Name	
Sterling Tracking ID	
Date Completed	
Contact Telephone Number	
Email Address	

NOS Unit/Element **1**	**Unit/Element Title** **Work in a safe effective and professional manner**	**Performance Criteria** **Evidence from application form and numbering**					**Knowledge and Understanding** **Evidence from application form and numbering**			
1.1	**Contribute to the maintenance of health, safety and security at work**									
1.1.1	Carry out working practices in accordance with legal requirements									
1.1.2	Identify any health, safety and security risks and minimise/mitigate such risks									
1.1.3	Ensure your own actions do not endanger yourself or others.									
1.1.4	Follow workplace policies and safely use equipment, materials and products									
1.1.5	Follow emergency procedures effectively									
1.1.6	Pass on suggestions for safety improvements									
	You must know and understand:									
1.1.a	Legal duties for health, safety and security in the workplace									
1.1.b	What risks might exist in different actions and actions to minimise/mitigate									
1.1.c	The importance of remaining alert to risks that are present									
1.1.d	The importance of personal conduct in maintaining health and safety									
1.1.e	Suppliers/manufacturers' instructions for safe use of products/materials									
1.1.f	Who to inform in case of conflicting health, safety and security requirements									
1.1.g	Emergency procedures									
1.1.h	Appropriate suggestions for improving health, safety and security									

NOS Unit/Element **1**	**Unit/Element Title** **Work in a safe effective and professional manner**	**Performance Criteria** **Evidence from application form and numbering**					**Knowledge and Understanding** **Evidence from application form and numbering**			
1.2	**Develop and maintain effective working partnerships**									
1.2.1	Present a positive and professional image at all times									
1.2.2	Develop and maintain productive working relationships with others									
1.2.3	Deal with others in a tactful, courteous and equitable manner									
1.2.4	Work with limits of own competence/expertise									
1.2.5	Recognise and manage potential conflicts of interest									
1.2.6	Request information in a polite, clear and professional manner									
1.2.7	Respond promptly to requests									
1.2.8	Take appropriate action if not able to respond to requests									
1.2.9	Handle and resolve issues and minimise offence/maintain reputation									
1.2.10	Comply with formal complaints procedures									
	You must know and understand:									
1.2.a	The importance of presenting a positive and professional image									
1.2.b	The importance of promoting good will and trust and how this is achieved									
1.2.c	The limits of own competence and why these should not be exceeded									
1.2.d	The range of potential conflicts and how to manage them									
1.2.e	How to identify the required information and its sources									
1.2.f	How to respond to enquiries and clarify needs									
1.2.g	How to respond to enquiries beyond your competence/authority									
1.2.h	Ways to resolve issues whilst minimising offence									
1.2.i	Details of the appropriate complaints procedure									

NOS Unit/Element **1**	**Unit/Element Title** **Work in a safe effective and professional manner**	**Performance Criteria** **Evidence from application form and numbering**					**Knowledge and Understanding** **Evidence from application form and numbering**			
1.3	**Conduct Energy Assessments in a professional and Ethical Manner**									
1.3.1	Work in accordance with prescribed codes of conduct/practice , standards									
1.3.2	Develop self within role									
1.3.3	Manage own work effectively									
1.3.4	Recognise and respond appropriately to external pressure/influence									
1.3.5	Comply with scheme auditing and monitoring requirements									
1.3.6	Comply with appropriate legislation									
1.3.7	Have regard to approved guidance relating to energy assessment									
	You must know and understand:									
1.3.a	Specific responsibilities under codes of conduct/ethical standards									
1.3.b	The importance of complying with recognised guidance/codes of practice									
1.3.c	Auditing and monitoring requirements relating to your scheme									
1.3.d	Government policy on climate change/carbon emissions									
1.3.e	The main points of legislation relevant to your work (e.g. EPBD)									
1.3.f	Approved guidance for energy assessment									

NOS Unit/Element **2**	**Unit/Element Title** **Prepare for energy assessments of non-dwellings to produce Energy Performance Certificates (EPCs), Operational Ratings (ORs), Display Energy Certificates (DECs) and Advisory Reports (ARs)**	**Performance Criteria** **Evidence from application form and numbering**					**Knowledge and Understanding** **Evidence from application form and numbering**			
2.1	**Agree and confirm instructions to undertake energy assessments**									
2.1.1	Respond promptly to requests from clients									
2.1.2	Determine nature/characteristics of property and appropriate certificate									
2.1.3	Clarify requirements/expectations of clients and scope									
2.1.4	Explain terms, conditions and fee structure									
2.1.5	Explain the limitations/constraints of the planned assessment									
2.1.6	Confirm the terms, conditions and arrangements agreed									
2.1.7	Provide guidance on the relative legislation									
2.1.8	Confirm the terms, conditions and arrangements agreed									
2.1.9	Confirm with clients/occupiers any specific arrangements									
2.1.10	Identify any circumstances preventing the assessment and explain									
2.1.11	Select an appropriate approved software tool									
	You must know and understand:									
2.1.a	Property/situations not requiring energy certificates. Voluntary certificates									
2.1.b	How to clarify/confirm scope and expectations									
2.1.c	How to identify/explain circumstances preventing certification									
2.1.d	Limitations and constraints applying									
2.1.e	The importance of explaining/confirming in writing agreed arrangements									
2.1.f	The importance of explaining terms, conditions and fee structures									
2.1.g	The legislation governing energy assessment									
2.1.h	The limitations/constraints of the planned assessment									
2.1.i	How to confirm on-site inspection arrangements									
2.1.j	Circumstances which may prevent you undertaking the assessment									
2.1.k	The importance of confirming any specific arrangements									
2.1.l	The frequency and validity of energy assessments									
2.1.m	Approved software tools and their application									

NOS Unit/Element **2**	**Unit/Element Title** **Prepare for energy assessments of non-dwellings to produce Energy Performance Certificates (EPCs), Operational Ratings (ORs), Display Energy Certificates (DECs) and Advisory Reports (ARs)**	**Performance Criteria** **Evidence from application form and numbering**					**Knowledge and Understanding** **Evidence from application form and numbering**			
2.2	**Investigate relevant matters relating to the property and energy use**									
2.2.1	Investigate/record information to ensure comprehensive certification									
2.2.2	Evaluate information and identify significant factors									
2.2.3	Explain scope of information and request from clients									
2.2.4	Inform clients promptly of circumstances preventing assessment									
2.2.5	Identify circumstances preventing assessment									
	You must know and understand:									
2.2.a	The information required to ensure complete and accurate assessment									
2.2.b	Different sources of information and how to obtain									
2.2.c	Geographical/environmental features affecting energy performance									
2.2.d	Evaluation of information to identify/address significant factors									
2.2.e	Special circumstances applying to some properties									
2.2.f	How to identify and explain circumstances preventing certification									

NOS Unit/Element **3**	**Unit/Element Title** **Assess the energy performance of new-build non-dwellings prior to first occupancy using the Simplified Building Energy Model (SBEM)**	**Performance Criteria** **Evidence from application form and numbering**					**Knowledge and Understanding** **Evidence from application form and numbering**			
3.1	**Conduct Energy Assessment of New-Build Non-Dwellings**									
3.1.1	Conduct assessments of design/construction of new-build non-dwellings									
3.1.2	Apply conventions to identify design philosophy from drawings/specification									
3.1.3	Apply conventions to establish factors/form and dimensions									
3.1.4	Apply conventions to identify constructions/thermal properties									
3.1.5	Calculate thermal transmittances (U Values) iaw technical standards									
3.1.6	Apply conventions to identify air-tightness and ventilation									
3.1.7	Apply conventions to identify heating/cooling/hot water systems									
3.1.8	Apply conventions to identify lighting and renewable energy									
3.1.9	Apply conventions to assess new technology									
	You must know and understand:									
3.1.a	Relevant aspects of legislation and regulations									
3.1.b	Applicable detailed assessment requirements defined by approved tools									
3.1.c	Definition/conventions embodied within approved tools									
3.1.d	Principles of structure, elements, fabric, services and design philosophy									
3.1.e	Use of energy performance rating calculation									
3.1.f	Recognition of construction/materials from drawings/specifications									
3.1.g	Requirements and application of building Regulations									
3.1.h	Calculation of TER and BER									
3.1.i	Requirements/application of other relevant technical standards									
3.1.j	Factors relevant to determining energy performance									
3.1.k	Assumptions made in determining energy performance									
3.1.l	Factors deemed not to affect energy performance									
3.1.m	Collate information required from drawings and specifications									

NOS Unit/Element **3**	**Unit/Element Title** **Assess the energy performance of new-build non-dwellings prior to first occupancy using the Simplified Building Energy Model (SBEM)**	**Performance Criteria** **Evidence from application form and numbering**					**Knowledge and Understanding** **Evidence from application form and numbering**			
3.2	**Produce Energy Performance Certificates**									
3.2.1	Use approved tools correctly to determine energy performance ratings									
3.2.2	Use approved tools to generate recommendations									
3.2.3	Check recommendations generated and make any necessary amendments									
3.2.4	Delete inappropriate recommendations with reasons									
3.2.5	Prepare and issue an EPC and recommendations									
3.2.6	Explain the EPC and recommendations clearly to the client									
3.2.7	Maintain clear, complete internal records which conform to requirements									
	You must know and understand:									
3.2.a	Prescribed content/format of an EPC									
3.2.b	Range of measures to improve energy performance									
3.2.c	Approved tools for producing EPCs and recommendations									
3.2.d	Principles underpinning approved tools									
3.2.e	Inputting data using approved tools									
3.2.f	Using approved tools to generate recommendations									
3.2.g	Importance of checking data entry and how to review if process fails									
3.2.h	Importance of checking recommendations/deleting those inappropriate									
3.2.i	How recommendations are generated/appropriate deletion circumstances									
3.2.j	Importance of checking EPC complete and complies with regulations									

NOS Unit/Element	**Unit/Element Title** **Undertake energy inspections of existing non-dwellings**	**Performance Criteria**		**Knowledge and Understanding**

6	**using the Simplified Building Energy Model (SBEM)**	**Evidence from application form and numbering**					**Evidence from application form and numbering**			
6.1	**Inspect existing non-dwellings to determine energy performance**									
6.1.1	Ensure that you have the equipment needed for the inspection									
6.1.2	Identify yourself to those present									
6.1.3	Use equipment correctly and interpret data accurately									
6.1.4	Identify/record method of construction and materials used									
6.1.5	Identify circumstances preventing you continuing with the inspection									
6.1.6	Undertake methodical visual inspection in accordance with requirements									
6.1.7	Make the observation/measurements necessary for rating and report									
6.1.8	Obtain all additional information necessary									
6.1.9	Investigate where observations are inconsistent with expected findings									
6.1.10	Follow correct procedures for collecting information									
	You must know and understand:									
6.1.a	Principles of building structure, fabric, services, design philosophy									
6.1.b	Equipment/resources needed for the inspection									
6.1.c	Detailed inspection requirements applicable as per guidance documents									
6.1.d	Definition/conventions embedded within approved tools									
6.1.e	Recognition of types of construction, materials, services from plans									
6.1.f	How to identify and classify variations in building use									
6.1.g	How to inspect in a thorough, methodical, consistent manner									
6.1.h	Problems affecting energy performance of building fabric									
6.1.i	Implications of hazardous fabric for assessment/reporting									
6.1.j	How to make accurate observations and measurements									
6.1.k	Further investigations required when observations inconsistent									
6.1.l	Factors relevant to determining energy performance									
6.1.m	Assumptions made in determining energy performance									
6.1.n	Factors deemed not to affect energy performance									
6.1.o	Relative sensitivity of different factors affecting energy performance									
6.1.p	How to collate the information required for the assessment									

NOS Unit/Element **6**	**Unit/Element Title** **Undertake energy inspections of existing non-dwellings using the Simplified Building Energy Model (SBEM)**	**Performance Criteria** **Evidence from application form and numbering**					**Knowledge and Understanding** **Evidence from application form and numbering**			
6.2	**Produce Energy Performance Certificates**									
6.2.1	Assemble/collate information from on-site inspection and other sources									
6.2.2	Use approved tools correctly to determine ratings									
6.2.3	Use approved tools to generate recommendations for improvements									
6.2.4	Check recommendations generated and make necessary amendments									
6.2.5	Delete inappropriate recommendations with reasons									
6.2.6	Prepare/issue EPCs and recommendations iaw standards									
6.2.7	Explain EPCs and recommendations to clients									
6.2.8	Maintain internal records iaw professional and statutory requirements									
	You must know and understand:									
6.2.a	Prescribed format and content of an EPC									
6.2.b	Range of improvement measures that may be included in EPCs									
6.2.c	EPC technology and its correct use									
6.2.d	The principles underpinning the approved tools									
6.2.e	How to input data using the approved tools									
6.2.f	How to use approved tools to generate recommendations									
6.2.g	The importance of correct data input and error checking									
6.2.h	The importance of checking recommendations/deleting those inappropriate									
6.2.i	The way recommendations are generated and when deletion is appropriate									
6.2.j	How costs/benefits can be included in recommendations									
6.2.k	Importance of checking EPCs/recommendations to ensure compliance									

NOS Unit/Element	**Unit/Element Title**	**Performance Criteria**		**Knowledge and Understanding**

7	**Undertake energy inspections of existing non-dwellings requiring the use of Dynamic Simulation Models (DSMs)** **Only Complete this matrix unit 7 if you are doing level 5 DSMs**	**Evidence from application form and numbering**					**Evidence from application form and numbering**			
7.1	**Inspect existing non-dwellings to determine energy performance**									
7.1.1	Ensure that you have the equipment needed for the inspection									
7.1.2	Identify yourself to those present									
7.1.3	Use equipment correctly and interpret data accurately									
7.1.4	Identify/record method of construction and materials used									
7.1.5	Identify circumstances preventing you continuing with the inspection									
7.1.6	Undertake methodical visual inspection in accordance with requirements									
7.1.7	Make the observation/measurements necessary for rating and report									
7.1.8	Obtain all additional information necessary									
7.1.9	Investigate where observations are inconsistent with expected findings									
7.1.10	Follow correct procedures for collecting information									
	You must know and understand:									
7.1.a	Principles of building structure, fabric, services, design philosophy									
7.1.b	Equipment/resources needed for the inspection									
7.1.c	Detailed inspection requirements applicable as per guidance documents									
7.1.d	Definition/conventions embedded within approved tools									
7.1.e	Recognition of types of construction, materials, services from plans									
7.1.f	How to identify and classify variations in building use									
7.1.g	How to inspect in a thorough, methodical, consistent manner									
7.1.h	Problems affecting energy performance of building fabric									
7.1.i	Implications of hazardous fabric for assessment/reporting									
7.1.j	How to make accurate observations and measurements									
7.1.k	Further investigations required when observations inconsistent									
7.1.l	Factors relevant to determining energy performance									
7.1.m	Assumptions made in determining energy performance									
7.1.n	Factors deemed not to affect energy performance									
7.1.o	Relative sensitivity of different factors affecting energy performance									
7.1.p	How to collate the information required for the assessment									
NOS Unit/Element	**Unit/Element Title**	**Performance Criteria**					**Knowledge and Understanding**			

7	**Undertake energy inspections of existing non-dwellings requiring the use of Dynamic Simulation Models (DSMs)** **Only Complete this matrix unit 7 if you are doing level 5 DSMs**	**Evidence from application form and numbering**					**Evidence from application form and numbering**				
7.2	**Produce Energy Performance Certificates**										
7.2.1	Assemble/collate information from on-site inspection and other sources										
7.2.2	Use approved tools correctly to determine ratings										
7.2.3	Use approved tools to generate recommendations for improvements										
7.2.4	Check recommendations generated and make necessary amendments										
7.2.5	Delete inappropriate recommendations with reasons										
7.2.6	Prepare/issue EPCs and recommendations iaw standards										
7.2.7	Explain EPCs and recommendations to clients										
7.2.8	Maintain internal records iaw professional and statutory requirements										
	You must know and understand:										
7.2.a	Prescribed format and content of an EPC										
7.2.b	Range of improvement measures that may be included in EPCs										
7.2.c	EPC technology and its correct use										
7.2.d	The principles underpinning the approved tools										
7.2.e	How to input data using the approved tools										
7.2.f	How to use approved tools to generate recommendations										
7.2.g	The importance of correct data input and error checking										
7.2.h	The importance of checking recommendations/deleting those inappropriate										
7.2.i	The way recommendations are generated and when deletion is appropriate										
7.2.j	How costs/benefits can be included in recommendations										
7.2.k	Importance of checking EPCs/recommendations to ensure compliance										