



**Level 3 Certificate in**

**Domestic on Construction Energy Assessment**

**Qualification Specification**

Qualification Recognition Number: 600/0361/3

ABBE Qualification Code: CertDOCEAL314

**April 2019**

## **Why this document is being revised**

This document has been revised by ABBE in April 2019. A summary of the changes made to this document is, as follows:

- New address added to 1.4

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# 1. ABBE

## 1.1 Introduction

ABBE, the Awarding Body for Building Education is a forward thinking organisation that offers a range of apprenticeships, qualifications, benefits and support.

ABBE is regulated by Ofqual for the delivery of a range of qualifications. Our qualifications are nationally recognised helping learners to achieve their full potential and ambitions. The full range of qualifications can be found on our website.

## 1.2 ABBE Mission Statement

**Our Values - Quality through Standards:** Our aim is to provide a high quality experience by building a strong community of mutual support and trust. We can use our collective talents to build meaningful partnerships to help us all to achieve our goals. ABBE is a recognised Awarding Organisation with strong professional integrity.

**Our Vision:** Is that every learner is confident, successful and has the opportunity to achieve their full potential.

**Our Mission:** ABBE Educates, inspires and empowers learners

## 1.3 Qualification Specification

The aim of this specification is to provide learners and centres with information about the content of this qualification. This specification is a live document and, as such, will be updated when required.

Additional qualification details are available for ABBE approved centres in the ABBE qualification handbook.

## 1.4 Enquiries

Any enquiries relating to this qualification should be addressed to:

ABBE  
Birmingham City University  
University House  
15 Bartholomew Row  
Birmingham  
B5 5JU

Telephone: 0121 331 5174  
Email: [abbeenquiries@bcu.ac.uk](mailto:abbeenquiries@bcu.ac.uk)  
Website: [www.abbega.co.uk](http://www.abbega.co.uk)



## 2. Qualification Information

### 2.1 Qualification Purpose

The ABBE Level 3 Certificate in Domestic on Construction Energy Assessment (QCF) provides learners with the appropriate industry recognised qualification to be able to undertake domestic on construction energy assessments and to produce energy performance certificates for new homes or for the letting of domestic properties.

Energy Performance Certificates (EPCs), are energy ratings for homes similar to consumer-friendly 'fridge ratings', have been compulsory at the time of let or sale of domestic properties since 2008. EPCs for new homes are produced by qualified, accredited DOCEAs, and this certificate is the current version of the enabling qualification for this role.

The ABBE Level 3 Certificate in Domestic on Construction Energy Assessment is the professional qualification for those who wish to pursue a career as a Domestic On-Construction Energy Assessor. Once qualified, OCEAs learners register with an Accreditation Scheme, which accredits them to produce Building Regulations Compliance Statements and Energy Performance Certificates for newly built homes, in accordance with the Building Regulations and legislation implementing the EU Directive on the Energy Performance of Buildings. In England and Wales, the relevant legislation is the Building Regulations 2010 and the Building (Approved Inspectors etc.) Regulations 2010 and the Energy Performance of Buildings (Certificates and Inspections) (England and Wales) (Amendment) Regulations 2010 (SI20101456).

### 2.2 Who could take this Qualification?

This qualification is suitable for you if you are aged 18 and above. You do not need to have achieved any prior qualifications, knowledge or skills before starting this qualification. This qualification can be taken as preparation for employment as well as professional development for those interested in specialising in this area.

### 2.3 Qualification Number

ABBE Level 3 Certificate in Domestic on Construction Energy Assessment: 600/0361/3

### 2.4 Qualification Level

This qualification has been listed on the Regulated Qualifications Framework (RQF) at: Level 3

### 2.5 Total Qualification Time

This qualification is allocated Total Qualification Time (TQT) this includes Guided Learning (GL) expressed in hours, which indicates the number of hours of supervised or directed study time and assessment. Credit has also be allocated to this qualification.

- The Total Qualification Time (TQT) for this qualification is: 300
- Guided Learning (GL) for this qualification is: 130
- Credit Value: 30 credits

### 2.6 Progression

This qualification has been designed to encourage participation in education and training in other related areas by:

- Enabling current practitioners in Domestic Energy Assessment to expand their portfolio of services offered to their customers by encompassing provision of energy performance calculations for new homes



- Enabling current practitioners in Non Domestic Energy to expand their portfolio of services offered to their customers by encompassing provision of energy performance calculations for new homes
- Encouraging those with expertise in construction to qualify as DOCEAs
- Enabling those providing design advice services, e.g. architects, architectural technicians, building services consultants, etc., to achieve an accredited qualification in energy performance calculation
- Attracting learners from outside this industry to qualify as DOCEAs

## 2.7 Age ranges

Pre 16	No
16-18	No
18+	Yes
19+	Yes

## 2.8 Structure of the Qualification

To achieve the ABBE Level 3 Certificate in Domestic on Construction Energy Assessment learners must achieve the five mandatory units.

Mandatory Units			
URN	Unit Name	Credit Value	Level
T/601/5964	Conduct energy assessments in a safe, effective and professional manner	5	3
T/502/6873	Prepare for standard assessment procedure energy assessments	5	3
A/502/6874	Undertake standard assessment procedure energy assessments	10	3
A/502/6809	Assess compliance with building regulations relating to Energy Performance of new Buildings other than Dwellings	5	3
J/502/6876	Produce submissions for building regulations and energy performance certificates	5	3

## 2.9 Barred Units

Units with the same title at different levels or units with the same content cannot be combined in the same qualification.

## 2.10 Language

ABBE qualifications and assessment materials will be provided through the medium of English.

## 2.11 Grading

This qualification is: Pass/Fail



## **2.12 Pre-course Procedures**

This qualification is available to anyone who is capable of reaching the required standards. They have been developed free from any barriers that unfairly restrict access or progression thereby promoting equal opportunities.

There are no pre-entry requirements for this qualification.

## **2.13 Qualification Review Boards**

Qualification Review Boards (QRBs) are set up for each qualification. The Boards are drawn from employers, centres, Higher Educational Institutes (HEIs) and others with a vested interest in the sector in which the qualification is used. The purpose of the QRB is to ensure that the content of the qualification and the proposed assessment methodology are fit for purpose and are appropriate to meet the requirements of the sector.

QRBs are ongoing and will be scheduled for specific points within the qualification lifetime; at the notional mid-point and again towards the review date of the qualification. During this process, the QRB will consider any feedback received on the performance of the qualification and will consider if the content, structure, purpose and assessment methodology remain appropriate to the needs of the sector. This will help to improve both our qualification and the specification.



### 3. Qualification Unit(s)

#### Unit 1: Conduct energy assessments in a safe, effective and professional manner

Unit Reference Number: T/601/5964

Level: 5

Credit: 3

#### Unit Summary

This unit aims to develop knowledge, understanding and skills to contribute to the health, safety and security of the workplace, develop effective working relationships with others, and conduct energy assessments in a professional and ethical manner, complying with organisational and legal requirements at all times

#### Assessment Guidance

This unit can be assessed using the following method(s):

- Portfolio of evidence

<b>Learning Outcome The learner will:</b>	<b>Assessment Criterion The learner can:</b>
1. Comply with organisational and legal requirements at all times	1.1 Explain legal requirements and responsibilities for health, safety and security in the workplace
	1.2 Carry out work in accordance with the relevant legal requirements, legislation and advisory and mandatory codes of practice
	1.3 Carry out work in accordance with the auditing and monitoring requirements of the relevant accreditation or certification organisation/s
	1.4 Identify the relevant guidance related to the assessment of energy performance
	1.5 Record customer contact information in accordance with organisational and legal requirements such as the Data Protection legislation
2. Maintain health, safety and security at work	2.1 Identify health, safety and security risks which may exist in different workplace locations
	2.2 Take action to mitigate health, safety and security risks
	2.3 Ensure personal conduct does not endanger the health, safety and security of self and other people
	2.4 Take action to ensure the protection of client's property and buildings
	2.5 Adhere to workplace policies and suppliers' or manufacturers' instructions for the safe use of equipment, personal protective equipment (PPE), materials and products
	2.6 Identify procedures for different types of emergency and implement them
	2.7 Make recommendations for improving health, safety and security in the workplace to the relevant person/s





3. Develop and maintain effective working relationships with colleagues, professionals, clients and others	3.1 Develop and maintain productive working relationships with others
	3.2 Request information from colleagues, professionals, clients and others in a polite, clear and professional manner
	3.3 Identify further sources of information/help
	3.4 Use further sources of information and help for the tasks at hand
	3.5 Deal promptly with enquiries from colleagues, professionals, clients and others and seek clarification where necessary
	3.6 Handle enquiries that: <ul style="list-style-type: none"> <li>• are outside own authority</li> <li>• are beyond own area of knowledge or expertise</li> <li>• involve confidential information</li> </ul>
	3.7 Handle and resolve disputes and/or differences of opinion
	3.8 Adhere to the formal complaints procedure when dealing with a complaint
4. Conduct energy assessments in a professional manner	4.1 Deal with colleagues, professionals, clients and others in a tactful, courteous and equitable manner
	4.2 Carry out work in accordance with prescribed codes of conduct, ethical standards and recognised good practice
	4.3 Record all evidence supporting the assumptions and decisions made during the assessment
	4.4 Demonstrate effective management of work activities and personal and professional development
	4.5 Explain the extent and limits of own competence and the importance of not working beyond them
	4.6 Respond appropriately to pressure from any person/s which may affect own judgement



## Unit 2: Prepare for Standard Assessment Procedure (SAP) energy assessments

Unit Reference Number: T/502/6873

Level: 3

Credit: 5

### Unit Summary

To ensure that learners have the essential underpinning knowledge of legislation and regulation to enable them to respond to requests for Standard Assessment Procedure (SAP) energy assessments and obtain all the information necessary at each stage to conduct SAP energy assessments.

### Assessment Guidance

This unit can be assessed using the following method(s):

- Portfolio of evidence

<b>Learning Outcome The learner will:</b>	<b>Assessment Criterion The learner can:</b>
1. Understand the regulations and limitations of energy assessment	1.1 Explain the Building Regulations energy performance requirements that are relevant to new dwellings
	1.2 Explain the legislation giving rise to Standard Assessment Procedure (SAP) energy assessments and the undertaking of SAP energy assessments
	1.3 Describe the Building Regulations, the requirements and application of other technical standards, that are relevant to the energy performance of new dwellings
	1.4 Describe the types of dwellings and situations that do not by law require an Energy Performance Certificate
	1.5 Describe the types of dwelling for which SAP energy assessment is appropriate
	1.6 Explain the limits of applicability of the SAP and the potential overlap with the SBEM
	1.7 Compare the difference between the SAP and the RDSAP and indicate why RDSAP is an inappropriate methodology for the energy assessment of dwelling designs and construction
2. Be able to confirm instructions to undertake energy assessments	2.1 Respond promptly to requests to undertake SAP energy assessments from prospective clients
	2.2 Clarify and confirm client's requirements and expectations including the limitations and constraints that apply to the conduct of SAP energy assessments
	2.3 Identify any circumstances which prevent the energy assessment from being undertaken and explain reasons politely and clearly to client
	2.4 Confirm with the client in writing, the terms, conditions and arrangements that have been agreed for the SAP energy assessment
	2.5 Inform the client that submissions demonstrating compliance with relevant aspects of Building Regulations are,



	in certain circumstances, prescribed, legally required documents
	2.6 Inform the client that an Energy Performance Certificate is a prescribed, legally required document and must be accompanied by cost-effective recommendations for improvement to housing design
3. Be able to obtain and review information needed to undertake SAP energy assessments	3.1 Explain the information required at each stage on a new dwelling to undertake comprehensive and accurate SAP energy assessments
	3.2 Explain the range of information that is required to produce a design assessment and the range of additional information that characterises the dwelling 'as built'
	3.3 Describe the range of information required in support of submissions relating to compliance with Building Regulations relevant to the energy performance of new dwellings
	3.4 Obtain from clients the full range of information required to undertake a design assessment on the proposed dwelling, including the additional information on the dwelling 'as built'
	3.5 Check that the information provided by the client at each stage is relevant, consistent and complete, when assessing energy performance, and take the necessary action where it is inconsistent or inaccurate
	3.6 Inform the client promptly in cases where investigations reveal problems that prevent a SAP energy assessment from being completed
	3.7 Obtain confirmation from the client of the design of the dwelling 'as built', indicating any changes made to the design during construction



### Unit 3: Undertake Standard Assessment Procedure energy assessments

Unit Reference Number: A/502/6874

Level: 3

Credit: 10

#### Unit Summary

To ensure that the learner can undertake Standard Assessment Procedure (SAP) energy assessment by having knowledge of the relevant legislation, regulation and processes involved, and can maintain complete, accurate and comprehensive records of SAP energy assessments.

#### Assessment Guidance

This unit can be assessed using the following method(s):

- Portfolio of evidence

<b>Learning Outcome The learner will:</b>	<b>Assessment Criterion The learner can:</b>
1. Understand the processes and conventions relating to Standard Assessment Procedure (SAP) energy assessments	1.1 Explain the different stages involved in assessing the energy performance of new dwellings, including the design assessment and the 'as built' assessment
	1.2 Explain the 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
	1.3 Explain the principles of building structure, elements and materials and how to recognise these from drawings, specifications and any on-site test results
	1.4 Describe the detailed assessment requirements that apply to the dwellings using the definitions and conventions embodied within the current SAP
2. Be able to conduct SAP energy assessments	2.1 Calculate heat losses in accordance with guidance contained within the SAP
	2.2 Apply SAP conventions in order to assess the energy performance of new dwellings
	2.3 Conduct the SAP energy assessments at appropriate stages in the production of new dwellings
	2.4 Provide appropriate advice to clients regarding the energy performance of new dwellings
3. Be able to maintain records relating to SAP energy assessments	3.1 Describe the range of information and evidence relating to the new dwelling and its energy performance as defined by the SAP
	3.2 Apply the range of methods, formats and conventions for recording information and evidence on the new dwelling and its energy performance
	3.3 Ascertain the level of detail required within own records for a complete and comprehensive submission for compliance with those aspects of Building Regulations energy performance requirements that are relevant to new dwellings



	3.4 Ascertain the level of detail required within own records to produce compliant Energy Performance Certificate
	3.5 Record findings in a methodical and logical manner that facilitates entry of data into prescribed software
	3.6 Maintain complete, accurate and legible records of SAP energy assessments including any information to and from the client throughout the assessment process
	3.7 Maintain an audit trail that connects all stages of the SAP energy assessment process and explain why this is important
	3.8 Store records securely, allowing for future access, and specify the purposes for which the records may be used



## Unit 4: Assess compliance with building regulations relating to Energy Performance of new buildings other than dwellings

Unit Reference Number: A/502/6809

Level: 3

Credit: 5

### Unit Summary

To understand the requirements for producing submission so as to prepare and issue submissions in compliance with Building Regulations.

### Assessment Guidance

This unit can be assessed using the following method(s):

- Portfolio of evidence

<b>Learning Outcome The learner will:</b>	<b>Assessment Criterion The learner can:</b>
1. Understand the requirements for producing submissions in compliance with Building Regulations	1.1 Describe the content of a submission that is prescribed for a Building Regulations submission
	1.2 Describe any special requirements of the Building Control Body regarding the submission of compliance information
	1.3 Explain the different stages involved in assessing the energy performance of new dwellings
	1.4 Explain the features of a new dwelling that contribute to energy efficiency, a high energy rating, low carbon dioxide emissions and their approximate relative contributions
2. Be able to assess compliance with Building Regulations	2.1 Assemble and collate information about the energy performance of new dwellings
	2.2 Compare all aspects of energy performance of the proposed design with the requirements of relevant Building Regulations
	2.3 Identify options for improving the design specification in order to meet the requirements of relevant buildings regulations
	2.4 Explain the relationship between improvement options and the importance of assessing each individually when identifying the most effective overall design specification
	2.5 Advise the client, on request, whether the design will comply, how it could be improved and at what cost
	2.6 State where assumptions permitted in the SAP have been made in design calculations
	2.7 Prepare a complete and accurate submission at physical completion for 'as built' compliance with the Building Regulations



## Unit 5: Produce Submissions for Building Regulations and Energy Performance Certificates

Unit Reference Number: J/502/6876

Level: 3

Credit: 5

### Unit Summary

To produce Building Regulation Statements and Energy Performance certificates in compliance with legislation and regulatory requirements, using the prescribed software and making recommendations for performance improvement measures.

### Assessment Guidance

This unit can be assessed using the following method(s):

- Portfolio of evidence

<b>Learning Outcome The learner will:</b>	<b>Assessment Criterion The learner can:</b>
1. Be able to produce Building Regulations statements	1.1 Assemble and collate information from the assessment and other relevant and reliable sources
	1.2 Use the approved software to determine energy performance ratings and produce Building Regulation statements
	1.3 Prepare Building Regulation statements in compliance with the regulations
2. Be able to produce Energy Performance Certificates	2.1 Assemble and collate information from the assessment and other relevant and reliable sources
	2.2 Use the approved software to determine energy performance ratings and produce Energy Performance Certificates
	2.3 Sift the software recommendations to identify measures that owners/occupiers could take to improve the energy performance of new dwellings
	2.4 Prepare Energy Performance Certificates in compliance with the regulations
	2.5 Undertake further investigations where outcomes are inconsistent with expected results and identify the causes of these inconsistencies
	2.6 Apply plain language and appropriate terms where free text is allowed
	2.7 Explain the approved software for producing Energy Performance Certificates
	2.8 Check Energy Performance Certificate to ensure it has been inputted correctly, is clear and complete, and includes the correct property reference number and postal address
3. Be able to issue Building Regulation	3.1 Give the client the completed Building Regulation statement or Energy Performance Certificate and interpret the contents of these



statements and Energy Performance Certificates and explain their contents	3.2 Inform the client of the ratings, reference values, recommendations and their implications
	3.3 Explain the extent and the context of the recommendations on performance improvement measures to the client and owner/occupiers
	3.4 Respond to queries regarding the Building Regulation statement or Energy Performance Certificate and provide clarification of the contents
	3.5 Explain limitations, as appropriate, on answers to queries from the client and owner/occupier
	3.6 Suggest sources of further information and advice to which the client and owner/occupier could be referred
	3.7 Submit Energy Performance Certificates for entry on the national register







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