



STROMA[®]
CERTIFICATION

www.stroma.com/certification



Certification Schemes,
Software and Training
for Assessors



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Certification Schemes

Stroma Certification provides a combination of certification schemes tailored to energy performance, renewable technology installation and sustainability, catering for the built environment in the domestic and non-domestic sectors.

Green Deal Certification

Stroma Certification is accredited under UKAS BS EN 45011:1998 by UKAS on behalf of the DECC to operate certification schemes for:

- Domestic Green Deal Advisors.
- Non-Domestic Green Deal Advisors – Levels 3, 4 & 5.
- Green Deal Assessor Organisations.
- Green Deal Installers – Domestic and Non-Domestic.

Energy Assessment Certification

Stroma Certification is approved by the DCLG to operate certification schemes for:

- Air-Conditioning Assessors (ACEA).
- Domestic Energy Assessors (DEA).
- Non-Domestic Energy Assessors (NDEA).
- Domestic On Construction Energy Assessors (DOCEA).
- Public Building Assessors (DEC).

Code for Sustainable Homes Certification

Stroma is approved by the Department for Communities and Local Government (DCLG) to provide the certification required to practise as a Code for Sustainable Homes (CSH) assessor. (Examination Accredited under UKAS ISO 17024:2003)

Competent Person Scheme Membership (CPS)

Stroma Certification is licensed by the Department for Communities and Local Government (DCLG) to operate CPS schemes for:

- Installation of microgeneration and renewable technologies.
- Heating and hot water systems.
- Part P - installation of fixed low or extra low voltage electrical installations.
- Installation of oil-fired combustion appliances.
- Installation of a mechanical ventilation or air conditioning systems.
- Installation, of replacement, windows, rooflights, roof windows or doors.
- Installation of sanitary conveniences.
- Installation of non-wholesome water to sanitary conveniences.
- Insertion of insulating material into the cavity walls.
- External wall insulation systems.
- Internal wall insulation systems.

Microgeneration Certification Schemes (MCS)

Stroma Certification is licensed by the Department of Energy and Climate Change (DECC), and accredited under UKAS BS EN 45011:1998, to operate MCS schemes for:

- Solar photovoltaics (PV).
- Solar thermal.
- Heat pumps.

Software Solutions

Stroma Certification's software development team creates software solutions to support the myriad of Green Deal, energy and sustainability assessment membership schemes, including various platforms that streamline the Energy Performance Certificate (EPC) lodgment process and workflow management tools. Our developers are based in-house, which not only benefits our members with accurate and immediate technical support but also keeps the team involved with new legislative developments, enabling them to offer timely software responses in line with energy efficiency policies.

Training Courses

Stroma Certification delivers a variety of training courses relating to building, sustainability and compliance within the following categories:

- Green Deal.
- Code for Sustainable Homes.
- Energy Assessment.
- Renewables.
- Air-Tightness Testing.

The courses are delivered by experts, meet the national Occupational Standards (NOS) and adhere to the standards of construction industry-approved bodies including the Awarding Body for the Built Environment (ABBE), City & Guilds (C&G), British Plumbers Employers Council (BPEC) and British Institute of Non-Destructive Testing (BINDT).

By offering training that meets the industry standards, we ensure that access onto associated certification schemes is efficiently processed. Training is regularly delivered at locations across the UK, with private courses organised at convenient locations to suit clients with groups of four or more candidates.



Certification Schemes, Software and Training for Assessors in the Building Sustainability and Compliance Industry

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The Green Deal is the Government's flagship energy policy, which intends to reduce carbon emissions cost-effectively. This will be achieved through a Green Deal finance mechanism, which eliminates the need for home and business owners to pay upfront for energy-efficiency measures, instead providing reassurance that the improvements are covered by the savings on their energy bills.

The UK needs to become more energy-efficient to reduce the emissions that contribute to climate change. The Green Deal policy, under the Energy Act 2011, aims to retrofit 14 million homes by 2020, and to cut CO₂ emissions by 29% in housing and 13% in workplaces. (Source: DECC).

All households and businesses are entitled to an energy-efficiency assessment, known as a Green Deal Advice Report (GDAR), carried out by a qualified Green Deal Advisor (GDA). Following the report, customers may be given recommendations of energy-efficiency improvements that they could acquire at no up-front cost. Only certified Green Deal Installers (GDI) carrying the Green Deal Quality Mark will be allowed to install the measures. This guarantees that the improvements are installed to the highest quality-assured standards; thereby ensuring the energy-efficiency measures deliver genuine carbon and energy savings.

The Golden Rule is key to the Green Deal: a principle which limits the amount of Green Deal finance that a provider can attach to the energy bill, capping it at the same level as the estimated energy bill savings that are likely to result from the installation of measures under the Green Deal plan. This principle aims to keep the energy bills at the property no higher than they would have been had the property been without a Green Deal – this is important both to protect consumers from higher energy bills, and to protect investors from a higher risk of default on the bill.

There will be some cases where it will not be viable to use Green Deal finance; in such cases, the Energy Company Obligation (ECO) will be the supporting mechanism. The ECO has been introduced to give additional support to the domestic sector, where the Green Deal finance savings are not enough. This type of funding is targeted at low income or the most vulnerable households, and hard to treat

properties such as solid wall buildings. Through ECO, an estimated £1.3 billion worth per year of energy efficiency and heating measures can be delivered across Great Britain [source: Ed Davey, Secretary of State for Energy and Climate Change].

Stroma Certification delivers industry-approved training to ensure the existing Energy Assessor market is equipped to undertake the Green Deal Energy Policy; furthermore the company has developed several unique software modules that assist with the Green Deal journey from market interest to completed installation.

Delivering nationwide CPD sessions, Stroma Certification has toured the country updating interested parties on the Green Deal developments, and demonstrating how Stroma Certification really is a one-stop shop for gaining Green Deal training, software, technical support and certification.





Stroma Certification - Market Experience

The Green Deal framework builds upon the Energy Performance of Buildings Directive (EPBD) schemes, which Stroma Certification already operates under the approval of the Secretary of State of the Department for Communities and Local Government (DCLG), which accredits energy assessors in England and Wales. Stroma Certification additionally has a Protocol Agreement with the Scottish Building Standards Agency (SBSA), enabling its accredited assessors to generate Energy Performance Certificates (EPC) throughout Scotland.

Additionally Stroma Certification facilitates the installation of applicable Green Deal measures by providing schemes through which Installers demonstrate their compliance to the relevant Competent Person Schemes (CPS) and Microgeneration Certification Schemes (MCS).

Stroma Certification has a long-standing reputation for providing membership schemes tailored to energy performance, renewable technology installation and sustainability, catering for the built environment in the domestic and non-domestic sectors.

Benefits of Stroma Certification's Schemes Include:

- Joining the leading certification body.
- Industry-leading, free-of-charge software solutions: these include mobile EPC tools and calculators, workflow management software integration, and lodgement/notifications systems.
- Dedicated, free-of-charge technical support via telephone and email, staffed by qualified, experienced energy assessors and installers.
- Competitively-priced lodgement and notification fees, including bespoke bundled packages.
- A free of charge resource area for members, with online access to:
 - Technical bulletins, CPD information and legislative news.
 - RdSAP methodology manual and data sheets.
 - Uploadable functions and storage of technical data for audit and safekeeping.
- Regular account management communications.
- Flexible insurance cover, if required:
 - Choice of Professional Indemnity cover of £250,000 or £1,000,000.
 - Cover includes inventory and floor plan insurance.



Training as a Green Deal Advisor (Domestic)

Step One

A pre-requisite to becoming a Domestic GDA is to be qualified as a Domestic Energy Assessor (DEA). DEAs are equipped with the technical capabilities to collect data about a property's dimensions, construction, and services, in order to generate an EPC using Government-approved RdSAP software. Additionally, DEA training covers the code of conduct for entering properties to undertake assessment and maintaining certification status.

In January 2012, the DEA National Occupational Standards (NOS) were revised to support the developing EPC and the RdSAP methodology behind it; consequently, Stroma Certification's RdSAP software was updated and approved by the DCLG. The new version of the RSAP software encompasses an increased number of data collection fields, facilitating the delivery of the Green Deal EPC, with clear indication of the energy efficiency measures that may be eligible for Green Deal finance. Existing active DEAs topped up their skills to enable them to deliver the new Green Deal EPC, undertaking further training and examinations to ensure that they meet the revised standards and understand the key principles of Green Deal.

Step Two

Following the DEA training, Stroma Certification shall deliver Green Deal Advisor (GDA) Domestic training to applicants as a three-day course, followed by a one-day witnessed assessment.

The witnessed assessment is not normally taken on the sequential day of training; Stroma Certification arranges further convenient dates to accommodate client needs. The final day is also a great opportunity to have a one-to-one portfolio guidance session.

The training covers use of Stroma Certification's free EPC and OA software package, RSAP+. This is an update to RSAP, Stroma's longstanding package for the production of EPCs using RdSAP, which now incorporates the OA software to cover all of the calculation requirements for a domestic Green Deal assessment. The OA software has been approved by BRE on

behalf of the Department of Energy and Climate Change (DECC), and synchronised with the central OA registers to facilitate lodgements.

The face-to-face GDA training covers the soft skills, National Occupational Standards (NOS) and the technical expertise required of a GDA, giving trainees the opportunity to learn about:

- The principles of the Green Deal.
- Explaining requirements in advance of the Green Deal Advisor's visit.
- Consumer protection within the Green Deal.
- Green Deal finance and other sources of finance.
- Practicalities of providing information.
- Preparing for the Occupancy Assessment.
- Collecting the data needed for the Occupancy Assessment.
- The effect of building pathology on energy performance.
- The client's needs and how to address them.
- Effect of different types of tenure.
- Behavioural advice, water saving and waste reduction, and the process of giving advice.
- Maintaining records of inspection findings.
- The basic principles of Green Deal Advice Reports.
- Occupancy Assessment software included within RSAP+.
- Entering data into energy advice software.
- Using RdSAP to recommend measures bespoke to the property and its occupiers.
- The Golden Rule calculation.
- Ensuring the GDAR complies with Conventions and Codes of Practice.
- Reporting, lodging and issuing GDARs; EPC updating and record-keeping.
- Further detail regarding insulation, heating, hot water, and other measures.
- Explaining the GDAR to the domestic customer.

The training is broken down as follows:

Day One

Providing information to customers on the principles, financing and operation of the Green Deal

- The components of the Green Deal.
- Providing high quality, independent and impartial advice to customers.
- Providing customers with information on Green Deal to meet their needs.

Day Two

Undertaking occupancy assessments and giving advice

- Conducting an occupancy assessment.
- Advising customers on methods of reducing energy consumption and achieving affordable warmth.
- Maintaining written records of inspection findings.
- Preparing and issuing domestic Green Deal Advice Reports.
- Inputting data for domestic Green Deal Advice Reports.
- Assessing energy efficiency measures for domestic Green Deal Advice Reports.
- Preparing, lodging and issuing domestic Green Deal Advice Reports.

Day Three

Explaining the Green Deal Advice Report to the domestic customer.

- Explaining the components of the Green Deal Advice Report and their implications to domestic customers in a professional and impartial manner.

Next Steps

- Producing a portfolio of evidence.

Day Four

Required Attendance Witnessed Assessment

- The Witnessed Assessment takes 2 hours and is arranged to suit, i.e. it may be non-sequential from the 3-day training.
- Candidates are observed conducting the Green Deal Assessment and providing advice to a householder.



Portfolio Guidance

- The day of the Witnessed Assessment is often a good opportunity to have a portfolio guidance session.

Pre and post course learning is provided for candidates, along with a members' area on the Stroma website, found at stromamembers.net. Log in access is required and provides reading material, videos, and handy tips, alongside required technical/legislative documentation. Additionally, members gain access to instant technical support 24 hours a day and to dedicated technical support teams, contactable by phone or email during working hours.

Assessment

The assessment for the Green Deal Advisor qualification is dependent upon which awarding body is adopted: ABBE, City & Guilds, or EDI. Candidates will experience slightly different assessment methods depending on which awarding body is chosen. However, the following is an indicative guide to the scope of the assessment.

Candidates can expect assessment on knowledge and competence of the following:

- The explanation of all aspects of the Green Deal in a way that is appropriate to a specific customer's needs.
- Providing signposting to other relevant information and services to meet a specific customer's needs.
- Production of three domestic Green Deal Advice Reports (GDARs) using approved software, based on the data from the EPCs and Occupancy Assessments carried out in properties.
- Providing evidence which demonstrates how the Green Deal Advice Report data is safely and securely retained, and how the Green Deal Advice Report is lodged on the lodgement system.
- Production of a business pack, which comprises written communications to the customer.
- One Energy Performance Certificate for a property that qualified for ECO funding, updated to account for the installation of the Green Deal measures, and explaining the improvement in the energy performance of the building.
- Presentation of Green Deal Advisory Report recommendations.

Portfolio Assessment

Following training, the submission of a portfolio for assessment is required; candidates will become qualified when the portfolio passes the assessment. This portfolio is to include evidence of all of the information indicated above to demonstrate the work of a GDA.

Stroma Certification provides feedback sessions and/or technical support days, allocated for one-to-one reviews, should they be required.

PLEASE NOTE: Stroma Certification accepts the same EPCs for assessment when a candidate is undertaking both the DEA and GDA courses, providing the set EPC Validity Criteria (below) are met.

Witnessed Assessment of GDA

Whilst conducting a Green Deal assessment, candidates shall be assessed to ensure that delivery of advice and explanation is to the required standard. Stroma Certification personnel shall carry out the witnessed assessment, during the allocated and maximum time of two hours per conducted Green Deal assessment.

It is advisable for candidates to practice the process of providing Green Deal advice (and explanation) on friends and/or family prior to undertaking the formal Witnessed Assessment, to refine their delivery of the complete assessment during the maximum of two hours allocated. During training, Stroma Certification shall deliver a guided appraisal to familiarise candidates with the process.

EPC Validity Criteria

EPCs used as evidence for the GDA qualification must:

- Conform to the property grids in the awarding body handbooks.
- Be produced using RdSAP version 9.91 or later.
- Be less than 12 months old.
- Be based on a property that has not been altered in any way since the EPC was produced.
- Cover all of the tenures/sectors identified in the awarding body handbooks.
- Include one EPC for a property which qualifies for ECO funding.

Training Fees

Course	Duration	Course Fee	Registration Fees		Witnessed Assessment Fee	Software
			ABBE	City & Guilds		
Domestic Energy Assessor (DEA)	3 days	£750	£230	Fees Apply	n/a	Free of charge
Green Deal Advisor (GDA) (Domestic)	3 days + 2 hours Witnessed Assessment	£1,020*	£230	Fees Apply	Free of charge	Free of charge

Witnessed re-assessments will be charged at £300.

All prices exclude VAT.

***10% DISCOUNT** available for existing Stroma Certification scheme members. Please enquire for details.

GDAs must align with a Green Deal Assessor Organisation (GDAO), or can operate as a sole trader but must conform to the GDAO certification requirements.

Domestic Energy Assessment (DEA) Training, Software, and Certification

Stroma Certification provides the training, software and certification required to become a Domestic Energy Assessor (DEA) for existing dwellings.

Domestic Energy Assessors (DEAs) are trained and licensed to collect data about an existing domestic property, such as its dimensions, construction and services, in order to generate an Energy Performance Certificate (EPC) using Government approved RdSAP (Reduced Data Standard Assessment Procedure) software, and lodge reports on a centralised database. Stroma Certification supplies RSAP+, which is approved RdSAP software, free of charge. For further details on RSAP+.

In January 2012, the National Occupational Standards (NOS) for the DEA training course were revised to reflect the major changes that occurred to the content and format of the domestic EPC in April 2012, and how the redesigned EPC effectively supports the Green Deal framework.

Stroma Certification delivers a refreshed three-day DEA course, to include the newly required elements of a DEA's role plus the practical experience of property surveying and producing EPCs using Stroma Certification's user-friendly RdSAP software, RSAP.

Day One Covers:

- The Energy Performance of Buildings Directive (EPBD), discovering the targets and Governmental initiatives behind the EPC and existing residential property energy performance.
- How to work as a Domestic Energy Assessor, in a safe, effective and professional manner.
- How to prepare a domestic energy assessment in order to produce an EPC.
- Property construction types and system build properties for example, timber frame or in-situ concrete.
- RdSAP software RSAP overview.

Day Two Covers:

- Heating systems.
- Domestic hot water.
- Improving insulation techniques.
- Renewable energy technologies overview.
- Ageing properties.
- Surveying and measuring properties – including best practice.

Day Three Covers:

- RSAP (RdSAP) software training (the new RSAP is available for training purposes, however the final version will be released in April 2012 in line with Government approval).
- Top up elements to meet the new Green Deal EPC implementation.
- Mock exam and evaluation.

The training course prepares candidates for the ABBE examination.

To be eligible to lodge EPCs, a DEA can join Stroma Certification's Department of Communities and Local Government (DCLG) approved certification scheme. To join the scheme, assessors submit a portfolio of evidence of business skills and a sample of EPCs, plus evidence of their examination certification.

Benefits of Stroma Certification's DEA Membership Scheme

- A free-to-join, award-winning certification body.
- No membership renewal fees or the requirement to purchase lodgement credits in advance.
- Competitive lodgement fees.
- Dedicated telephone and email technical support, staffed by qualified, experienced energy assessors.
- Members' resource area with online access to:
 - Technical bulletins, CPD information and news.
 - Free of charge software downloads.
 - RdSAP methodology manual and data sheets.
 - Upload functions and storage of technical data for audit and safekeeping.
 - Flexible insurance cover, if required:
 - Choice of Professional Indemnity cover of either £250,000 or 1,000,000, cover includes inventory and floor plan insurance.
 - Excellent software solutions:
 - Stroma Certification's free-of-charge RSAP software.
 - Available in web, desktop and tablet versions.
 - Workflow management software developments.

Training and Lodgement Fees

Training Course	Domestic Energy Assessor (DEA) Including DEA top-up (April 2012)
Duration	3 Days
Price	£750
ABBE Registration Fee	£230
RSAP+ Software	Free of charge
Certification	DEA
Annual Membership	Free of charge
Lodgement fee	£4.10
Landmark	£1.15

All prices exclude VAT.

Non-Domestic Energy Assessment NDEA Training and Certification

As the leading certification body for non-domestic energy assessment (NDEA), Stroma Certification provides training, certification and the calculation software required to produce commercial EPCs.

Energy Performance Certificates (EPCs) are mandatory upon construction, sale or rental of any non-domestic building, whether new or existing. An assessment must be carried out by a certified assessor and an EPC generated, which gives the building a rating of A to G (where 'A' is the most energy efficient).

The EPC is also accompanied by an Advisory Report (AR), which outlines ways in which energy can be saved and provides recommendations that include the short, medium and long-term paybacks of various green technologies. The implementation of these recommendations would reduce the building's CO₂ emissions as well as fuel costs.

Approved Document Part L2A-2010 of the Building Regulations stipulates a full building energy calculation for all newly constructed buildings.

The Simplified Building Energy Model (SBEM) software used to perform this calculation is then used to create the EPC, which is required prior to the building being occupied.

Non-Domestic Energy Assessment Training

Level 3 (NDEA)

Candidates attend a four-day training course where they are taught the practical skills of building surveying and data entry into the approved Government software.

A Level 3 Non-Domestic Energy Assessor (NDEA) can model simple heating, cooling and ventilation systems within existing buildings. After completing the training, candidates sit a multiple choice examination and produce a portfolio of three EPCs and supporting documentation to demonstrate their ability to carry out non-domestic energy assessments.

Level 4 (NDEA)

For candidates who wish to assess and produce EPCs for buildings containing more complex heating, cooling and ventilation installations, in both existing and newly constructed buildings, Stroma Certification offers the NDEA Level 4 training course. The syllabus is offered as a two-day (top-up) course, which builds on the knowledge acquired for the Level 3.

Similar to Level 3, candidates will become qualified once they have passed the multiple-choice exam and produced a portfolio of three EPCs. In addition to the Level 4 training course, candidates have the option to attend a one-day follow-on course for Display Energy Certificates (DEC).

Level 5 (NDEA)

Level 5 assessors are qualified to undertake assessments on both existing and newly constructed non-domestic buildings using dynamic simulation modelling (DSM). Certification to this level can only be gained through the APEL route.

APEL (Accreditation Of Prior Experiential Learning)

For experienced candidates possessing the skills required to use SBEM and DSM, there is a fast track option: APEL.

Candidates may apply to be assessed for APEL to Level 3, 4 or 5. To satisfactorily complete this application, supporting information is required to demonstrate competence against the National Occupational Standard (NOS) framework in conjunction with the submission of relevant projects for technical appraisal.

Scottish EPCs

All Stroma-certified NDEAs may gain the ability to lodge Scottish EPCs, by carrying out some a free CPD. Stroma Certification is an approved Protocol Organisation in Scotland, offering a step-by-step route to certification, which includes a free-of-charge introductory module on the Scottish Building Regulations.

Certification Fees

Once qualified, assessors are invited to join Stroma Certification's certification scheme.

Our experienced NDEA technical team is available to offer support to all assessors. Stroma certified assessors will gain access to the Stroma members' area online, receive regular technical bulletins and regular invitations to CPD events and workshops.

The training and certification membership package is as follows:

Training Course	Combined Level 3 & 4
Duration	5 days
Price	£1950

Training Course	Level 3 NDEA
Duration	4 days
Price	£1450

Training Course	Level 4 NDEA
Duration	3 days (top-up from level 3)
Price	£975

Training Course	Level 4 NDEA + DEC
Duration	5 days (top-up from level 3)
Price	£1450

Certification	Levels 3, 4 & 5 NDEA
Annual Membership	Free of charge
Lodgement Fee	£24.64
Landmark	£5.36
Accreditation of Prior Experiential Learning (APEL)	Levels 3, 4 & 5 NDEA
Price	£450

All prices exclude VAT.

Training as a Green Deal Advisor (Non-Domestic)

Stroma Certification offers face-to-face training, covering the soft skills and the technical expertise required of the Non-Domestic Green Deal Advisor.

All aspects of the GDA National Occupational Standards are covered, giving candidates the opportunity to learn, understand and produce the following:

1. Recommendations Reports for non-dwellings using SBEM
2. A clearly defined and robust hierarchy of energy efficiency measures for non-dwellings
3. Communicating the value of a Recommendations Report and how it can be used

The method of assessment for non-domestic buildings utilises the existing Simplified Building Energy Model (SBEM) methodology for producing non-domestic EPCs, additionally taking into account occupant behaviour, building use patterns, energy management practices and historical energy consumption (where available) in order to assess energy savings and recommendations.

Combining the more bespoke building fabric assessment, building usage and actual energy use data, advisors can provide the best possible information to facilitate investment decisions.

Pre and post course learning is provided for candidates, along with a members' area on the Stroma website, found at stromamembers.net. Log in access is required and provides reading material, videos, and handy tips, alongside required technical/legislative documentation.

Green Deal Advisors are required to be active members of an accredited Energy Performance of Buildings Directive (EPBD) Accreditation Scheme for Non-Domestic Energy Assessors (NDEAs), such as Stroma Certification.

Stroma Certification additionally caters for Scotland being appointed by Scottish Ministers for the production of domestic or non-domestic Energy Performance Certificates, as appropriate.

The three-day course covers:

Understanding the components of the Green Deal.

- Understanding how to provide high quality, independent and impartial advice to clients.
- Being able to provide clients with information on the Green Deal to meet their needs.

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- Understand how to provide high quality, independent and impartial advice to clients.
- Being able to provide clients with information on Green Deal to meet their needs.
- Understanding the process of conducting an operational profile.
- Understanding the factors and measures for reducing energy consumption in non-domestic buildings.
- Understanding the written records required for inspection findings.
- Being able to conduct an operational profile assessment.
- Being able to identify actions to reduce energy consumption in non-domestic buildings.
- Being able to maintain written records of inspection findings.

Training provided conforms to the skills and competences required of energy assessors, in accordance with DECC, Asset Skills and the redeveloped National Occupational Standards for Green Deal Advisors.

Portfolio Assessment

Following training, the submission of a portfolio for assessment is required; candidates will become qualified when the portfolio successfully passes. This portfolio is to include evidence of all of the information indicated above to demonstrate the work of a GDA. Stroma Certification provides feedback sessions and/or technical support days, allocated for one-to-one reviews, should they be required.

Witnessed Assessment of GDA

Whilst conducting a Green Deal assessment, candidates shall be assessed to ensure that delivery of advice and explanation is to the required standard. Stroma Certification personnel shall carry out the witnessed assessment, during the allocated and maximum time of two hours per conducted Green Deal assessment.

Additionally, members gain access to instant technical support 24 hours a day.

Training Fees

Course	Duration	Course Fee	ABBE Registration Fee	Witnessed Assessment Fee	Software
Non-Domestic Energy Assessment Level 3 (NDEA)	4 days	£1,450	£230	n/a	Free of charge
Green Deal Advisor (GDA) (Non-Domestic)	3 days + 1 day Witnessed Assessment	£1,250	£230	Free of charge	Free of charge

All prices exclude VAT.

Additional witnessed assessments (required in the event of failure or cancellation) will be charged at £300.



Green Deal Advisors are required to register to practise with a Green Deal Assessor Organisation (GDAO) prior to any customer instruction.



A GDAO scheme ensures competency for the management and monitoring of the Green Deal services, within a robust and credible quality management system (QMS), which must cover all of the requirements set out overleaf.

Policies and Procedures for:

- Selection and work assignment.
- Continuing Professional Development (CPD).
- Sub-contracting Green Deal advice work.
- Green Deal Advisor control: documents, record keeping and information management.
- Internal auditing and corrective actions.
- Interaction with customers.
- Claims of conformity.
- Complaints management.
- Disciplinary and appeals procedures.

Operational Procedures for:

- Preparation for the Green Deal assessment.
- Providing and exchanging information with domestic and non-domestic customers prior to Green Deal assessment visits.
- Applying RdSAP or full SAP methodology.
- Checking EPC validity and suitability for the Green Deal assessment.
- The Green Deal assessment and information gathering.
- Providing initial feedback to the customer during the assessment visit.
- Post Green Deal assessment visits.
- Lodgement of GDARs in England, Wales and Scotland.
- Production of the new EPC following installation of Green Deal measures.



For organisations considering joining the GDAO scheme, Stroma Certification provides professional business support sessions at a cost of £199.

Following these sessions, there is an appropriate amount of development time allocated for ensuring the QMS meets the above requirements, as well as the Green Deal Framework Regulations and Green Deal Code of Practice as defined in the Energy Act 2011 qualifying criteria.



An assessment of any organisation operating as a GDAO must be undertaken in order to ensure that an appropriate Quality Management System is evident in accordance with the Specification Document requirements.

Applicants shall need to supply Stroma Certification with the following:

- Completed and signed GDAO Application Form – License Agreement, Registration, Terms & Conditions (Part A).
- Completed and signed GDAO Code of Conduct Declaration Agreement Form.
- Passport sized photographs for all GDAs.
- Appropriate insurance details (Stroma Certification can provide per-click insurance if required).
- Appropriate proof of qualification(s) for all GDAs.
- Valid CRB Certificates for all GDAs.
- Valid Proof of Accreditation for all GDAs (if applicable, Stroma Certification will check registry for accreditations).

Upon receipt of the above, Stroma Certification shall undertake a pre-assessment. Confirmation of receipt shall be sent within 24 working hours.

Following processing, a GDAO pre-visit questionnaire is issued, followed by an office assessment visit. The office assessment visit is to establish that the management systems and organisational procedures satisfy the requirements of the GDAO scheme. During the decision-making process, an impartial second assessment of the documentation provided is completed.

Upon successful application, membership is awarded and certification issued.

Stroma Certification provides an ongoing, independent, third party assessment of certified GDAO organisations, to ensure that the requirements of the appropriate standards are met and maintained.

Ongoing surveillance, auditing and maintenance are conducted to confirm continued compliance with GDAO scheme requirements. Stroma Certification will review 5% of the GDAO's audit records and 2% of all domestic and 2% of non-domestic GDARs lodged over a 12-month period.

Please note the minimum levels of personal insurance cover required at all times:

Domestic Buildings

- Professional Indemnity Cover £100,000.
- Public Liability Cover £1,000,000.

Non-Domestic Buildings

- Professional Indemnity Cover £250,000.
- Public Liability Cover £1,000,000.

With a dedicated members' area, Stroma Certification provides ongoing CPD, technical and legislative bulletins and free of charge technical support.

GDAO Software

Stroma Certification's in-house team of software developers has also created a GDAO software module, available free to Stroma members, which provides data storage and management functions to enable both Green Deal Assessors and GDAOs to comply fully with the regulatory requirements set out in the Specification for Organisations Providing Green Deal Advice Services (Specification Document 002-2012).

The module holds the following information for each Green Deal Assessor:

- Qualification certificates.
- Current CRB evidence.
- Insurance details.
- Photographic identification.
- Complaints record (including actions and resolution).
- Customer feedback profiling.
- Internal audit records.
- Certification scheme audit records – submissions, results and actions.
- Validation of status (live or suspended).

The module holds the following data for each site:

- Technical data relating to the GDAR (including EPC and OA).
- Site notes.
- Photographs (including copies of any billing information used as evidence for OA).
- Signed customer sign-off sheets.

This collated software module:

- Allows the GDAO to see the outcome of external audits via Stroma Certification connectivity.
- Creates and distributes pre-visit information.
- Creates management information and reports.



GDAO Certification Fees

Certification Scheme	Scheme Application Assessment Fee	GDAS Assessment Fee	Technical Support	GDAO Software Module
Green Deal Assessor Organisation (GDAO)	£50	£495.00 Includes Office QMS Assessment and Witnessed Assessment/Site Visit	Free of charge	Free of charge

GDAO Lodgement Fees

Service	Price
Software Usage	Free of charge for Standalone EPC £2.00 per site for Green Deal/ECO assessment
EPC	£5.00 per lodgement
Occupancy Assessment	£5.00
ECO Assessment	£5.00

These fees are exclusive of third party charges such as Landmark data storage fees (currently £1.15 for EPCs) and insurance. Insurance can be provided if required through a third party broker.

Additional Assessment site visits charged at £150 per site audit. The requirements are as per the following table.

Additional Assessment Fees

No. Advisors	Site Audits Required Per Year	Total Annual Fee
1	1	£150
2	2	2 x £150 = £300
3	2	2 x £150 = £300
4	2	2 x £150 = £300
5	3	3 x £150 = £450
10	3	3 x £150 = £450
15	4	4 x £150 = £600
20	5	5 x £150 = £750
25	5	5 x £150 = £750
30	6	6 x £150 = £900
50	8	8 x £150 = £1,200
100	10	10 x £150 = £1,500
100+		Price on Application

All fees exclude VAT.

RdSAP Software for EPCs and Green Deal (RSAP+)

RSAP+ from Stroma Certification is the latest update to our RdSAP software (previously named RSAP); it retains its EPC functions but has now been enhanced with numerous additional modules to support the Green Deal.



Desktop version available now

Free-of-charge to download, from www.stromamembers.net/downloads/rsap

iPad app available now (GWSAP)

Free-of-charge to download, search for 'Stroma' on the App Store

RSAP+ (Released January 2013)

EPC Module

Occupancy
Assessment (OA)
Module

Green Deal Plan
and Green Deal
Finance Module

ECO
Assessment
Module

Technical Surveys

Formerly RSAP

New in RSAP+

RSAP+ EPC Module

The RSAP+ EPC module allows Domestic Energy Assessors (DEAs) to produce and lodge Energy Performance Certificates (EPCs) efficiently, securely, and in compliance with all relevant standards. The software is available for both desktop and iPad, and includes the new Green Deal EPC standards.

The iPad app can carry out EPC calculations offline; therefore internet connections are not relied upon when Energy Assessors conduct a property assessment.

RSAP+ is based around the Reduced Data Standard Assessment Procedure (RdSAP) developed by the Government for use in assessing existing dwellings; this is a system of property data collection, together with defaults and inference procedures, that generates a complete set of input data for calculation. To enable the energy ratings of properties to be fairly compared, RdSAP has been designed to assess the building rather than its occupants.



RdSAP makes the following behavioural assumptions:

- Standard occupancy – the size of the dwelling determines the number of occupants and therefore the hot water requirement.
- Standard heating pattern – the heating requirement is based on the volume of the dwelling, following standard heating patterns of 9 hours heating a day during the week and 16 hours a day at the weekend. The living area is heated to 21°C and the rest of the house to 18°C.

RSAP+ additionally draws information from databases within the Product Characteristic Data File (PCDF), a regularly-maintained database through which certified Energy Assessors can locate appropriately-calculated seasonal efficiencies and characteristics for heating and related products; this therefore reduces the risk of miscalculation and confusion with data.

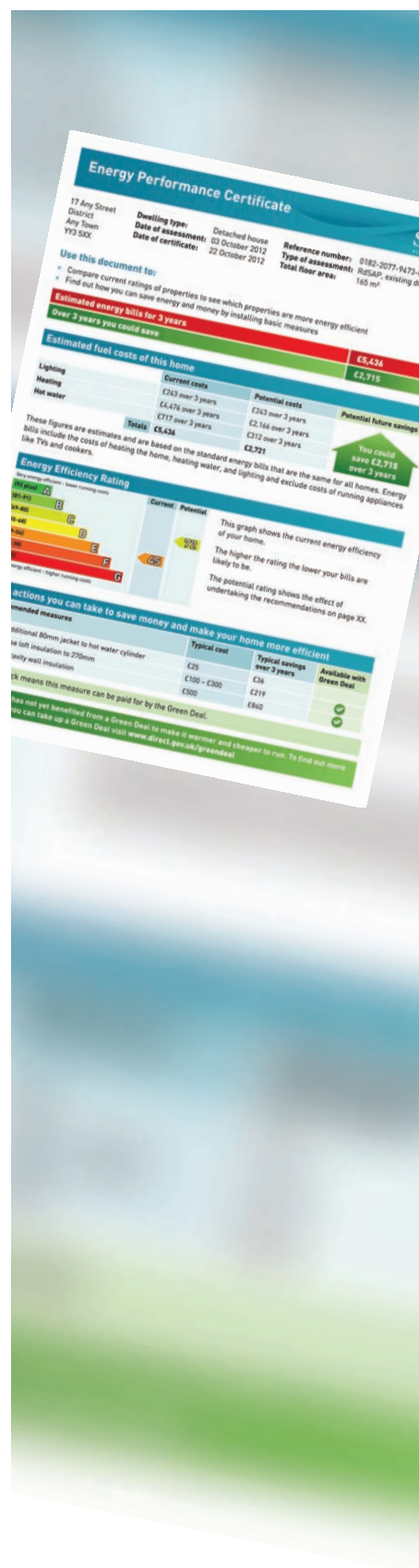
Stroma Certification's RSAP+ is Government-approved software integral to the EPC application; it presents the recommendation of measures and the EPC banding the Green Deal EPC would generate, and then allows the certified Green Deal Advisor (GDA) to adjust the measures/improvements to client preference and suitability, before building the Green Deal EPC for the property.

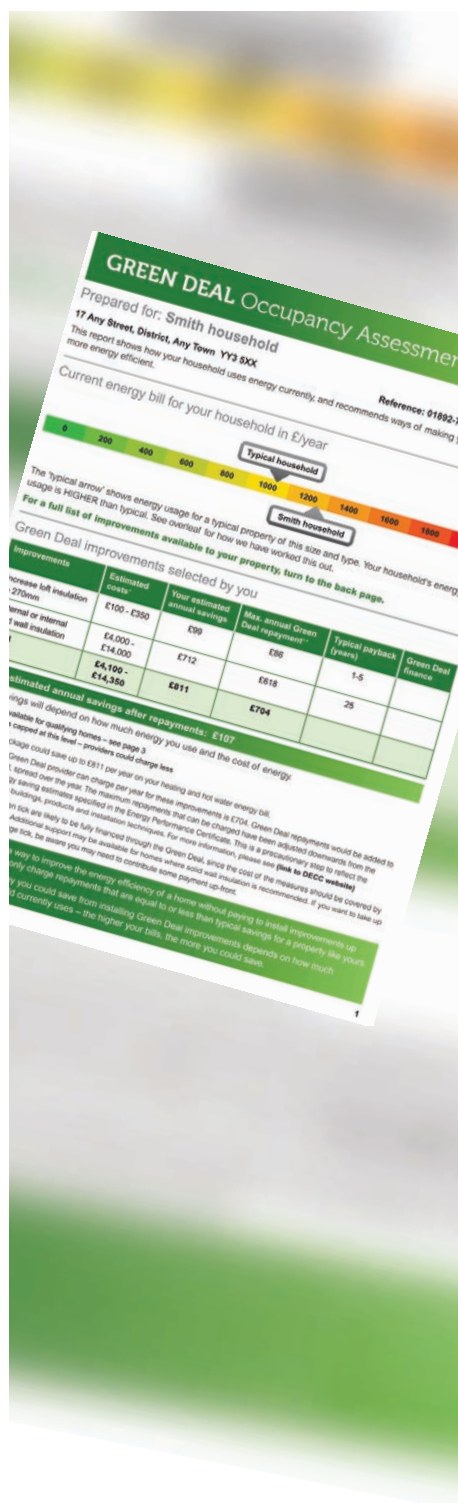
RSAP+ EPC Module Features:

1. Streamlined EPC process.
2. Provides survey requirement prompts, using a 'traffic light' format, in a clear user interface.
3. Completes calculations on the iPad device without the need for Internet access, speeding up the assessment process.
4. Flags any missing information within the Desktop Application with a clear 'error' icon, speeding up the assessment process.
5. Stores survey data, including all site notes and photography, within OSA 15.
6. Facilitates lodgment in seconds.

RSAP+ EPC Module Technical Functions:

- Collects survey data and creates EPCs via the approved RdSAP methodology for domestic properties.
- Lodges directly to the Central Register via an internet connection, on desktop PC or iPad.
- References and stores EPCs automatically, in an easy-to-use filing system.
- Allows work to be saved at any point to be completed at a later date.
- Automatically backs up survey and Green Deal EPC data, via Stroma's OSA15 online storage system.
- A PCDF database or boiler database, which can also be stored on the iPad, allows DEAs and GDAs to search by boiler type.
- Address lookup allows address details and UPRN to be downloaded into the survey. **Requires internet connection*
- Add address feature allows addresses not stored in Landmark to be added. **Requires internet connection*
- Traffic light system guides GDAs through the survey section process, highlighting non-conformities or incomplete sections.
- Camera feature, on the mobile device*, automatically names photos and stores them in the correct sections, and uploaded directly to Stroma at lodgment. **Requires iPad 2 or later*
- DEAs and GDAs can manage their account using the members' area connections.
- Meets certification scheme and auditing requirements.





The Occupancy Assessment (OA) software module within RSAP+ will cover all calculation requirements required for a domestic Green Deal assessment.

The software will:

1. Predict the energy demands of the household, based on the occupants' behavioural patterns and the energy appliances used. These energy demands are then adjusted to account for the actual bill history. Some forms of bill history are more accurate than others, and therefore the software makes a further adjustment based on the type of bill history provided.
2. Calculate the predicted cost of installation, and household energy savings, for each measure identified in the EPC. A regularly updated Product Characteristic Data File (PCDF) is used to determine the key factors for these calculations. In-Use Factors are then applied for each measure, effectively reducing the amount of Green Deal finance that can be offered for each measure, by a set percentage. Their purpose is to account for likely differences between the measure's performance in-situ and under controlled conditions (for example, due to imperfect installation or inappropriate use). In-Use Factors are determined by the Department of Energy and Climate Change (DECC) and revised every 6 months; the OA software accounts for this.
3. Determine which energy efficiency measures will qualify for Green Deal finance, in full or in part. To qualify, the financial savings of the measure must be greater than the loan repayment. This is known as the Golden Rule.

The OA provides a fully comprehensive set of calculations, which are able to specify, which energy efficiency measures are suitable for any given home in the UK.

Occupancy Assessment (OA) Software features:

- Creates OAs using the approved methodology.
- Lodges OAs to Landmark instantaneously.
- Allows for onsite lodgement of EPCs and OAs. **iPad only*
- Generates a draft OA for review prior to lodgement.
- Locks OA content after it has been lodged.
- Automatically retrieves property data from Landmark via XML using a Unique Property Reference Number (UPRN).
- Allows Advisor to collect evidence on-device using any camera app, and upload it directly at lodgment. **Requires iPad 2 or later*
- Automatically submits data to the GDAO module, or any other CRM to be used by the Green Deal Assessor Organisation or Green Deal Provider.
- Allows selection of appropriate improvement measures for the dwelling, so that the Advisor is able to specify which measures are feasible in practice.
- Allows for specification of particular elements of the energy-efficiency measures e.g. insulation thickness.
- Checks the GDA's approval and insurance status.
- Provides automated, secure data storage via OSA15, meeting certification and auditing requirements.
- Connects users with immediate technical support and support requests.



Safeguarding and Storing Assessment and Installation Documentation

Stroma Certification's Online Secure Archive OSA 15

Stroma Certification has created an online secure archive for its energy assessor membership, named OSA 15. We have now extended the capabilities of this storage service to provide remote data storage for Green Deal Advisors and Green Deal Installers to maintain the required documents, auditing material, warranties and much more for the lifetime of the Green Deal Plan.

Stroma Certification offers OSA 15 free of charge* and encourages members to utilise the service as this also assists in submitting appropriate documents for auditing purposes. Unique usernames and passwords protect access to information folders; however, when using Stroma Certification's RSAP software, users automatically connect to OSA 15 so there is no need to switch between software packages.

*Charges applied for bulk document retrieval and reissue.

It is a Governmental requirement for energy assessors to keep their archived data, such as photos, site notes and floor plans, for 15 years from the date of Energy Performance Certificate (EPC) issue.





Stroma Certification's RSAP+ software now contains a Green Deal Plan and Green Deal Finance application module. The module is available on both desktop and iPad applications, available for Green Deal Providers and certified members.

All measures detailed within the Green Deal Plan quotation framework are taken from accurate EPC and OA data determining the property's energy use. Only recognised products and systems within the Green Deal Code of Practice may be used, and each measure or category must be installed by a certified Green Deal Installer (GDI) to the highest quality-assured standards, ensuring the energy efficiency measures deliver genuine carbon and energy bill savings. The Green Deal Advisor is able to demonstrate the plan building in front of the client and can process the application in synchronisation.

Measure Type	Cost	Lifetime Savings	Net Cost	Energy Savings (kWh)	Annual CO2 Savings (t)	Estimated Savings (£)
Boiler and controls	£3000	£3700	N/A	7962	1.47	£188
draught proofing	£100	£180	N/A	803	0.16	£18
Double glazing	£3000	£980	N/A	2076	0.38	£48
Powerlocks	£11500	£6405	N/A	3484	0.69	£257
Total	£15,000	£14,333	N/A	16325	2.68	£311

The Green Deal Plan Software Calculates:

- Appropriate measures, based on fact and compliance.
- Green Deal Plan customer savings.
- Annual savings, maximum repayments, and Green Deal repayments, compliant with the Golden Rule.
- CO₂ savings, on a per year and product lifetime basis.
- Interest rates from TGDFC and applicable set-up charges.
- Deposits and Green Deal Provider incentives/early take up offers.
- ECO subsidies (if applicable).
- Payment profiles based on Annual, Monthly, and Daily payments across yearly product lifespans.



The dashboards allow calculations to be undertaken onscreen, with graphical representation to aid promotion of the quotation.

Moreover, the software allows the GDP to define parts/specifications, product costs and associated labour costs, to calculate the plan financial details and associated terms, and the CO₂ and energy savings generated by the installation measures.

The software is flexible and allows measures to be tailored to the customers' choices, enabling and disabling appropriate measures for selection and inclusion in the plan quotation. Meanwhile, the Golden Rule will always be adhered to.



Green Deal Plan Software Technical Functions:

- Highlights/alerts applicable ECO subsidies.
- Customisable offer rates as promoted by the GDP, to indicate extra promotional savings.
- Outputs detailed financial overview to include GDP tailored:
 - Agreement Terms and Conditions
 - Credit Statements
 - Payment Terms
 - Early Repayment Terms
 - Dispute Resolutions
- Compliant with the Consumer Credit Act and the Green Deal Code of Conduct.
- Green Deal Plan report exported in PDF format upon completion of an appropriate assessment. The report contains all the required details, GDP costing and terms and conditions to meet scheme operational requirements.
- Connects with GDI software module to associate required warranties and certifications.
- Connects with GD Tracker software for installer scheduling.
- Allows for handling of data prior to a final calculation, and collates all of the necessary elements that form a Green Deal Plan.
- The repayment profile and customer APR will be derived from defined and applied rate cards.



Stroma's IT framework and operational procedures have undergone security enhancements to ISO 27001 standards to cater for data protection requirements and ensure secure transitions, enabling wider organisations to connect into the software for data transfer and processing.



The Green Deal Finance Company - TGDFC Interaction Tool

The Green Deal Finance Company (TGDFC) is able to receive Green Deal Plan data from Green Deal Providers using Stroma Certification's RSAP+ Green Deal Plan module, which prepares the quote and the required CSV output for the Green Deal Finance application. The module is a reliable mechanism for calculating Green Deal Plans and ensuring the mechanism for application is in place, and complies with TGDFC format requirements. TGDFC has been working closely with DECC and through them the Green Investment Bank, together with a number of Local Authorities, with a view to maximising its assistance to the Green Deal market.

By adopting RSAP+ from Stroma Certification, Green Deal Providers can prepare Green Deal Plan quotations for their customers utilising the TGDFC's interest rates, set-up and Plan maintenance fee structures, or those of other financial providers. Stroma Certification's software has been a key component for Green Deal Providers in the early development stages in achieving compliance with TGDFC's first wave Provider applications. The company operates at a national level, minimising the cost of operating and administrating Green Deals, with the aim of accessing the cheapest sources of finance in the market at the highest possible credit rating.

The Energy Company Obligation (ECO) is a new statutory scheme for Great Britain that levies a legal obligation on larger energy suppliers to deliver energy-efficiency measures to domestic energy users.

ECO Report Module

The ECO scheme is realised through the creation of three distinct obligations:

1. Carbon Emissions Reduction Obligation (CERO)

Promotes the installation of solid wall and hard-to-treat cavity wall insulation alongside packages of measures.

2. Carbon Savings Community Obligation (CSCO)

Promotes the installation of insulating measures and connections to district heating systems in areas of low income and rural areas.

3. Home Heating Cost Reduction Obligation (HHCRO)

Promotes the installation of measures - including the repair and replacement of boilers - to homes in receipt of certain benefits, to reduce the overall cost of space heating.

ECO is intended to work alongside the Green Deal framework, providing additional support in the domestic sector to make measures affordable; it focuses on targeting vulnerable consumer groups and hard-to-treat homes, reducing carbon emissions, and maintaining the security of energy supply. Stroma's ECO report module makes ECO compliance straightforward, by highlighting applicable subsidies such as CERO, CSCO and HHCRO (which includes Affordable Warmth), identifying ECO eligibility and applying funding.





At each household, the ECO feature steers the approved Advisor through a series of questions to establish the household's compliance with qualifying criteria, and to gather the appropriate data to undertake a series of funding and carbon saving calculations across each ECO category. It promotes appropriate measures such as the installation of solid wall and hard-to-treat cavity wall insulation or heating systems, or the repair and replacement of boilers to achieve a reduction to the overall cost of space heating.

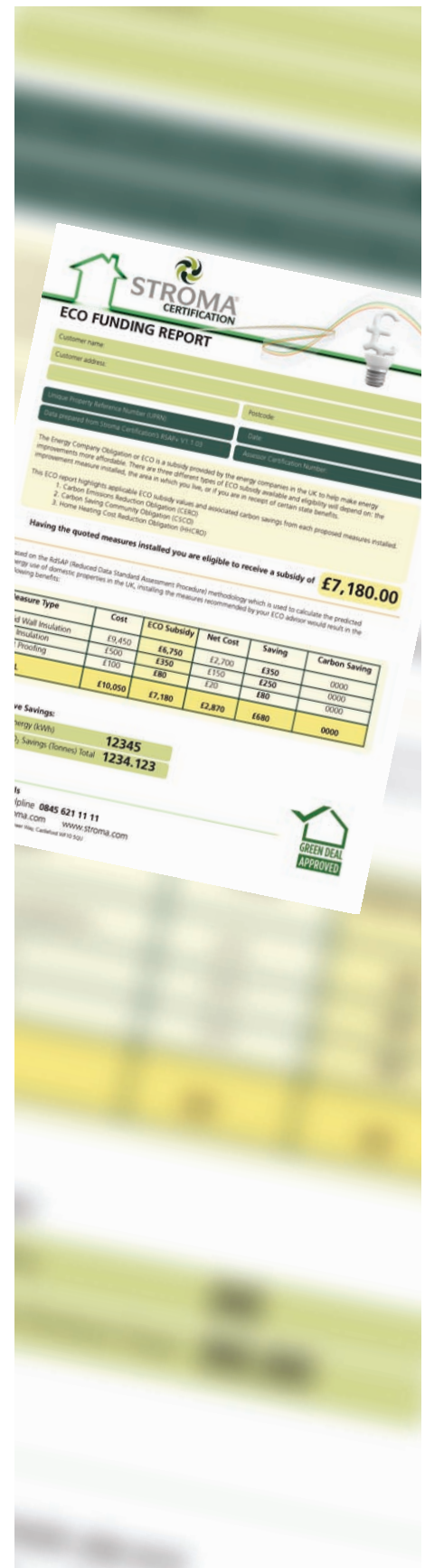
The ECO module is based on the RdSAP (Reduced data Standard Assessment Procedure) methodology, which is used to calculate the predicted energy use of domestic properties in the UK. The tool guides the Advisor through evidence-gathering related to the occupier and the property itself; working in conjunction with the Green Deal Plan module, the ECO tool then calculates the most appropriate energy-efficiency improvements, the cost of installing the selected measures and the ECO subsidy available, along with the energy and CO₂ savings the measures will deliver.

The software provides a high level of flexibility in the calculations, to ensure that the requirements of each stakeholder are met; this includes the ability to amend and select measures, ensuring the primary measures are included, and to adapt the CO₂ per tonne settings depending on the Green Deal Provider offering.

A visual on-screen summary presents the customer with the annual cost and carbon savings for each measure, alongside the potential ECO financial contribution; there is also the option to export an ECO report. The software also exports the CSV file that the energy company is required to submit to Ofgem for regulating compliance with the ECO obligations.

ECO Report Tool Software Technical Functions:

- Calculates savings, using the appropriate degree-day region where the methodology allows.
- Highlights/alerts the cashback elements available at scheme launch.
- Utilises the Product Characteristics Data File (PCDF), which contains up-to-date information on boiler efficiencies and fuel prices, within the RdSAP methodology to associate cost saving scores valid at either the time of assessment or installation.
- Accurately determines each ECO subsidy, calculating the carbon or cost saving for each measure by using RSAP+ Stroma Certification's approved RdSAP software.
- Adopts the Government's Index of Multiple Deprivation scores for Lower Level Super Output Areas (LOSA) to determine qualifying ECO actions.
- Determines customers who were previously members of the Affordable Warmth Group (AWG) or who have a referral from the Energy Saving Advice Service (ESAS).
- Presents indicative annual energy and CO₂ savings.
- Exports the data required by energy companies for reporting to Ofgem.



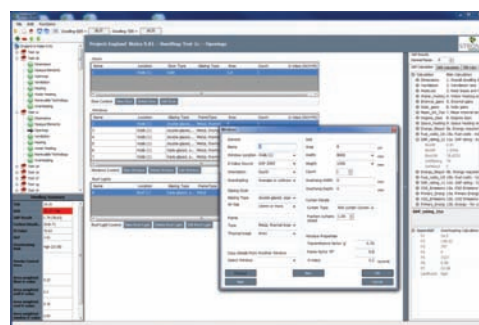
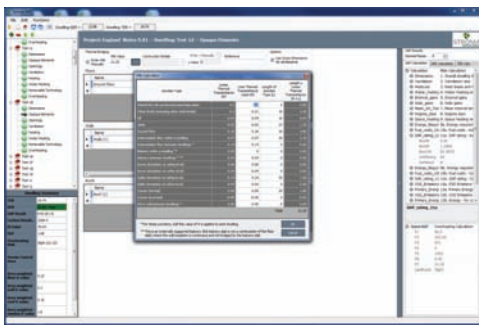
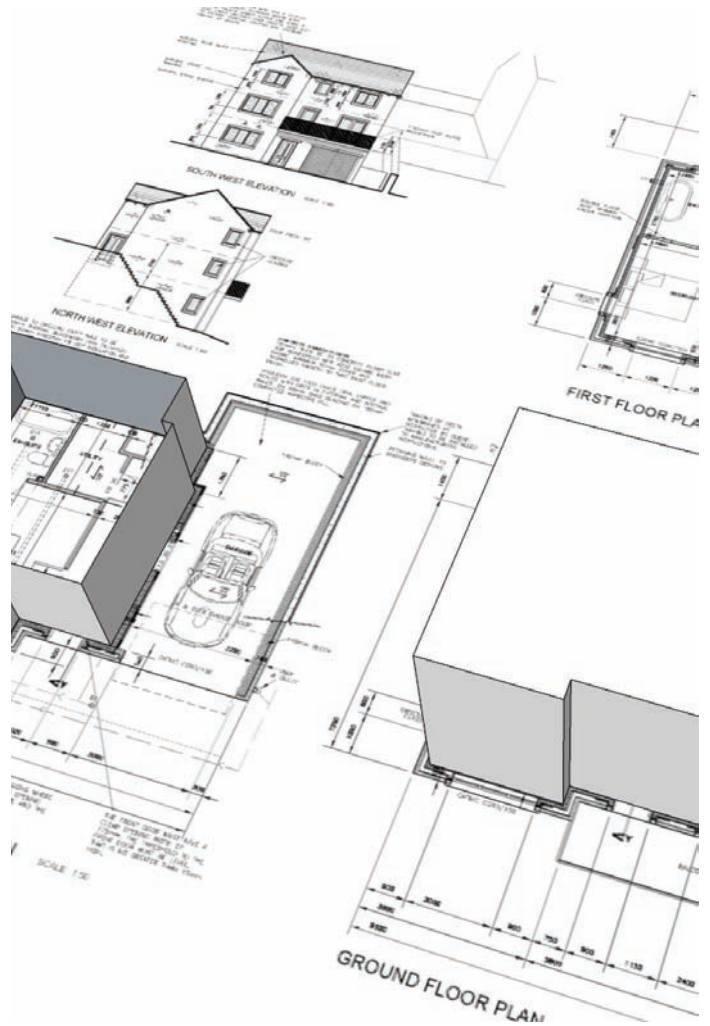
Standard Assessment Procedure (SAP) is the Government's methodology for comparing and assessing energy and environmental performance of dwellings.

The purpose of SAP is to provide reliable, accurate assessments of domestic energy performance required to underpin Governmental energy and environmental policy initiatives. The SAP methodology is also compliant with the Energy Performance of Buildings Directive (EPBD).

The indicators of energy performance are energy consumption per unit floor area, an energy cost rating i.e. the SAP rating, an Environmental Impact Rating based on CO₂ emissions, and a Dwelling Emission Rate (DER). The SAP rating is based upon energy costs associated with space heating, water heating, ventilation and lighting, minus the cost savings from energy generation technologies.

Stroma Certification's in-house software developers created the full SAP 9.90 software (FSAP) for use by Domestic On Construction Energy Assessors (DOCEA), and pursue Government approval prior to software version release.

FSAP 2009 is the industry's most advanced multi-faceted SAP software tool, uniting the methodologies of SAP, the Code for Sustainable Homes and Microgeneration solutions. FSAP bases calculations on the energy balance, whilst taking into account factors that contribute to energy efficiency for the new build housing sector.



Key Features and Benefits of FSAP (SAP)

Software Include:

- User-friendly.
- Quick save facility.
- Site wide analysis.
- Batch lodgement facility.
- Automatic software updates.
- Comprehensive technical support and software training.
- Free-of-charge.
- Import/export function which allows the cloning of template assessments.
- U-value calculator.
- Apply an individual element change across all plots, at the touch of a button.
- Visual real-time display indicates the impact of each new data entry on the DER/TER.
- Multiple PDF report production including Building Regulation checklist.
- Automatically updated and integrated Appendix Q database, including flue gas heat recovery and waste water heat recovery systems.
- Code for Sustainable Homes compatibility.
- Converts FSAP 2005 to FSAP 2009 with a simple export function.

The latest version of FSAP 1.4.0.X was released in October 2011, in line with the revised Building Regulations and amendments for new dwellings from April 2011. FSAP is approved for use in England, Wales and Scotland, for

Building Regulations (TER & DER) calculations and EPCs. For Assessors in Northern Ireland, FSAP 2005 is the approved version.

More Information about the Standard Assessment Procedure (SAP)

SAP is adopted by Government as the UK methodology for calculating the energy performance of dwellings. The calculation is based on the energy balance taking into account a range of factors that contribute to energy efficiency:

- Materials used for construction of the dwelling.
- Thermal insulation of the building fabric.
- Ventilation characteristics of the dwelling and ventilation equipment.
- Efficiency and control of the heating system(s).
- Solar gains through openings in the dwelling.
- The fuel used to provide space and water heating, ventilation and lighting.
- Energy for space cooling, if applicable.
- Renewable energy technologies.

The energy performance calculation is independent of factors related to the individual characteristics of the household occupying the dwelling when the rating is calculated, such as:

- Household size and composition;
- Ownership and efficiency of particular domestic electrical appliances;
- Individual heating patterns and temperatures.

The present version is SAP 2009, which introduced the following updates:

- Space and water heating are calculated monthly, instead of on an annual basis.
- Space cooling is included.
- Thermal mass of construction elements is explicit rather than implicit.
- Energy used for domestic hot water has been revised.
- Weather data has been updated.
- CO₂ emissions factors have been updated using the latest available data.
- The calculation of boiler efficiency from test data has been amended.
- The performance of heat pumps can be based on test data.



Domestic On Construction Energy Assessment (DOCEA) Training, Software and Certification

Stroma Certification provides the required training and certification to become a Domestic On Construction Energy Assessor (DOCEA).

The Standard Assessment Procedure (SAP) for energy rating of dwellings is the Government's methodology for calculating the energy performance of dwellings within the UK and is compliant with the requirements of the Energy Performance of Buildings Directive (EPBD). In accordance with Building Regulations, SAP energy assessments are produced to demonstrate compliance. In addition, all new homes require an Energy Performance Certificate (EPC) upon sale or let.

Only qualified Domestic On Construction Energy Assessors can produce both SAP calculations and EPCs. DOCEAs produce calculations that are based on a range of factors, such as:

- Building materials.
- Main and secondary heating systems.
- Heating controls.
- Ventilation.
- Renewable technologies.

Which contributes to the energy efficiency of a building using approved software (e.g. FSAP). A DOCEA will fully understand these factors within the calculation, which will enable them to consult and assist with the design of the development.

Certification

Once qualified, assessors are invited to join Stroma Certification's scheme.

Our experienced technical support team is available to offer assistance and advice on all aspects of SAP assessment and the lodgement of EPCs.

Domestic On Construction Energy Assessment (DOCEA) Training

This three-day training course provides full instructions on how to produce SAP assessments and EPCs. Candidates are guided through the assessment process, from receiving clients' instructions and gathering and inputting the data, to generating the SAP report and lodging the EPC.

Day one explores the role of a DOCEA, along with the related theory and legislation.

Days Two and Three provide two full days of practical, guided workshops which cover:

- Analysing plans, specifications and constructions.
- Taking measurements from architectural plans.
- Building U-values.
- Basic model building using free Google SketchUp™ software to identify building element areas.
- Inputting data into approved software.
- Exploring different options and design strategies to improve the energy performance of dwellings.
- Producing accurate SAP energy assessment reports and EPCs.

"On completion of the training, candidates are required to submit a structured portfolio of evidence (to include five SAP assessments) and to pass a thirty minute, multiple choice examination, set by the awarding body (ABBE) in order to become qualified".

APEL (Accreditation of Prior Experiential Learning)

Experienced practitioners can apply to become certified through the APEL route. Please contact our APEL team for further information on 0845 621 11 11 or email info@stroma.com

The training and certification membership package is as follows:

Training Course	Level 3 DOCEA
Duration	3 days
Price	£1250
FSAP Software	Free of charge
Certification	Level 3 DOCEA
Annual Membership	Free of charge
Lodgement Fee	£5.00
Landmark	£1.15
FSAP Software	Free of charge
Accreditation of Prior	DOCEA
Experiential Learning (APEL)	£450

All prices exclude VAT.



Public Building Assessment Display Energy Certificate (DEC) Training, Software and Certification

Stroma Certification provides the training, certification and calculation software required to become a public building energy assessor. Display Energy Certificates (DECs) raise public awareness of energy use in public buildings, rating the building from A-G, where A is very efficient. The Operational Rating (OR) for a DEC is based on the actual amount of metered energy use over a period of 12-months, compared to a hypothetical building with benchmarked performance.

A DEC and Advisory Report (AR) are required for public buildings with a useable floor area over 1,000m² that are occupied in whole, or in part, by public authorities and by institutions providing public services to a large number of persons, and are therefore frequently visited by members of the public.

Factors that contribute to the operational rating include the building category, location, energy consumption, building area, separable energy uses and occupancy. DECs must be lodged by an accredited energy assessor and are identified by a unique reference number. A lodged DEC becomes legal when the accompanying AR has been lodged. The AR contains recommendations for improving the energy performance of the building. All public authorities must display a DEC in a prominent location, clearly visible to the public and have in their possession a valid AR. New requirements dictate that by 2013, any building with up to 50m² of ground space must have a DEC. This is expected to change to 250m² by 2015.

Display Energy Certificates (DEC) Public Building Assessment Training

Candidates have the option to either participate in the DEC as a standalone qualification or as a top-up to the NDEA Level 4 course.

The two-day training course covers:

- National Occupational Standards (NOS) criteria.
- Mechanical and electrical building services associated with the production of DECs.
- Use of the Government-approved software tool, including entry of actual building data.

On completion of the training, candidates sit an exam and submit a portfolio of three DECs with all supporting information for assessment.

Easy, Automated Lodgement

By using OR Toolkit software, the certified energy assessor can link directly to Stroma Certification's lodgement process, removing the need for manual data upload and benefiting from improved speed and accuracy of DEC data processing.

About Operational Rating Toolkit (OR Toolkit)

OR Toolkit is a powerful software tool for the production of DECs and ARs. As standalone DEC software, OR Toolkit delivers multiple benefits over conventional DEC packages, such as:

- Site, building and project databases allow ease of navigation through existing records and the storage of existing building information, all of which assists in second year DECs being produced more easily.
- User profiles can be created that store the certified DEC assessors information.
- Visual progress bars show which sections are completed.
- Customised portfolio analysis, including carbon foot printing and performance league tables.
- A comprehensive on-line help system is provided with the software. The package has been designed to make the whole process of monitoring and targeting as easy as possible.
- Automated lodgement process.
- Operational Rating (OR) Toolkit is compatible with Windows® 7.
- Technical support is provided by experienced DEC assessors and software developers.
- OR Toolkit is free of charge.

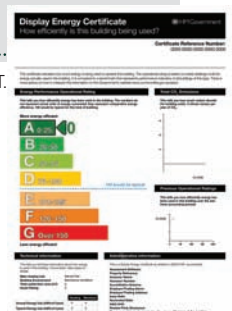
An exclusive partnership with SystemsLink, Stroma Certification provides a software package that integrates OR Toolkit - DEC software into a fully-featured energy manager software package that monitors and targets energy use on multiple properties. By using OR Toolkit or SystemsLink's energy manager software package, the certified DEC assessor can link directly to Stroma Certification's lodgement process, removing the need for manual data upload. This improves the speed and accuracy of DEC data processing.

Independent research has shown that monitoring and targeting the use of utilities can help achieve savings between 5% and 10% of annual costs. In some cases, savings of 25% can be expected through the continued application of these techniques.

The training and certification membership package is as follows:

Training Course	Level 3 DEC
Duration	2 days
Price	£975
Exam Fee	£290 (Free re-sit)
Software	Free of charge
*SystemsLink Operational Rating Toolkit (OR Toolkit) or ORCalc	
Certification	DEC
Annual Membership	Free of charge
Lodgement Fee	£10.00
Landmark	£5.36
Accreditation of Prior	DEC
Experiential Learning (APEL)	£450

All prices exclude VAT.



Code for Sustainable Homes (CSH) Certification, Training and Software

Stroma Certification is approved by the Department for Communities and Local Government (DCLG) to provide the certification required to become a Code for Sustainable Homes (CSH) assessor.

The Code for Sustainable Homes is driving improvement in building practice by providing a comprehensive measure of housing sustainability. The aim of the CSH is to limit the environmental impact of new build dwellings, by ensuring real improvements in key areas such as carbon dioxide emissions, waste, water usage and environmental impact.

The role of a CSH assessor is to accurately evaluate new build dwellings against a range of criteria in order to generate a CSH rating and report.

Stroma-certified CSH assessors will be able to use the free Code Report Writer software CORE. This software will produce a well-presented report, which demonstrates compliance within the CSHode level achieved, whilst displaying the credits in each category.

Training and Qualification

Stroma Certification offers DCLG-approved CSH assessor training and CSH designer awareness training, and an ISO 17024:2003-accredited CSH examination.



Code for Sustainable Homes Designer Awareness

This two-day course provides candidates with a detailed overview of the requirements of the Code for Sustainable Homes and its Technical Guide. This knowledge can be applied throughout the design process to assist in the achievement of the required rating.

The designer awareness course does not include an examination, and candidates will not be qualified to conduct CSH assessments. To become a qualified assessor you will need to sit the ISO 17024:2003-accredited CSH examination and become a certified member of a Code Service Provider scheme, such as Stroma Certification's.

Code for Sustainable Homes Assessor Training

A three-day course, including training and examination. This three-day training course covers the requirements of the CSH in detail, exploring each section of the technical guidance and instructing candidates on how to produce a CSH assessment using Stroma Certification's free, user-friendly software.

This course also includes the required examination to be awarded the ISO 17024:2003-accredited Competent Person certificate issued by Stroma Certification for CSH. This is a pre-requisite to join a Code Service Provider scheme as a licensed assessor.

CSH Examination Package

This one-day course includes the examination only. This examination is required to be awarded the ISO 17024:2003-accredited Competent Person certificate issued by Stroma Certification for CSH. This is a pre-requisite to join a Code Service Provider scheme as a licensed assessor.

Training/Examination Process

Applicants are free to choose whether to take our training and/or examination packages together or independently of each other.

Stroma Certification offers UKAS accredited ISO 17024:2003 examinations. Completion of an approved CSH training course does not guarantee a pass at the examination stage, but having a valid examination pass is pre-requisite to join a licensed assessor of a Code Service Provider scheme, such as Stroma Certification.

Quality and Speed of Service:

- Unrivalled turnaround times for reports - feedback and certification issued within seven working days (subject to submission status).
- Experienced, dedicated technical support team.
- Free, full technical support telephone helpline.
- Rapid response to email enquiries.
- Free, dedicated and user-friendly software, requiring no permanent internet connection.

Training and Certification Membership Fees

Training Course	CSH Assessor Training	Examination Only	£225 (First resit is free of charge)
Duration	3 days	Candidates who have undertaken an approved CSH Assessor training course can only take the examination.	
Price	£995	Core CSH Software	Free of charge
Exam Fee	Included	Certification	CSH Assessor
Training Course	CSH Designer Awareness	Annual Membership	£345
Duration	2 days	Lodgement Fee	£35
Price	£695	For sites over 300 units, the lodgement fee is reduced to £30 per dwelling. Minimum fee £145 per site.	
Exam Fee	N/A		

Stroma Certification's Code for Sustainable Homes Software – Core

Available to download FREE of charge from www.stroma.com/core-2010download
Lodgement is available to certified assessors only.

Stroma Certification's CSH reporting software – Core, has been developed in-house to cater for Code for Sustainable Homes Assessors. It is not only user-friendly, but also provides innovative functions, which simplify assessment, calculations, input and the report submission process.

Core is available free of charge to all registered Stroma certified assessors and integrates fully into FSAP.

Stroma Certification is approved by the Department for Communities and Local Government (DCLG) to provide the certification required to become a Code for Sustainable Homes Assessor. Core was released in conjunction with the DCLG's release of the revised Code for Sustainable Homes Technical Guide on the 11th November 2010.

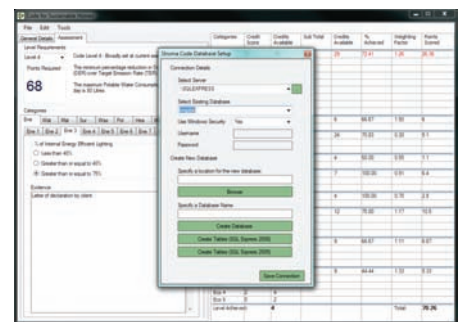
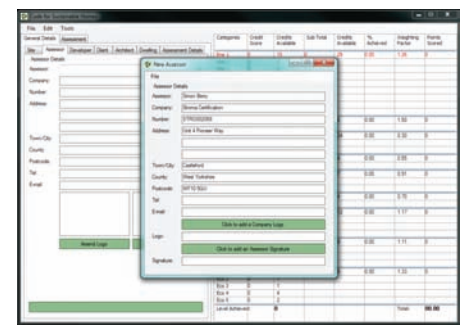
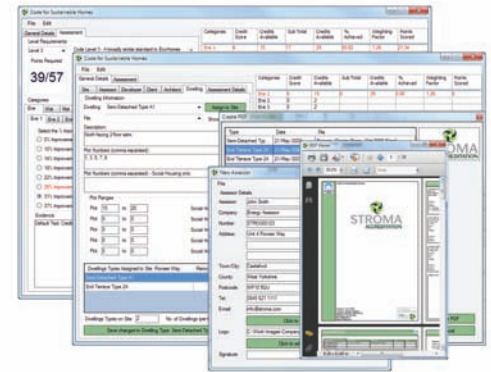
The aim of the CSH is to limit the environmental impact of new-built dwellings, by ensuring real improvements in key areas such as carbon dioxide emissions, waste, water usage and environmental impact.

Core has been developed for Stroma's members and can also integrate with other CSH-related software programmes to make creating a Code for Sustainable Homes report simple and efficient.

Features and Benefits of Core Software

- Intuitive and user-friendly file-based system interface.
- Straightforward assessment and report generation, including pre-assessment reports for planning submission.
- Allows assessment data to be imported between the three phases: pre-assessment, design and post-construction.
- Integrated calculation tools, including a water, energy and materials calculator.
- Description and guidance display for credits sought.
- Company logo import facility.
- A manageable database of contacts.
- Ability to add 'free text' assessor notes.
- The ability to create templates for dwellings for repeat use in subsequent assessments.
- ENE 2 – Fabric Energy Efficiency (FEE) calculation that replaces Heat Loss Parameter.
- A site registration facility, linked directly from the software.
- Free of charge assistance from Stroma Certification's technical support team.
- Free of charge, plus free of charge FSAP 2009.

Stroma Certification's examination is accredited by the United Kingdom Accreditation Services (UKAS) for the Code for Sustainable Homes scheme under ISO 17024:2003.



Stroma Certification also supports installers in the domestic and non-domestic sectors, improving the energy efficiency and sustainability of the built environment, with a range of certification schemes, training, and software.



For more information, download our Installer Certification brochure at www.stroma.com/certification/resource-centre or call **0845 621 11 11** to talk to a member of our certification team.



www.stroma.com/certification

To discuss certification, software and training further please contact Stroma Certification Ltd. on **0845 621 11 11** or email info@stroma.com.

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