



**Sterling Accreditation**  
*setting the standard*

## **APEL Membership Route Application Process**

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## **Sterling Accreditation Ltd APEL Process**

### **1.0 Introduction**

- 1.1 Sterling Accreditation allows Accreditation of Prior Experiential Learning (APEL) applications. Our processes and procedures reflect the need to ensure that applicants through this route are only the very experienced energy professionals operating in the relevant accreditation sector. Should he or she be successful in their application, the Quality Assurance processes and CPD will ensure continual monitoring and improvement.

### **2.0 Principles**

- 2.1 The APEL route set out below allows recognition of the skills and competence of an experienced professional energy auditor and consultants operating in the market place. It allows candidates to be accredited and registered based on existing qualifications and experience without the need for an approved qualification.
- 2.2 To achieve APEL accreditation, applicants must demonstrate to Sterling Accreditation that they have met all the performance criteria, knowledge and understanding set out in the National Occupational Standards (NOS) for the strand for which they are applying and the qualifying experience.
- 2.3 The DLUHC APEL Framework is at:  
<https://www.gov.uk/government/publications/energy-assessors-accreditation-of-prior-experiential-learning-framework>, sets out and is used to assess each application for APEL accreditation;
- the underlying principles for APEL
  - the criteria to be adopted when assessing applications
  - the application process.

### **3.0 Summary of the APEL Framework requirements**

- 3.1 It is clear from the framework document that Sterling Accreditation needs to exercise a high degree of assessment and judgement to ensure that only fully competent candidates are admitted via the APEL route. The process set out below and associated quality assurance undertaken by Sterling Accreditation ensures that all information is considered carefully and authenticated.
- 3.2 To gain accreditation via APEL, applicants must:
- 3.2.1 Show competent use of current methodologies appropriate to the provision of energy assessments relating to the Strand(s) for which they are applying;
- 3.2.2 Meet 100% of the Performance Criteria and Knowledge and Understanding set out in the relevant NOS, although top up training in specified elements of the NOS is permitted. The elements for which top up training is permitted are identified in the appendices for the relevant strand of energy assessment.



#### **4.0 APEL Application procedure**

##### 4.0 Stage 1 - Application

4.1.1 Trained Sterling Accreditation APEL administration staff speak with every potential applicant to get an initial assessment on the best approach and route for each potential Energy Assessor

4.1.2 Sterling Accreditation provides an APEL Application form that is to be completed by each APEL applicant. The format of the APEL application form follows the guidelines laid out in the appropriate Asset Skills guidelines

4.1.3 The candidate also completes the appropriate template to demonstrate how they have met the performance criteria / knowledge and understanding that is at least equal to the NOS. The equivalent NOS unit should be cross referenced to the application form in order to allow effective assessment of the application

4.1.4 Other supporting documentation (copies preferred) are also requested; for example, record of lifelong learning / CPD, selected energy audits and reports or EPCs / DEC's and advisory reports already undertaken and relevant qualification certificates (HND / Degree etc) and a personal statement relevant to the NOS requirements

##### 4.2 Stage 2 - Sterling Accreditation Complete Initial Administration Check

4.2.1 When the application for APEL accreditation is received by Sterling Accreditation it is logged and basic details, i.e., name, accreditation applied for, dates etc., are logged. The appropriate APEL fee is also due

4.2.2 The application pack is checked for correct inclusion of contents and the checklist recorded against the log of receipt. If an item is missing an administrator contacts the applicant and requests it. Once all items on the checklist are received then the application is passed to the APEL assessor and assessed

4.2.3 The documents for the standard accreditation checks (PII / general application form etc.) are held by Sterling Accreditation and only relevant personal data is shared

##### 4.3 Stage 3 - Application Pack Passed to an Approved APEL Assessor

4.3.1 The application is judged by a DLUHC registered experienced competent person who meets the DLUHC/Asset Skills requirements for an "Approved" APEL Assessor. This may be from a trusted third party or an in-house resource

4.3.2 The APEL Assessor scores the application, using an appropriate template, against the following criteria:

- The NOS performance criteria are met in full and there is evidence to support this. Please refer to the appropriate NOS obtainable from:-  
<http://www.assetskills.org/PropertyAndPlanning/PropertyNOS.asp>



or the Sterling Accreditation website link

- The Knowledge and Understanding criteria in the NOS is met in full and there is sufficient evidence to support the claims made on the application form
- The submitted energy audits and reports or previous EPCs / DEC's have been carried out competently and accurately in accordance with the correct methodologies and current best practice. See Appendix B for further details

4.3.3 Should any item need clarification or found to be omitted from the application the APEL Assessor contacts the applicant or the witness statement provider to gain this information or clarification. This may involve a phone interview if the APEL assessor feels this is appropriate. When the application score is computed the result, acceptable or not acceptable and the associated documentation / application is passed over to the Sterling Accreditation APEL administration department.

#### 4.4 Stage 4 - Successful Application for APEL

4.4.1 If the application is successful the candidate is informed by one of the Sterling Accreditation APEL administration staff. Thereafter, the standard accreditation application checklist is followed, i.e. insurance checks, identity check, etc. It is explained that a successful APEL application does not necessarily mean a successful accreditation. Until all the standard checks are made the candidate remains 'inactive'.

4.4.2 A copy of each original certificate submitted, as part of the APEL application, is made and stored on the Energy Assessor's file and the original returned via recorded delivery.

#### 4.5 Stage 5 - Unsuccessful Application

4.5.1 The applicant is informed if the application is unsuccessful and the reasons clearly explained. The application pack is returned and the applicant may be referred to the national qualification route together with details of the training and awarding bodies that provide this qualification route.

4.5.2 The record of application is stored in case of future reference, but only basic personal details are stored for this purpose.

4.6 Appendix A: APEL Application Process flow diagram (see below)

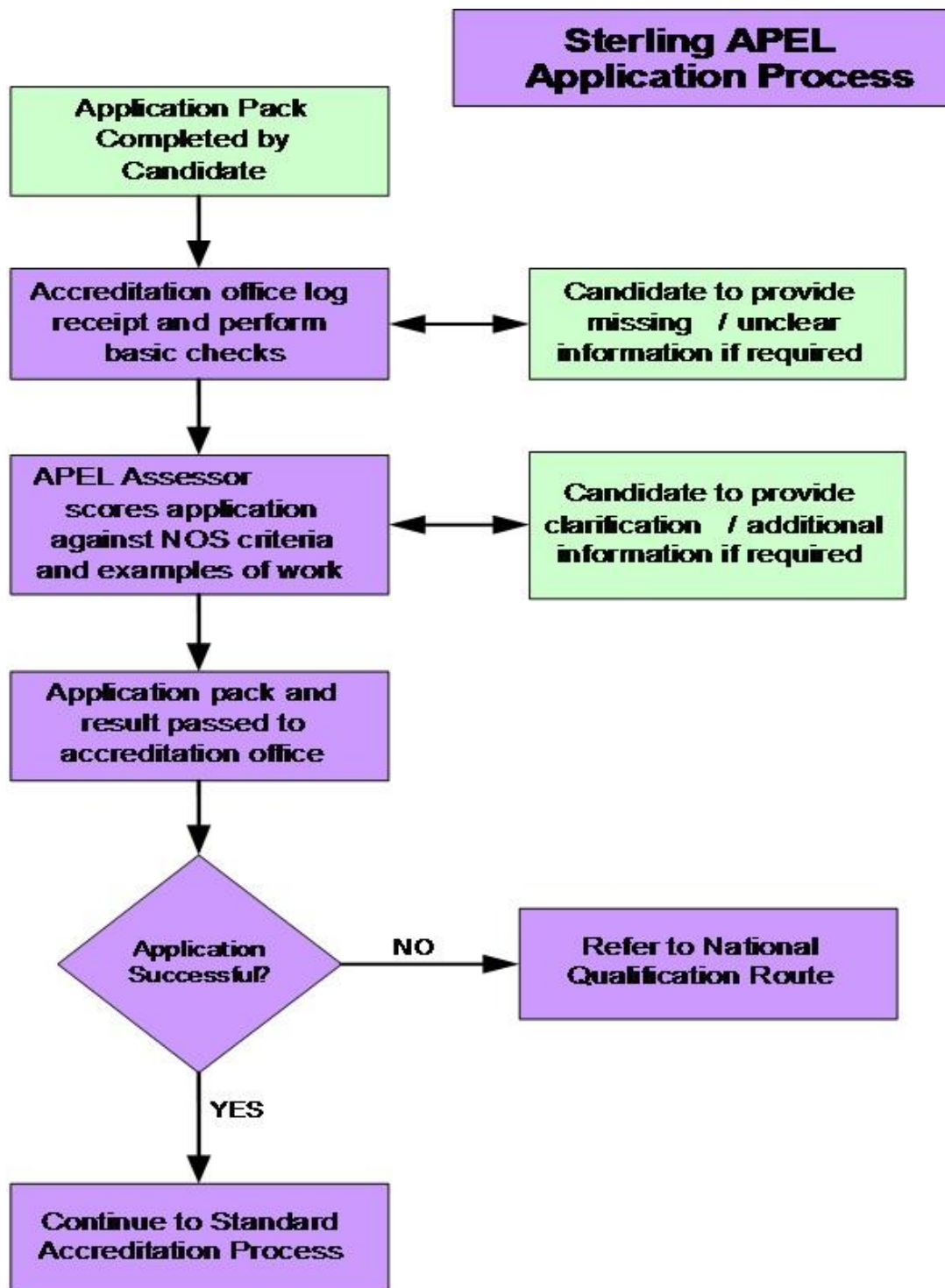
4.7 Appendix B: APEL Application - Assessor Audit Requirements (see below)

4.8 Appendix C: APEL Application - Assessor Audit Requirements Summary (see below)





**Appendix A: APEL Application Process flow diagram**



**Appendix B: APEL Application - Assessor Audit Requirements**



The number of Assessor audits required for an EPC, DEC or Air Conditioning Assessment is shown in the Matrix below:

<b>Level 3 EPC Energy Assessor Requirements for APEL Route Energy Assessments</b>		
<b>Type of Energy Assessment</b>	<b>Requirement</b>	<b>Result to provide</b>
EPC NOS Level 3 Energy Assessor Assessment: 1	1 No: Existing building EPC non-dwelling with frequently occurring characteristics taken from a: Retail Shop, Small office, Small restaurant	Energy assessment with recommendations report and EPC certificate. Also portfolio of evidence showing site notes, photos, and sketches or drawings with measurements taken on site
EPC NOS Level 3 Energy Assessor Assessment: 2	1 No: New build EPC non-dwelling with frequently occurring characteristics from plans with heating system less than 100 kW	Energy assessment with recommendations report & building part L output and EPC certificate. Also a portfolio of evidence showing takes off notes, drawings. <i>(This can be a classroom based assessment where it is a preset building)</i>
EPC NOS Level 3 Energy Assessor Assessment: 3	1 No: Existing building EPC non-dwelling with frequently occurring characteristics taken from a: warehouse, or village hall, or sports centre or any level 3 building that is different to assessment no:1	Energy assessment with recommendations report and EPC certificate. Also portfolio of evidence showing site notes, photos, and sketches or drawings with measurements taken on site



<b>Level 3 DEC Energy Assessor Requirements for APEL Route Energy Assessments</b>		
<b>Type of Energy Assessment</b>	<b>Requirement</b>	<b>Result to provide</b>
DEC NOS Level 3 Energy Assessor Assessment: 1	1 No: Existing public building non-dwelling office, or civic building, or civic hall or library type. Floor area over 1000 sq/m	Energy assessment with Advisory Report and DEC certificate. Also portfolio of evidence showing site notes, photos, sketches or drawings with Energy measurements taken from site
DEC NOS Level 3 Energy Assessor Assessment: 2	1 No: Existing public building non-dwelling school type. Floor area over 1000 sq/m	Energy assessment with Advisory Report and DEC certificate. Also portfolio of evidence showing site notes, photos, sketches or drawings with Energy measurements taken from site
DEC NOS Level 3 Energy Assessor Assessment: 3	1 No: Existing public building non-dwelling leisure or sports centre type. Floor area over 1000 sq/m	Energy assessment with Advisory Report and DEC certificate. Also portfolio of evidence showing site notes, photos, sketches or drawings with Energy measurements taken from site





<b>Level 4 EPC Energy Assessor Requirements for APEL route Energy Assessments</b>		
<b>Type of Energy Assessment</b>	<b>Requirement</b>	<b>Result to provide</b>
EPC NOS Level 4 Energy Assessor Assessment: 1 & 2	2 No: Existing building EPC non-dwelling with heating system in excess of 100 kW taken from: Large Retail Shop, or Large office complex not air conditioned, or restaurant, or Public House	Energy assessment with recommendations report and EPC certificate. Also portfolio of evidence showing site notes, photos, and sketches or drawings with measurements taken on site
EPC NOS Level 4 Energy Assessor Assessment: 3	1 No: New build EPC non-dwelling with frequently occurring characteristics from plans with heating system in excess of 100 kW	Energy assessment with recommendations report & building part L output and EPC certificate. Also a portfolio of evidence showing takes off notes, drawings. <i>(This can be a classroom based assessment where it is a preset building or a current project)</i>
EPC NOS Level 4 Energy Assessor Assessment: 4	1 No: Existing building EPC non-dwelling with heating system in excess of 100 kW taken from: Large warehouse or large conference hall, or sports centre or any level 4 building that is different to assessment no:1	Energy assessment with recommendations report and EPC certificate. Also portfolio of evidence showing site notes, photos, and sketches or drawings with measurements taken on site
EPC NOS Level 4 Energy Assessor Assessment: 5	1 No: Existing building EPC non-dwelling with heating system in excess of 100 kW taken from: any level 4 building that is air conditioned	Energy assessment with recommendations report and EPC certificate. Also portfolio of evidence showing site notes, photos, and sketches or drawings with measurements taken on site



<b>Level 5 EPC Energy Assessor Requirements for APEL route Energy Assessments</b>		
<b>Type of Energy Assessment</b>	<b>Requirement</b>	<b>Result to provide</b>
EPC NOS Level 5 Energy Assessor Assessment: 1 & 2	2 No: Existing buildings EPC of non-dwelling with heating system in excess of 100 kW and complex buildings that require use of Dynamic Simulation Models (DSM)	Energy assessment with recommendations report and EPC certificate. Also portfolio of evidence showing site notes, photos, and sketches or drawings with measurements taken on site
EPC NOS Level 4 Energy Assessor Assessment: 3 & 4	2 No: New build EPC of non-dwelling with heating system in excess of 100 kW and complex buildings that require use of Dynamic Simulation Models (DSM)	Energy assessment with recommendations report & building part L output and EPC certificate. Also a portfolio of evidence showing takes off notes, drawings. <i>(This can be a classroom based assessment where it is a preset building or a current project)</i>
EPC NOS Level 4 Energy Assessor Assessment 5	1 No: Existing building EPC non-dwelling and complex buildings with heating system in excess of 100 kW taken from: large conference hall, or large sports centre or any level 5 building that is different to assessment no:1 & 2 that require use of Dynamic Simulation Models (DSM)	Energy assessment with recommendations report and EPC certificate. Also portfolio of evidence showing site notes, photos, and sketches or drawings with measurements taken on site

**Appendix C: APEL Assessor Audit Requirements Summary:-**

<b>Strand</b>	<b>New Build</b>	<b>Existing Build</b>	<b>Total Audits</b>
EPC Level 3	1	2	3
EPC Level 4	1	4	5
EPC Level 5	2	3	5
DEC	0	3	3
AirCon Level 3	0	3	3
AirCon Level 4	0	3	3