from any person which might influence the objectivity of your judgement
- 8 recognise and manage any potential conflicts of interest that may arise during your work
- 9 comply with the auditing and monitoring requirements of the accreditation or certification organisation to which you belong
- 10 comply with all legislation relevant to your work
- 11 have regard to all relevant guidance relating to the assessment of energy performance

Knowledge and Understanding**You must know and understand:**

- (a) why it is important to present a positive personal and professional image when dealing with people, and how this can be achieved
- (b) your specific responsibilities under prescribed codes of conduct and ethical standards
- (c) the importance of complying with **recognised good practice**
- (d) the extent and limits for your own competence and expertise; the importance of not working beyond these limits
- (e) the range of potential conflicts of interest that you may encounter, and the action required to manage these
- (f) the specific auditing or monitoring requirements that relate to your registration with your accreditation organisation; your responsibilities in complying with these
- (g) an outline of UK Government policy on combating Climate Change and the reduction of carbon emissions from buildings
- (h) the main points of the legislation relevant to your work – be it derived from the Housing Act 2004 and associated Regulations for Home Information Packs or the European Performance of Buildings Directive (EPBD) and its associated Regulations
- (i) all relevant official guidance relating to the assessment of energy performance

Element 1.3

Conduct energy assessments in a professional and ethical manner

Scope

A. others:

- (i) clients
- (ii) other professionals
- (iii) colleagues
- (iv) others with whom you may be in contact during the course of your work as an Energy Assessor

B. recognised good practice:

- (i) mandatory codes of practice
- (ii) advisory codes of practice

UNIT 2

Prepare for SAP energy assessments

Element 2.1	Agree and confirm instructions to undertake SAP energy assessments
Element 2.2	Obtain the information required to undertake SAP energy assessments

About this Unit

This Unit covers those activities that are carried out in preparation for assessing the energy performance of a new dwelling e.g. taking instructions, clarifying client requirements, and obtaining drawings and specifications – all in pursuit of ensuring compliance with Clauses 17c and 20d of the Building Regulations (or similar regulations within the UK outside England and Wales). Note that the assessment is carried out from drawings and specifications and does not require a site visit.

Element 2.1 requires that you respond to requests for SAP energy assessments from the builder or party responsible for the construction (henceforth called 'the client'), clarify their needs and expectations, and check that the dwelling is appropriate for energy assessment. You must clearly explain the terms and conditions, any limitations/constraints that apply to SAP energy assessments and confirm your fee and payment arrangements. You are expected to confirm that clients fully understand the procedures for assessment.

Element 2.2 covers obtaining all the information necessary to be able to conduct SAP energy assessments e.g. drawings, specifications. You must understand the different stages involved in SAP energy assessment i.e. the design assessment [ensuring compliance with relevant aspects of Building Regulations, and leading to the production of the 'as built' assessment [leading to the production of a DER/TER comparison and an Energy Performance Certificate (EPC)]. You must request, from clients all information relevant to both the proposed design of new dwellings and to the new dwelling 'as built'. Where the information received from the client at each stage is incomplete in some way, you are expected to take the appropriate action. You are also expected to get confirmation from the client of the design of the dwelling 'as built', together with an indication of any changes made to the design during construction.

Element 2.1 Agree and confirm instructions to undertake SAP energy assessments

Performance Criteria

You must be able to:

- 1 **respond** promptly to requests to undertake SAP energy assessments from prospective clients
- 2 clarify and confirm the requirements and expectations of the prospective client
- 3 explain to the client that an Energy Performance Certificate is a legally required document in certain circumstances, that its form and content is prescribed, and that it EPC must be accompanied by cost-effective recommendations
- 4 explain to the client that submissions demonstrating compliance with relevant aspects of Building Regulations are legally required documents in certain circumstances, and that their form and content is prescribed
- 5 explain to prospective clients the terms and conditions under which you will undertake a SAP energy assessment
- 6 explain to prospective clients the limitations and constraints of the planned SAP energy assessment
- 7 write to clients to confirm the instruction and the terms, conditions and arrangements that have been agreed
- 8 identify any **circumstances** that prevent you from undertaking a SAP energy assessment and explain the reasons to clients politely and clearly

Knowledge and Understanding

You must know and understand:

- (a) the Building Regulations energy performance requirements that are relevant to new dwellings
- (b) the legislation giving rise to SAP energy assessments and Energy Performance Certificates
- (c) regulations under that legislation relating to the role of SAP Energy Assessors and the undertaking of SAP energy assessments
- (d) the types of dwelling and situations that do not by law require an Energy Performance Certificate
- (e) the types of dwelling for which SAP energy assessment is appropriate
- (f) the limits of applicability of the SAP, and potential overlap with the SBEM
- (g) the difference between the SAP and the RDSAP, and why RDSAP is an inappropriate methodology for the energy assessment of dwelling designs and dwellings on construction
- (h) how to clarify and confirm the requirements and expectations of prospective clients
- (i) when a potential conflict of interest will require disclosure to clients, or will require the need to decline the instructions altogether
- (j) the limitations and constraints that apply to the conduct of SAP energy assessments
- (k) the importance of confirming in writing the arrangements agreed between you and the client
- (l) fee structures and payment arrangements for SAP energy assessments
- (m) how to identify and explain any circumstances that prevent you from undertaking a SAP energy assessment

Element 2.1

Agree and confirm instructions to undertake SAP energy assessments

Scope

A. respond:

- (i) face to face
- (i) in writing
- (iii) by telephone
- (iv) by email

B. circumstances:

- (i) dwellings beyond your current level of competence
- (ii) dwellings for which the SAP is not appropriate
- (iii) your own diary pressures
- (iv) conflicts of interest

Element 2.2 Obtain the information required to undertake SAP energy assessments

Performance Criteria

You must be able to:

- 1 request, from clients, the full range of **information** required to undertake a design assessment on the proposed dwelling
- 2 request, from clients, additional information on the dwelling 'as built'
- 3 at each stage, review the information provided by the client and check that it is relevant, consistent and complete
- 4 at each stage, take the necessary **action** where the information provided by the client is inconsistent or incomplete
- 5 inform the client promptly in cases where your investigations reveal problems that prevent you from undertaking a SAP energy assessment
- 6 obtain confirmation from the client of the design of the dwelling 'as built', indicating any changes made to the design during construction

Knowledge and Understanding

You must know and understand:

- (a) the Building Regulations energy performance requirements that are relevant to new dwellings
- (b) the information on a new dwelling that is required to undertake comprehensive and accurate SAP energy assessments
- (c) the different stages involved in assessing the energy performance of new dwellings i.e. the design assessment (ensuring compliance with relevant aspects of Building Regulations and the 'as built' assessment (leading to the production of an Energy Performance Certificate and comparison of Dwelling Emission Rates [DERs] and Target Emission Rates [TERs])
- (d) the range of information required to produce a design assessment
- (e) the range of additional information that is required on the dwelling 'as built'
- (f) the range of information required for submissions relating to compliance with Building Regulations relevant to the energy performance of new dwellings
- (g) the importance of reviewing, at each stage, the information provided by the client and ensuring that it is relevant, consistent and complete
- (h) the action to take, at each stage, in cases where the information provided by the client is inconsistent or incomplete
- (i) the importance of obtaining confirmation from the client of the design of the dwelling 'as built', together with information on any changes made to the design during construction
- (j) the importance of ensuring that you are using the most up-to-date version of the SAP software and associated reference materials at all times

Element 2.2 Obtain the information required to undertake SAP energy assessments

Scope

A. information:

- (i) drawings
- (ii) specifications, including boiler SEDBUK Ratings
- (iii) from relevant third party sources (e.g. results of on-site pressure testing)

B. action:

- (i) make further request of client
- (ii) obtain information from other reliable sources

UNIT 3

Undertake SAP energy assessments

Element 3.1	Conduct SAP energy assessments
Element 3.2	Maintain records relating to SAP energy assessments

About this Unit

This Unit covers the competences required to evaluate drawings and specifications in order to determine the energy performance of new dwellings. The aim of the assessment is to gather data and information, in accordance with the SAP, to enable the generation of design assessments, Building Regulations comparisons of Dwelling Emission Rates [DER] and Target Emission Rates [TER], and Energy Performance Certificates.

You must understand the different stages involved in SAP energy assessment i.e. the design assessment and the 'as built' assessment (leading to the production of an Energy Performance Certificate and DER/TER comparison). You must also appreciate the stages at which advice should be provided to the client in order to facilitate compliance with those aspects of Building Regulations relevant to the energy performance of new dwellings, and which will result in an energy rating reflecting required Building Regulations and client drivers.

Element 3.1 requires that you conduct SAP energy assessments at appropriate stages in the production of new dwellings i.e. design and 'as built'. You must have a detailed knowledge of the SAP and the definitions and conventions used therein, and the Building Regulations relevant to the energy performance of new dwellings. You must also provide appropriate advice to clients on ways of improving the energy performance of buildings.

Element 3.2 requires that you maintain complete and accurate records relating to your energy assessments. You must record information in a logical manner, using appropriate methods, and ensure that records are legible and complete. It is important that you maintain an audit trail that connects all stages of the SAP energy assessment process, and record the flow of information between yourself, your client and your Accreditation Body throughout.

Element 3.1 Conduct SAP energy assessments

Performance Criteria

You must be able to:

- 1 conduct SAP energy assessments at appropriate **stages** in the production of new dwellings
- 2 apply SAP conventions in order to **assess** the energy performance of new dwellings
- 3 provide appropriate advice to clients regarding the energy performance of new dwellings

Knowledge and Understanding

You must know and understand:

- (a) the different stages involved in assessing the energy performance of new dwellings i.e. the design assessment and the 'as built' assessment (leading to the production of a DER/TER comparison and an Energy Performance Certificate)
- (b) relevant aspects of the legislation and regulations relating to Home Information Packs, and the point at which an Energy Performance Certificate is required for new dwellings
- (c) the detailed assessment requirements that apply to the dwelling as defined by the current SAP
- (d) the definitions and conventions embodied within the current SAP
- (e) the principles of building structure, elements and materials
- (f) how to recognise the various types of building construction, elements and materials from drawings, specifications and any on-site test results
- (g) the Building Regulations that are relevant to the energy performance of new dwellings
- (h) the requirements and application of other technical standards relevant to the energy performance of new dwellings
- (i) the importance of keeping your records legible, complete and accurate
- (j) how to calculate heat losses in accordance with guidance contained within the SAP

Element 3.1

Conduct SAP energy assessments

Scope

A. **stages:**

- (i) design
- (ii) on construction

B. **assess:**

- (i) site factors, in so far as they are made known in the plans and specifications
- (ii) construction specifications
- (iii) heat losses
- (iv) hot water systems
- (v) internal gains
- (vi) solar gains and utilisation factor
- (vii) mean internal temperature
- (viii) space heating requirements
- (ix) CO₂ emissions and primary energy
- (x) any other requirements as defined in the SAP

C. **advice at design stage:**

- (i) regarding compliance with those aspects of Building Regulations energy performance requirements, Energy Performance of Buildings Regulations (EPBD), and HIP Regulations that are relevant to of new dwellings
- (ii) regarding achieving the best possible energy rating in the most cost-effective manner

Element 3.2**Maintain records relating to SAP energy assessments****Performance Criteria****You must be able to:**

- 1 maintain complete, accurate and legible records of SAP energy assessments
- 2 record your findings in a logical manner that facilitates entry of data into prescribed software
- 3 maintain an audit trail that connects all stages of the SAP energy assessment process
- 4 keep accurate records of the information flow between you and the client throughout the assessment process
- 5 store your records securely
- 6 catalogue your records methodically
- 7 ensure that records can be accessed readily for future use when called upon

Knowledge and Understanding**You must know and understand:**

- (a) the range of methods, formats and conventions for recording information and evidence on the new dwelling and its energy performance
- (b) the required range of information and evidence relating to the new dwelling and its energy performance as defined by the SAP
- (c) the level of detail within your records required to produce a complete and comprehensive submission for compliance with those aspects of Building Regulations energy performance requirements that are relevant to new dwellings
- (d) the level of detail within your records required to produce compliant Energy Performance Certificates
- (e) the importance of making and maintaining records that are complete, accurate and legible
- (f) how to record your findings in a logical manner that facilitate entry of data into prescribed software
- (g) the importance of maintaining an audit trail that connects all stages of the SAP energy assessment process
- (h) the importance of keeping accurate records of the information flow between you and the client throughout the assessment process
- (i) the importance for storing records securely allowing for future access
- (j) the purposes for which your records may be used

Note: there is no Scope for this Element

UNIT 4 Produce compliance submissions and Energy Performance Certificates

Element 4.1	Prepare and issue submissions for compliance with buildings regulations
Element 4.2	Produce Building Regulation statements* and Energy Performance Certificates
Element 4.3	Issue Building Regulation statements* and Energy Performance Certificates and explain their contents

About this Unit

This Unit covers the production and issue of submissions for compliance with those aspects of Building Regulations energy performance requirements that are relevant to new dwellings, and the production and issue of Building Regulation statements, and Energy Performance Certificates (EPCs). The EPC will detail the overall performance ratings for the new dwelling, and recommended measures to improve the energy performance of the dwelling.

Element 4.1 requires that you prepare submissions for clients (i.e. builders and developers) and Building Control Bodies showing that new dwellings comply with Building Regulations energy performance requirements. You must compare all aspects of energy performance of the proposed design with the Building Regulations energy performance requirements, taking account of the need to comply with other Building Regulations requirements, and be able to discuss with clients how they can alter specifications in order to meet or exceed these requirements.

Element 4.2 requires that you collate all the information you have obtained on the new dwelling, and use approved software to determine Target Emission Rates (TERs), Dwelling Emission Rates (DERs) and energy performance ratings. You are expected to generate appropriate recommendations for measures that the new owners can take to further improve the energy performance of the new dwelling.

Element 4.3 requires that you issue Building Regulation statements* and Energy Performance Certificates. You must use the approved software and your Accreditation Body's systems to enter EPCs on the national register, give the PEA/statement*/EPC to the client, and respond appropriately to any requests for clarification of their contents. You must also maintain your own internal records in accordance with good practice and statutory requirements.

** Note that, in England and Wales, this relates to Regulation 17c statements. In Scotland and Northern Ireland, this relates to any equivalent statements.*

Element 4.1 Prepare and issue submissions for compliance with Building Regulations

Performance Criteria

You must be able to:

- 1 assemble and collate information from your assessment of the energy performance of new dwellings
- 2 compare all aspects of energy performance of the proposed design with the requirements of relevant Building Regulations/standards
- 3 advise your client, on request, on whether the design will comply, how it might be improved and at what cost
- 4 prepare a complete and accurate submission at physical completion for 'as built' compliance with the Building Regulations
- 5 state where assumptions permitted for new dwellings in the SAP have been made in design calculations

Knowledge and Understanding

You must know and understand:

- (a) the different stages involved in assessing the energy performance of new dwellings i.e. the design assessment and the 'as built' assessment
- (b) how to compare all aspects of energy performance of the proposed design with the requirements of relevant Building Regulations
- (c) how to identify options for improving the design specification in order to meet the requirements of relevant buildings regulations
- (d) the interaction between improvement options and the importance of assessing each individually when identifying the most effective overall design specification
- (e) the prescribed content of a Building Regulations submission
- (f) any special requirements of the Building Control Body regarding submission of compliance information
- (g) the data and information about the energy performance of new dwellings that must be included within a Building Regulations submission

Note: There is no Scope for this element

Element 4.2**Produce Building Regulation statements, and Energy Performance Certificates****Performance Criteria****You must be able to:**

- 1 assemble and collate information from your assessment and from other relevant and reliable sources
- 2 use approved software correctly to determine energy performance ratings
- 3 sift the software recommendations to identify measures that owners/occupiers could take to improve the energy performance of new dwellings
- 4 prepare Building Regulation statements and **Energy Performance Certificates** in compliance with the regulations

Knowledge and Understanding**You must know and understand:**

- (a) the different stages at which an assessment can be produced
- (b) the features of a new dwelling that contribute to energy efficiency, a high energy rating, low carbon dioxide emissions; their approximate relative contributions
- (c) the ways in which the energy performance of a new dwelling can be improved by owners or occupiers
- (d) the prescribed content of a Building Regulation statement and Energy Performance Certificate, and the conventions in place regarding layout
- (e) the range of recommendations for ways in which owners or occupiers can improve the energy performance of dwellings that may be included with an Energy Performance Certificate
- (f) the approved software used to produce Building Regulation statements and Energy Performance Certificates and how to use it correctly
- (g) the principles underpinning the approved software used to calculate energy ratings
- (h) how to input data using the approved software, and check that it has been input correctly
- (i) how to make further investigations where outcomes are inconsistent with expected results, and how to identify and remedy the causes of these inconsistencies
- (j) the importance of using plain language, and appropriate terms where free text is allowed
- (k) the importance of checking the Energy Performance Certificate to ensure it is clear and complete, and that it includes the correct property reference number and postal address

Element 4.2

Produce Building Regulation statements and Energy Performance Certificates

Scope

- A. **Energy Performance Certificate:**
 - (i) certificate
 - (ii) recommendations report

Element 4.3

Issue Building Regulation statements and Energy Performance Certificates and explain their contents

Performance Criteria

You must be able to:

- 1 submit **Energy Performance Certificates** for entry on the national register
- 2 give the client the completed Building Regulation statement or **Energy Performance Certificate**
- 3 explain the contents of the Building Regulation statement or **Energy Performance Certificate**, and their implications, clearly to the client
- 4 respond to queries about the Building Regulation statement or **Energy Performance Certificate** and provide clarification of the contents when required

Knowledge and Understanding

You must know and understand:

- (a) the prescribed technology for producing Energy Performance Certificates
- (b) how to interpret the contents of the Building Regulation statement or Energy Performance Certificate to clients
- (c) how to explain the ratings, reference values, recommendations and their implications clearly to the client
- (d) how to explain the clients the extent and context of the recommendations to owners/occupiers on performance improvement measures
- (e) how to respond to queries from owners or occupiers regarding the Building Regulation statement or Energy Performance Certificate and provide clarification of the contents
- (f) the limitations on answers to queries which it is appropriate to provide to the client and to owner/occupiers
- (g) the sources of further information and advice to which people could be referred

Element 4.3 Issue Building Regulation statements and Energy Performance Certificates and explain their contents

Scope

- A. **Energy Performance Certificates:**
 - (i) certificate
 - (ii) recommendations report

UNIT 5

Prepare Zero-Carbon Home Certificates

Element 5.1

Prepare Zero-Carbon Home Certificates

About this Unit

Please see the note on Page 2 about the status of this Unit.

This Unit describes the competences involved in preparing certificates for dwellings that are assessed as being 'Zero-Carbon' for the purposes of compliance with the SDLT (Zero-Carbon Homes Relief) Regulations 2007. These assessments follow the SAP but with an additional module that addresses the impacts on CO² emissions caused by dwelling occupiers' use of, for example, brown and white goods, and the mitigating effects of on-dwelling and on-development renewable electricity supplies.

This is an additional Unit and can only be achieved by individuals who have been accredited as On Construction Domestic Energy Assessors or under the Building Regulations CO₂ Emissions Calculations Competent Persons Scheme.

On Construction Domestic Energy Assessors will be able to carry out the certification of Zero-Carbon homes and, although there is no legal requirement that they undergo further specific training in this area, it is strongly recommended that they demonstrate their competence against this standard. The certificate will be the primary form of evidence that is offered by builders/developers (i.e. your 'clients') for consideration by HMRC in order to grant Stamp Duty Land Tax (SDLT) relief to an owner of a Zero-Carbon dwelling. It will state whether the Assessor has undertaken additional training for Zero-Carbon certification. Certificates for Zero-Carbon dwellings are separate from Building Regulations energy Performance compliance certificates and Energy Performance Certificates, and any common findings will need to be included in each.

Element 5.1 requires that you offer design stage checks, using the SAP, to builders/developers wishing to check that their designs will make the 'as built' dwellings eligible for SDLT relief, and clarifying the status and limitations of such advice. You must reassess dwellings on physical completion 'as built' to establish whether they meet the eligibility criteria, and prepare and issue certificates where Zero-Carbon status has been achieved.

Element 5.1**Prepare Zero-Carbon Home Certificates****Performance Criteria****You must be able to:**

- 1 conduct assessments at design stage in order to determine whether dwellings are likely to qualify for Stamp Duty Land Tax (SDLT) relief
- 2 communicate the results of your design stage assessments to clients clearly and promptly, clarifying the status and limitations of the advice provided
- 3 conduct assessments of dwellings at physical completion, 'as built', in order to establish finally whether they qualify for SDLT relief
- 4 assess dwellings against the eligibility criteria ensuring that there is sufficient evidence to draw accurate and valid conclusions
- 5 prepare and issue certificates to clients for Zero-Carbon dwellings that contain full and accurate **information**
- 6 maintain complete and accurate records relating to the preparation of certificates for Zero-Carbon dwellings
- 7 help your clients to explain, where required, the Zero-Carbon Certificate and your calculations to HMRC

Knowledge and Understanding**You must know and understand:**

- (a) the rationale underpinning the certification of Zero-Carbon dwellings, and the government regulations that support the initiative
- (b) the legal criteria for eligibility for relief from Stamp Duty Land Tax (SDLT)
- (c) the definitions in the legislation
- (d) the legal requirements concerning the content of Zero-Carbon Home Certificates
- (e) when and by whom a Zero-Carbon Home Certificate should be commissioned
- (f) the criticality of assessing the construction of a physically completed dwelling, 'as built', (rather than the design) in order to determine whether it qualifies for SDLT relief
- (g) the importance of clarifying with clients that design stage assessments do not provide proof of eligibility
- (h) how to conduct an assessment at design stage in order to provide developers with assurance that their plans will be eligible for SDLT relief
- (i) how to assess the Heat Loss Parameter of the dwelling using the SAP method
- (j) how to assess the amounts of energy required to power appliances using the method specified in the Notice of Approval of the National Calculation Methodology
- (k) how to determine which zero-carbon energy supplies are eligible
- (l) how to assess the amounts of energy supply to the dwelling that have a zero-carbon burden
- (m) how to use the approved methodology to establish whether the net CO² emissions from the dwelling over the year are no more than zero kg/m²/year
- (n) how to conduct assessments of dwellings at physical completion, 'as built', in order to determine whether they qualify for SDLT relief
- (o) how to prepare and issue full and accurate Zero-Carbon Home Certificates
- (p) how to maintain complete and accurate records relating to the preparation of certificates for Zero Carbon dwellings

Element 5.1 Prepare Zero-Carbon Home Certificates

Scope

A. information:

- (i) the address of the dwelling, including postcode
- (ii) a list of the legal criteria for establishing eligibility for SDLT relief, and the evidence that these have been met
- (iii) declaration that the dwelling is Zero-Carbon
- (iv) your name and scheme to which you belong
- (v) the name and address of your employer, or trading name/address if self-employed
- (vi) a statement to confirm that you meet the requirements of this standard
- (vii) the unique identifying number of the EPC produced for the new dwelling
- (viii) date issued