

Application Form to become an Energy Assessor for the Inspection of Air Conditioning Systems



**Building Engineering Services
Competence Accreditation Ltd**

HOW TO APPLY

This application form for Energy Assessor status includes the following:

- Section A: Scheme Requirements
- Section B: Business/Employment Details
- Section C: Energy Assessor Details
- Section D: Qualifications, Experience and Industry Training
- Section E: Payment Details
- Section F: Declaration
- Section G: Checklist and what happens next

All relevant sections must be completed.

IMPORTANT NOTE:

Where necessary, please provide clear photocopies of course certificates or other documentation to support Energy Assessor qualifications/application.

Payment: Please attach payment as requested in Section E (see schedule of fees for details)

Please refer to the Scheme Operation Booklet for guidance on how to complete this form. If you require further assistance then please contact the BESCA Helpdesk on 01768 860449.

Section A - Scheme Requirements

A1 To be eligible to be an Energy Assessor for the Inspection of Air Conditioning Systems individuals must be a fit and proper person and must not have been convicted of any criminal offence that would have a bearing on the exercise of the professional duties of an Energy Assessor. Energy Assessors must hold a current qualification in Energy Inspection. This means holding a 'certificate of competence' which satisfies the requirements of the NOS for 'Energy Assessors for the Energy Performance Inspection of Air Conditioning systems'.

A2 Application Type:

Tick the box next to the statement that applies to the application type you are submitting (please tick one box only):

Corporate Energy Assessor Application (the named Energy Assessor(s) works for an employer who has professional indemnity insurance that covers their work) (verified copy of insurance certificate must be submitted as part of the application)

Independent Energy Assessor Application (the named Energy Assessor is an independent individual/business and holds their own indemnity insurance that covers their work)

A3 If you answer yes to any question please provide further details on a separate sheet

	Yes	No
Have you ever had any bankruptcy order or proceedings against you?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever had any individual voluntary arrangement with or for the benefit of your creditors?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been disqualified as a director?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever been unable to obtain indemnity insurance or had any special conditions or premiums been applied to such a policy?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever had any disciplinary proceedings or consumer redress that have been taken or awarded against you by any other certification scheme, professional or regulatory body, trade association or any similar organisation?	<input type="checkbox"/>	<input type="checkbox"/>
Have you ever had any suspension or withdrawal of membership by a certification/accreditation scheme(s), professional or regulatory body, trade association or any similar organisation at any time?	<input type="checkbox"/>	<input type="checkbox"/>
Have you been convicted of any serious criminal offence, or any offence involving dishonesty, within the past ten years?	<input type="checkbox"/>	<input type="checkbox"/>

A4 An independent/corporate Energy Assessor must hold appropriate public liability and professional indemnity insurance levels to cover their energy assessment activities (verified copies of insurance certificates must be submitted as part of your application).

	Yes
Public Liability insurance cover of not less than £2m?	<input type="checkbox"/>
Professional Indemnity cover of not less than £250K?	<input type="checkbox"/>

Section C - Energy Assessor Details

C1 Energy Assessor details - please use copies of this page if you are making a Corporate Energy Assessor application and wish to add more Energy Assessors to your submission.

Title	Forename	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address		
<input type="text"/>		
Town	County	
<input type="text"/>	<input type="text"/>	
Postcode		
<input type="text"/>		
Telephone Number	Fax Number	
<input type="text"/>	<input type="text"/>	
email		
<input type="text"/>		
Date of Birth	National Insurance Number	
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/> - <input type="text"/>	

C2 Personal details

Gender
 Male Female

How would you describe your ethnic origin?

<input type="checkbox"/> White	<input type="checkbox"/> Asian (Indian/Pakistani/Bangladeshi)
<input type="checkbox"/> Black (African descent)	<input type="checkbox"/> Asian (Chinese)
<input type="checkbox"/> Black (Caribbean descent)	<input type="checkbox"/> Other (e.g. mixed race)

C3 Time spent as an Energy Assessor

Are you employed as an Energy Assessor on a full/part time basis? (please specify number of days per week if part time)

Full Time Part Time _____ days per week

Section D - Energy Assessor Qualifications, Experience and Industry Training

To be eligible to become an accredited air conditioning assessor you must hold the relevant qualification(s) and/or have the relevant experience that meets the Government's National Occupational Standards (NOS) for Energy Assessors for the Energy Performance Inspection of Air Conditioning Systems. Assessment and training for the standards are provided by BESCA's Accreditation Scheme training provider - HVCA Training, you will be contacted by them following submission of this application to BESCA administration.

D1 Please tick the level of Energy Assessor status you are applying for:

- Level 1 - Simple/package air conditioning systems
- Level 2 - Complex/central air conditioning systems
- Level 3 - Simple/package and Complex/central air conditioning systems

Please describe any disability for which you may require additional help to complete your competence assessment e.g. dyslexia

Please list (overleaf) all relevant qualifications, works experience, industry training and planned development relating to air conditioning/building services and other learning relevant to the application for energy assessor accreditation.

Please use copies of Section D2 (overleaf) if you are making a Corporate Energy Assessor application and wish to add more Energy Assessors to your submission, or if you require additional space to complete your qualification details.

D2 Qualifications, Experience and Industry Training

Refrigeration and Air Conditioning professional qualifications

Qualification Title/Name	QCA (course) code	Year completed	Training Provider (e.g. college)

Other relevant qualification (non A/C specific)

Works Experience

Date	Brief description of experience	Reference

Industry training and development in the past 2 years - please specify in space below (also known as Continued Professional Development and Life Long Learning)

Industry training and/or development planned - please specify in space below

Section G - Checklist

G1 Before returning the completed application form please check that you have attached the following documents:

- A signed copy of the Energy Assessor Code of Conduct
(a separate copy to be signed by each Energy Assessor named in the application)
- A copy of your public liability insurance policy (not less than £2m)
- A copy of your individual/business professional indemnity policy (not less than £250k)
- Copies of any documents relating to any matter disclosed under Section A
- APEL assessment fee

G2 Send your completed application form, supporting documentation and fee to:

BESCA Ltd
Old Mansion House
Eamont Bridge
Penrith
Cumbria CA10 2BX

Energy assessor training and general scheme enquiries:

website: www.besca.org.uk
email: info@besca.org.uk
tel: 01768 860449
fax: 01768 860401

G3 What happens next?

1. BESCA will assess your application and contact you should they require any additional information
2. BESCA will instruct a competence APEL assessor from HVCA Training to contact you to arrange an initial half day workshop to assess your qualifications and experience against the National Occupational Standards (NOS) 1&2
3. After completion of the workshop you will be required to attend at a further two day HVCA Training energy assessor training course to attain the Inspection of Air Conditioning Systems certificate of competence (date to be arranged between you and your HVCA competence APEL assessor)
4. HVCA Training notifies BESCA of successful completion of APEL route
5. BESCA will issue invoice for annual accreditation fee for Energy Assessors approved to carry out inspections of air conditioning systems and will issue your certificate of accreditation after the fee has been paid