



# **Level 3 Certificate in Non Domestic Energy Assessment**

## Qualification Specification

600/5958/8  
CertNDEAL312

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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# Contents

## 1. ABBE

1.1 Introduction	4
1.2 Our values, vision and mission	4
1.3 Qualification Specification	4
1.4 Enquiries	4

## 2. Qualification Information

2.1 Qualification Purpose	5
2.2 Who can take this qualification?	5
2.3 Qualification number	5
2.4 Qualification level	5
2.5 Total Qualification Time (TQT)	5
2.6 Progression	6
2.7 Age ranges	6
2.8 Structure of qualification	6
2.9 Barred units	6
2.10 Language	6
2.11 Grading	7
2.12 Pre-course procedures	7
2.13 Qualification Review Boards	7

## 3. Qualification Unit(s)

3.1 Qualification unit(s)	8
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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 <http://www.abbega.co.uk>

## 1.2 Our values, vision and mission

### 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 ABBE Qualification Specification

This is the ABBE Qualification Specification for the ABBE Level 3 Certificate in Non Domestic Energy Assessment. 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  
Curzon Building  
4 Cardigan Street  
Birmingham  
B4 7BD

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



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## 2. Qualification Information

### 2.1 Qualification Purpose

The need for the ABBE Level 3 Certificate in Non Domestic Energy Assessment has been brought about by the Government's need to implement Articles 7 and 10 of the Energy Performance of Buildings Directive. Energy Performance Certificates (EPCs), are energy ratings for buildings, which are similar to consumer-friendly 'fridge ratings', have been implemented via a gradual rollout programme since April 2008 and are required for the sale or rent of buildings other than dwellings. EPCs outline the costs of energy use in buildings, provide an Energy Efficiency Rating and give practical advice on how to cut these costs and reduce emissions together with suggested efficiency measures.

EPCs will be produced by qualified and accredited non domestic energy assessors who hold a licence to practice. This status will be achieved through the ABBE Level 3 Certificate in Non Domestic Energy Assessment and membership of a Government approved accreditation scheme.

The qualification confirms occupational competence.

### 2.2 Who could take this Qualification?

The ABBE Level 3 Certificate in Non Domestic Energy Assessment qualification is a professional qualification for those who wish to pursue a career as a Non-Domestic Energy Assessor (NDEA). Once qualified, NDEAs register with an Accreditation Scheme which accredits them to produce Energy Performance Certificates (EPCs) for non-domestic properties, in accordance with legislation implementing the EU Directive on the Energy Performance of Buildings.

It is likely to appeal both to energy assessors with experience as DEAs in the domestic arena and also to those with little or no previous background knowledge or experience of non-domestic systems and who wish to train and qualify in a new discipline.

### 2.3 Qualification Number

ABBE Level 3 Certificate in Non Domestic Energy Assessment: 600/5958/8

### 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: 140
- Credit Value: 30 credits



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## 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 the portfolio of services offered to their customers by encompassing the energy assessment of non-domestic buildings
- encouraging those with expertise in other building services areas to qualify as an energy assessor of non-domestic buildings
- provide Non Domestic Energy Assessor's (NDEAs) a stepping stone to qualifying as a Green Deal adviser

## 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 Non Domestic Energy Assessment learners must achieve the four mandatory units.

Mandatory Units			
URN	Unit Name	Credit Value	Level
H/503/8162	Conduct energy assessments in a safe, effective and professional manner	6	3
J/503/8168	Prepare for energy assessments of non- dwellings to fulfil regulatory requirements for asset ratings	6	3
L/503/8169	Undertake energy assessments of existing Level 3 non-dwellings using the Simplified Building Energy Model SBEM	11	3
L/503/8172	Report on the energy assessment of new and existing non-dwellings using Simplified Building Energy Model SBEM	7	4

## 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.



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## **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.



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### 3. Qualification Unit(s)

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

Unit Reference Number: H/503/8162

Level: 3

Credit: 6

#### Unit Summary

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. Understand the health and safety requirements when undertaking energy assessments	1.1 Explain the relevant legal duties for health, safety and security in the workplace
	1.2 Identify the health, safety and security risks that could exist in different locations, and the action to take to minimise or mitigate risks
	1.3 Identify the risks to self which are associated with lone working
	1.4 Explain why it is important to remain alert to the presence of risks in the workplace
	1.5 Explain the importance of personal conduct in maintaining the health, safety and security of yourself or others
	1.6 Explain how to make use of relevant suppliers and manufacturers' instructions for the safe use of equipment, materials and products
	1.7 Explain who should be informed of any conflicts between different health, safety and security requirements
	1.8 Describe the procedures for different types of emergency
	1.9 Identify the types of suggestions for improving health, safety and security at work that could be made and who should be given them
	1.10 Identify the actions that may be taken to protect clients' property
2. Understand the nature of professional	2.1 Explain why it is important to promote goodwill and trust when working with others and ways in which this can be achieved



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conduct required when conduction energy assessments	2.2 Explain how to identify the information you require and the potential sources of such information
	2.3 Describe how to respond to enquiries from others and how to clarify their information needs
	2.4 Explain how to respond to enquiries which are outside your authority, beyond your area of knowledge or expertise or where the information requested is confidential
	2.5 Define the extent and limits for your own competence and expertise and the importance of not working beyond these limits
	2.6 Describe the ways in which disputes or differences of opinion should be handled and resolved to minimise offence and maintain respect
	2.7 Describe the formal complaints procedure that covers your work in terms of: <ul style="list-style-type: none"> <li>• any specific organisational requirements with regard to complaints</li> <li>• your own responsibility to deal with complaints and attempt to resolve them before escalating to the Accreditation Body, or the equivalent in the Devolved Administrations</li> </ul>
	2.8 Identify the range of potential conflicts of interest that you may encounter and the action required to manage these
	2.9 Explain why it is important to present a positive personal and professional image when dealing with people and how this can be achieved
	2.10 Describe the ways in which you may develop yourself within your role to cover your development needs
	2.11 Define the level of service expected by clients, their expectations as to the outcomes of the energy assessment or advice process and how to deliver an appropriate level of client service
	2.12 Explain the need for prompt responses to enquiries
	3. Understand the legislation, codes of conduct and compliance requirements in relation to energy assessment
3.2 Describe the relevant legislation covering: <ul style="list-style-type: none"> <li>• The energy performance of buildings</li> <li>• Compliance with safe working practices</li> <li>• The relevant regulations in the Devolved Administrations</li> <li>• Where appropriate relevant legislation on the use of refrigerants</li> </ul>	
3.3 Describe the relevant official guidance and conventions relating to the assessment of energy performance	
3.4 Describe your specific responsibilities under prescribed codes of conduct and ethical standards	
3.5 Describe why it is important to comply with mandatory and advisory codes of practice	



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	3.6 Describe the specific auditing or monitoring requirements that relate to your registration with your accreditation organisation(s), or the equivalent in the Devolved Administrations and your responsibilities in complying with these
	3.7 Describe the framework under which Accreditation Bodies, or the equivalent in the Devolved Administrations, are required to operate, including their Scheme Operating Requirements or equivalent in the Devolved Administrations
	3.8 Explain the importance of obtaining and maintaining appropriate professional indemnity insurance (PII) cover, either through your own business or your employer and the extent and limitations of this type of cover
4 Be able to comply with organisational and legal requirements at all times	4.1 Carry out work in accordance with the relevant legal requirements, legislation and advisory and mandatory codes of practice
	4.2 Carry out work in accordance with the auditing and monitoring requirements of the relevant accreditation or certification organisation/s
	4.3 Record client contact information in accordance with organisational and legal requirements such as the Data Protection legislation
	4.4 Identify and maintain appropriate evidence to record to support your decisions and assumptions made when carrying out energy assessments
	4.5 Identify the evidence requirements defined in Scheme Operating Requirements, or their equivalent in the Devolved Administrations
5 Be able to maintain health, safety and security at work	5.1 Take action to mitigate health, safety and security risks
	5.2 Ensure personal conduct does not endanger the health, safety and security of self and other people
	5.3 Take action to ensure the protection of client's property and buildings
	5.4 Adhere to workplace policies and suppliers' or manufacturers' instructions for the safe use of equipment, personal protective equipment (PPE), materials and products
	5.5 Identify procedures for different types of emergency and implement them
	5.6 Make recommendations for improving health, safety and security in the workplace to the relevant person/s
6 Be able to develop and maintain effective working relationships with colleagues, professionals, clients and others	6.1 Develop and maintain productive working relationships with others
	6.2 Request information from colleagues, professionals, clients and others in a polite, clear and professional manner
	6.3 Identify and make use of further sources of information/help
	6.4 Deal with enquiries from colleagues, professionals, clients and others and seek clarification where necessary



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	<p>6.5 Handle enquiries which:</p> <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>
	6.6 Handle and resolve disputes and/or differences of opinion
	6.7 Adhere to the formal complaints procedure when dealing with a complaint
7 Be able to conduct energy assessments in a professional manner	7.1 Deal with colleagues, professionals, clients and others in a tactful, courteous and equitable manner
	7.2 Carry out work in accordance with prescribed codes of conduct, ethical standards and recognised good practice
	7.3 Record all evidence supporting the assumptions and decisions made during the assessment
	7.4 Demonstrate effective management of work activities and personal and professional development
	7.5 Respond appropriately to pressure from any person/s which may affect own judgment
	7.6 Demonstrate delivery of the appropriate level of client service
	7.7 Assess client expectations as to the outcomes of the energy assessment or advice process



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## Unit 2: Prepare for energy assessments of non-dwellings to fulfil regulatory requirements for asset ratings

Unit Reference Number: J/503/8168

Level: 3

Credit: 6

### Unit Summary

This unit enables the learner to develop the skills to agree and confirm instructions to undertake energy assessments to meet regulatory and organisational requirements and to investigate relevant matters relating to property and energy usage.

### 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 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



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	2.4 Explain the importance of explaining and confirming in writing the arrangements agreed between you and client(s)
	2.5 Explain the importance of explaining the terms and conditions and fee structures and payment arrangements for energy assessments
	2.6 Identify the limitations and constraints of the planned energy assessment
	2.7 Explain how to confirm on-site inspection arrangements with the client(s) or other occupier
	2.8 Identify the circumstances that may prevent you from undertaking an energy assessment
	2.9 Explain the importance of explaining politely and clearly to clients the reasons why you cannot undertake an energy assessment
	2.10 Explain the importance of confirming whether any specific arrangements apply to the energy assessment
	2.11 State which software tools have been approved for particular applications
	2.12 Explain the principles of operation of the approved software tools
3. Understand how to investigate relevant matters relating to property and energy usage	3.1 Identify the different types of preparatory information that it is important to obtain to ensure a complete and accurate assessment and certificate
	3.2 Identify the different sources of preparatory information (including existing calculations and energy audit reports) relating to the energy performance of the property
	3.3 Explain how to obtain preparatory information relating to the energy performance of the property
	3.4 Identify prevailing geographical/environmental features that may affect the energy performance of the property
	3.5 Explain how to evaluate relevant information in order to identify any significant factors that may influence the energy assessment, including: <ul style="list-style-type: none"> <li>• Gaps in information concerning the building and its energy use</li> <li>• Health and safety considerations, accessibility</li> <li>• Level of building complexity</li> </ul>
	3.6 Explain how to identify circumstances that prevent you from assessing the energy performance of the property
	3.7 Explain the importance of explaining to clients why you may not be able to fulfil the agreed contract
4 Be able to agree and confirm instructions to undertake energy assessments	4.1 Determine the nature and characteristics of the property to ensure that it requires an Operational Rating (OR) or Asset Rating as appropriate
	4.2 Respond to requests to undertake energy assessments from clients
	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
	4.4 Explain to the client the relevant regulations that are legally required and the overall purpose of the Energy Certificate
	4.5 Explain to the client why the Energy Certificate has to conform to prescribed protocols and must be accompanied by cost-effective recommendations



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



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### Unit 3: Undertake energy assessment of level 3 non-dwellings using the Simplified Building Energy Model (SBEM)

Unit Reference Number: L/503/8169

Level: 3

Credit: 11

#### Unit Summary

This unit will develop the knowledge and skills needed to inspect non-dwellings to determine the energy performance of an existing Level 3 property using Simplified Energy Building Module (SBEM), make recommendations for cost-effective improvements and issue Energy Performance Certificates in compliance with regulatory requirements.

#### 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 equipment and resources needed to undertake energy inspections	1.1 Explain the principles of building structure elements, fabric, services and overall design philosophy as relevant to energy assessment
	1.2 Identify equipment and resources needed to undertake the inspection
	1.3 Explain the detailed inspection requirements that apply to a property as described in relevant guidance documents and Conventions
	1.4 Explain the definitions and conventions embodied within the approved software used to calculate energy performance ratings
	1.5 Identify, from drawings and building structures, the various types of building construction, materials and services
	1.6 Explain how to conduct the inspection in a thorough, methodical and consistent manner
	1.7 Identify the range of measures to improve the energy performance of a property that may be included within an Energy Performance Certificate Recommendations Report
2. Understand the implications of building characteristics affecting the energy performance of a property	2.1 Identify assumptions that are made in determining energy performance
	2.2 State the factors that are relevant to determining the energy performance of a property and those that are deemed not to affect the energy performance of the property
	2.3 Identify and evaluate the relevance of building characteristics which affect the energy performance of a Level 3 building and make it distinct from Level 4



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	2.4 Identify and classify variations in building use and activities, as defined in the Simplified Building Energy Model (SBEM) and its conventions, including the use of planning classifications
	2.5 Describe how much impact building characteristics have on the building's overall energy performance
	2.6 Identify critical property features and activities where incorrect choice of values will be significantly detrimental to accuracy, including: <ul style="list-style-type: none"> <li>• Allocation of the most appropriate activity to zones</li> <li>• Lighting</li> <li>• Choice of default HVAC in zones where none exists</li> <li>• Selection of HVAC efficiency and its allocation to the appropriate zone</li> <li>• Availability of daylight</li> <li>• Presence of Low and Zero Carbon Technologies</li> </ul>
	2.7 Identify the problems that can affect the energy performance of the building fabric and services
	2.8 Review the implications of hazardous building fabric for the energy assessment and reporting
3. Understand how to collate information from the on-site inspection and other sources to assess the energy performance of the property	3.1 Explain how to make accurate observations and take accurate measurements
	3.2 Explain how to make further investigations where observations are inconsistent with existing evidence and expected findings and how to identify the causes of these inconsistencies
	3.3 Explain how to collate information required to assess the energy performance of property
4 Understand how to prepare and issue an Energy Performance Certificate which includes recommendations for cost-effective improvements and meets relevant regulations	4.1 State the prescribed format and content of an Energy Performance Certificate
	4.2 State the range of energy efficiency measures that may be included within an Energy Performance Certificate
	4.3 Identify the approved software used for the production and lodgement of completed Energy Performance Certificates
	4.4 Explain how to correctly use the approved software for the production and lodgement of completed Energy Performance Certificates
	4.5 Explain the principles underpinning the approved tools used to calculate the energy performance ratings
	4.6 Explain how to input data using the approved software in order to determine energy performance ratings
	4.7 Explain how to use approved software to generate energy efficiency measures for the property
	4.8 Explain the importance of checking that data has been inputted correctly prior to lodgement and how to review data if the calculation will not process or appears incorrect
	4.9 Explain the importance of checking the energy efficiency measures generated prior to lodgement, deleting any that are inappropriate and providing your reasons
	4.10 Explain the way in which energy efficiency measures are generated and circumstances when it is appropriate to delete them



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	4.11 Explain the importance of checking the Energy Performance Certificate and energy efficiency measures for the property to ensure they comply with relevant requirements
	4.12 State how to use the information technology underpinning the national register for lodgement and retrieval of Energy Performance Certificates
	4.13 Explain how to provide necessary audit evidence via electronic transfer
5 Understand how to make and maintain complete, accurate and legible records of your work	5.1 Explain the level of detail within your records required to produce a complete and comprehensive Energy Performance Certificate
	5.2 Explain the level of detail within your records required to justify your decisions on the values recorded and energy efficiency measures included
	5.3 State why it is important to make and maintain complete, accurate and legible records
	5.4 Explain the reasons why it is necessary and important to record where and why accurate inspection has not been possible
	5.5 Explain the circumstances in which records can include the fact that information is "unknown" and the evidence required to support the use of defaults in these circumstances
	5.6 Explain the importance of storing records securely allowing for future access and the purposes for which those records may be used
6 Be able to inspect a Level 3 non-dwelling	6.1 Ensure that equipment and resources needed are available for the inspection of Level 3 non-dwellings
	6.2 Identify yourself to those present at the property before commencing inspection
	6.3 Identify and record the method of construction of the property and the main materials used, the installed building services and the activities which take place in the building
	6.4 Use surveying equipment correctly and record and interpret data accurately
	6.5 Identify circumstances when at the property that prevent you continuing with the inspection and explain the reasons to the client(s)
	6.6 Undertake a methodical visual inspection of the property in accordance with the requirements of the approved software and current Conventions
	6.7 Draw a suitable sketch plan and elevations where none exist
7 Be able to collate information from the on-site inspection and other sources to assess the energy performance of the property	7.1 Make accurate observations and measurements which are necessary to provide data for the calculation of an energy performance rating and production of energy efficiency measures for the property
	7.2 Obtain all additional information that is needed about the property and ensure that defaults are not used except where justified
	7.3 Identify where observations are inconsistent with existing evidence and expected findings and conduct further investigations to establish the causes of these inconsistencies



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	7.4 Identify critical property features and activities where incorrect choice of values will be significantly detrimental to accuracy and take appropriate steps to correctly represent these features to arrive at an accurate assessment of the property
	7.5 Follow the correct procedures for collecting information to enable the energy efficiency of the property to be determined
8 Be able to prepare and issue an Energy Performance Certificate which includes recommendations for energy efficiency measures and meets relevant regulations	8.1 Describe the prescribed format and content of an Energy Performance Certificate
	8.2 Explain the way in which energy efficiency measures are generated and circumstances when it is appropriate to delete them
	8.3 Use approved software correctly to determine energy performance ratings and to generate energy efficiency measures for the property
	8.4 Check that data has been inputted correctly prior to lodgement and review data if calculations do not work or if the result appears incorrect
	8.5 Recognise a result that is unlikely to be correct for the property in question
	8.6 Check the Energy Performance Certificate and energy efficiency measures prior to lodgement, ensuring compliance with relevant requirements and make any necessary amendments
	8.7 Take the necessary corrective action where any of your checks indicate a possible incorrect data entry or error in the resulting rating or energy efficiency measures
	8.8 Use the information technology underpinning the national register for lodgement and retrieval of Energy Performance Certificates
	8.9 Lodge Energy Performance Certificates on the prescribed national databank on completion
	8.10 Provide necessary audit evidence via electronic transfer
9 Be able to make and maintain complete, accurate and legible records of your work	9.1 Produce and maintain accurate and legible records of your findings, which are clear, complete and conform to accepted professional and statutory requirements, including investigations carried out, values recorded and options considered
	9.2 Keep detailed records which ensure that you can produce a complete and comprehensive Energy Performance Certificate and justify your decisions on values recorded and energy efficiency measures selected



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	<p>9.3 Collate information as evidence to support the specific decisions made on values chosen and energy efficiency measures considered, including:</p> <ul style="list-style-type: none"> <li>• Legible site notes</li> <li>• Clear site sketches (plan, elevation) to give an adequate record of the inspection for audit purposes</li> <li>• Clear photographs containing mandated data appropriately staged and annotated where necessary</li> <li>• Legibly completed survey forms records of web searches or other research</li> <li>• Any other information you consider necessary to support your decisions</li> <li>• Any other information required by Scheme Operating Requirements</li> </ul>
	<p>9.4 Explain the circumstances in which records can include the fact that information is “unknown” and the evidence required to support the use of defaults in these circumstances</p>
	<p>9.5 Store records securely allowing for future access and state the purposes for which your records may be used</p>



## Unit 4: Report on the energy assessment of new and existing non-dwellings using Simplified Building Energy Model SBEM

Unit Reference Number: L/503/8172

Level: 4

Credit: 7

### Unit Summary

This unit aims to develop the knowledge and skills needed to prepare a report on the energy assessment of existing non-dwellings using Simplified Building Energy Model (SBEM)

### 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 how to produce Recommendations Reports for non-dwellings using SBEM	1.1 Describe the prescribed format and content of an Energy Performance Certificate Recommendations Report
	1.2 Identify the range of energy efficiency measures that may be included within an Energy Performance Certificate Recommendations Report
	1.3 State the approved software used to generate energy efficiency measures for the property
	1.4 Explain the principles underpinning the approved software used to calculate energy ratings and produce Recommendations Reports
	1.5 Explain how to correctly use the approved software to produce Energy Performance Certificates
	1.6 Explain the importance of checking that data has been inputted correctly and how to review data if the calculation will not process or if the result appears incorrect
	1.7 Explain the effect of choosing default data options on the energy efficiency measures offered by SBEM
	1.8 Explain how to check the Energy Performance Certificate Recommendations Report for cost-effective improvement, ensuring compliance with relevant requirements and conventions
	1.9 Identify the level of detail within your records required to produce a complete and comprehensive Recommendations Report and justify your decisions on the values recorded and energy efficiency measures selected
	1.10 Explain the importance of making and maintaining records that are complete, accurate and legible
	1.11 Explain the reasons why it is necessary and important to record where and why accurate inspection has not been possible
	1.12 Identify the circumstances in which records can include the fact that information is "unknown" and the evidence required to support this choice



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	1.13 Explain the importance of storing records securely allowing for future access and the purposes for which your records may be used
2. Understand how to provide a clearly defined and robust hierarchy of energy efficiency measures for non-dwellings	2.1 Explain how to use approved software to generate energy efficiency measures for the property
	2.2 Explain the way in which energy efficiency measures are generated and circumstances when it is appropriate to delete them
	2.3 Explain the importance of checking the energy efficiency measures generated, deleting any that are inappropriate, and providing your reasons
	2.4 Identify the factors that could affect the choice of energy efficiency measures for improvements to the property, including: <ul style="list-style-type: none"> <li>• Issues that make them unsuitable for the property</li> <li>• Interactions between building fabric and building services</li> <li>• Listed building status/conservation areas</li> </ul>
	2.5 Identify the issues that could make energy efficiency measures unsuitable for the property, including: <ul style="list-style-type: none"> <li>• Property situation e.g. subject to extreme weather</li> <li>• Property condition e.g. state of repair of external walls</li> <li>• Inadequate ventilation</li> <li>• Traditional construction</li> <li>• Any other features of the property, or its site/location, which might adversely affect the performance of the recommended improvement, or the building's performance after improvement</li> </ul>
	2.6 Explain how to make appropriate deletions/amendments based on the practical and economic feasibility for the building under consideration
	2.7 Identify current typical costs of energy efficiency measures
	2.8 Explain how to estimate typical costs, for the particular building, of any proposed energy efficiency measures
	2.9 Explain how to assess the carbon impact and payback period of energy efficiency measures in order to provide an hierarchy of improvement measures
	2.10 Identify the data and information required to be lodged on the relevant central register
	2.11 Identify appropriate advice on the implementation of the energy efficiency measures that may be given to the client
3. Understand how to communicate the value of a Recommendations Report and how it can be used	3.1 State the objective of producing Recommendations Reports
	3.2 Explain the difference between high, medium and low carbon impact energy efficiency measures and the scale of savings that each may achieve
	3.3 Identify which elements have greater impact on the energy performance of the building in question and why
	3.4 Explain how estimates of costs for energy efficiency measures have been arrived at and how robust they are
	3.5 Explain how to communicate and explain the energy efficiency measures to the client
	3.6 Explain the importance of retaining documentation for audit purposes or legal compliance



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	3.7 Explain how to convey essential information in a written report in a way which will be comprehensible to the client
	3.8 Identify where to refer clients for further help and advice
4. Be able to produce Recommendations Reports for non-dwellings using SBEM	4.1 Use approved software to generate energy efficiency measures that improve energy performance
	4.2 Check the Recommendations Report, ensuring compliance with relevant requirements and current conventions
	4.3 Produce and maintain accurate and legible records which are clear, complete and conform to accepted professional and statutory requirements to include: <ul style="list-style-type: none"> <li>• Records investigations carried out</li> <li>• Values recorded</li> <li>• Options considered</li> </ul>
	4.4 Record information at a sufficient level of detail to produce a complete and comprehensive Energy Performance Certificate and justify your decisions on values recorded and energy efficiency measures selected
	4.5 Describe the circumstances in which records can include the fact that information is "unknown" and the evidence required to support this choice
	4.6 Store records securely allowing for future access and explain the purposes for which the records may be used
5. Be able to provide a clearly defined and robust hierarchy of energy efficiency measures for non-dwellings	5.1 Use the approved software to generate energy efficiency measures to improve energy performance
	5.2 Explain the effect of choosing default data options on the energy efficiency measures offered by SBEM
	5.3 Check the energy efficiency measures generated and make appropriate deletions, additions and amendments based on the practical and economic feasibility for the building under consideration, providing and documenting your reasons
	5.4 Identify the factors that could affect the choice of energy efficiency measures for improvements to the property, including issues that make them unsuitable for the property, interactions between building fabric and building services and listed building status/conservation areas
	5.5 Identify the relative costs of any energy efficiency measures which may be proposed
	5.6 Provide a hierarchy of improvement measures based on carbon impact and payback period
	5.7 Identify the data and information required to be lodged on the relevant central register and show understanding of the lodging procedures
	5.8 Produce a valid Recommendations Report, in accordance with approved guidance
	5.9 Provide initial advice on the implementation of the recommendations made



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6. Be able to communicate the value of a Recommendations Report and how it can be used	6.1 Explain to clients the objective of producing Recommendations Reports
	6.2 Explain to clients the difference between high, medium and low carbon impact measures, giving examples of the scale of savings which may be achieved by each
	6.3 Explain to clients which recommendations have greater impact on the energy performance of the building in question and why
	6.4 Explain to clients how estimates of costs for energy efficiency measures have been arrived at and how robust they are
	6.5 Explain energy efficiency measures to the client
	6.6 Understand the importance of retaining documentation for audit purposes or legal compliance
	6.7 Highlight the essential information contained in the Recommendations Report in a way which will be comprehensible to the client



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