



***Sterling Accreditation Limited***  
*Setting the Standard*

# **APEL Application Pro forma**

**Sterling Accreditation Limited**

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**Energy Assessor Assessment of Prior Experience and Learning (APEL) Route**

**Office Use Only**

**Tracking Id:**

Notes for completion

1. Please complete the whole form electronically if possible. If you print and fill in the form by hand please use block letters. Please refer to the guidance notes on our website when completing this application form.
2. If you are an existing APEL Accredited Assessor for the level you are applying for, Section 7 is not applicable and does not require completing.
3. Please see the Sterling Fee Schedule available on our website that gives details of any application and membership charges which may apply to your application.
4. This Application form covers England and Wales only.

Please enter your name in the format that you wish to have printed on your certificate.

**1. Personal Details**

Title	Forename(s)	Surname	Former/Maiden name

**Home Address**

Address Line 1	
Address Line 2	
Address Line 3	
Address Line 4	
Postcode	
Date of Occupancy (dd/mm/yyyy)	

Email Address	Home Telephone No	Mobile Number

Date of Birth	Gender	National Insurance Number

Nationality	Work Permit Number (Foreign Nationals Only)	Passport Number



**Previous Address** (If less than 3 years at current address)

Address Line 1	
Address Line 2	
Address Line 3	
Address Line 4	
Postcode	
Date of Occupancy (dd/mm/yyyy)	

**2. Accreditation applied for**

The APEL route is for experienced energy professionals who are already producing energy audits and reports. By virtue of their experience, they are eligible to be considered for an alternative qualification, without undertaking all of the training. The Sterling Accreditation APEL application also offers a route (Transferring Members) by which Registered Assessors can transfer from other schemes to Sterling Accreditation in order to lodge certificates and reports.

Please check the Sterling Accreditation fee table on our website to ascertain if there is fee payable for the APEL assessment strand you are applying for. If so, please enclose a cheque payable to Sterling Accreditation Limited, which is non-refundable if you successfully pass the initial assessment. Please complete the table below indicating the level you are applying for, and if you already have accreditation in a particular strand.

<b>Applicable Strand</b>	<b>Diploma Qualifications Already Held (please list) or Registered Energy Assessor Status held</b>	<b>APEL Application Strand(s) relevant to this Application - Please Tick</b>
Domestic EPC		
Public Building DECs		
Non-Domestic L3		
Non-Domestic L4		
Non-Domestic L5		
Air Conditioning L3		
Air Conditioning L4		



### 3. Professional Qualifications and Software Packages

Please list all relevant qualifications held (academic, vocational and/or professional). Please number each separate entry by using the first column headed 'No:'

Please use the table below to enter details of any appropriate professional qualifications:

<b>No:</b>	<b>Qualification Details</b>	<b>Entry Record that will be used in APEL assessment</b>
1	Qualification	
	Certificate Number	
	Date Awarded	
	Date Issued	
	Training Centre	
	Awarding Body	
2	Qualification	
	Certificate Number	
	Date Awarded	
	Date Issued	
	Training Centre	
	Awarding Body	
3	Qualification	
	Certificate Number	
	Date Awarded	
	Date Issued	
	Training Centre	
	Awarding Body	
4	Qualification	
	Certificate Number	
	Date Awarded	
	Date Issued	
	Training Centre	
	Awarding Body	



**Software supported by Sterling Accreditation:**

Please indicate (by a tick) which software package(s) you had training on and which you will be using to lodge Reports, DECs or Aircon Reports – **applies to Commercial (Non-Domestic only)**

**Energy Performance Certificates**

Software Package	Level 3	Level 4	Level 5
iSBEM			
Cymap			
Design Builder			
Lifespan SBEM			
Carbon Checker			
Virtual Environment (IES)			
Pro EP Cert			
Quick EP Cert			
Space Manager			
Graphical			
SBEM online			
LiveEPC			
TAS			
Hevacomp			

**Display Energy Certificates**

Software Package	
ORCalc	
Digitalenergy	
ORT	
TeamSigma	
EPLabel	
Stark Essentials	
DEC Assessor	
LifeSpan DEV	
eSight	

**Air Conditioning Reports**

Software Package	Level 3
CLG Air Con	
Quidos AIRS	

You will need to show competency by sending us a Certificate of Competency from one or more of the above approved software providers before Sterling Accreditation is able to accredit you.

If you decide to use another software package, you must inform Sterling Accreditation as you will not be able to lodge using a different package until the change has been noted (this does not apply to iSBEM or ORCalc software).



**4. Membership of Professional Bodies**

Please refer to Sterling's list of accepted memberships, recognised for APEL

Please number each separate entry continuing number sequence from Section 3

<b>No:</b>	<b>Professional Body</b>	<b>Membership Number</b>	<b>Date current membership started</b>	<b>Current Level of Membership</b>



**5. Experience**

Please detail all relevant employment experience, starting with the most recent, which directly relates to energy assessment.

Please number each separate entry continuing number sequence from Section 4

<b>No.</b>	<b>Dates</b>	<b>Job Title</b>	<b>Employer</b>	<b>Work Experience relevant to Energy Assessment</b>



**6. ON-GOING LEARNING RECORD**

Please provide details of your CPD for the past two years. Either attach a copy of your CPD or Lifelong Learning Record for the last two years (older Lifelong Learning may also be submitted where particularly relevant) or complete the table below identifying your lifelong learning activities. ***(Please note that two years CPD is a requirement that must be met and failure to submit evidence of continuous professional development over the last two years will prevent your application being accepted.)***

***Note: if sending a copy of your Record this should make specific reference as to how your learning has developed your competence as an Energy Assessor meeting the requirement of the NOS standards you are applying for. It also needs to be numbered to match the format of the evidence required continuing the number sequence from section 5 above.***

Copies of Certificates etc should be sent with your application form. They will be held in a secure environment by Sterling Accreditation

Please number each separate entry continuing number sequence from Section 5 in the CPD evidence form below.

<b>NO.</b>	<b>DATE</b>	<b>SUBJECT AND TYPE OF ACTIVITY (e.g. course, conference, qualification, structured reading, video etc)</b>	<b>HOW THIS HELPED DEVELOP COMPETENCE (in the category of Energy Assessor for which you are seeking Accreditation)</b>	<b>HOURS Learning Value</b>



**7. NATIONAL OCCUPATIONAL STANDARDS (NOS)**

Please complete the APEL Competency Mapping Matrix for the specific level of the Energy Assessor accreditation you are seeking, with details of how you obtained the knowledge and understanding and met the Performance Criteria for each item of the NOS. Where NOS elements allow for top-up training and you need to undertake this training please indicate this on the template. You should identify how you met the requirements by identifying the number for the entry in the evidence on this application only, on the matrix against the relevant NOS item. ***(Only complete the competence mapping after you have finished all sections of this application form as it will save you time in identifying the evidence section and numbers you need.)***

If your professional body membership is approved against parts of the NOS you should indicate on the template those NOS Units or Elements that are covered in this way.

**8. Personal Statement**

Please write a personal statement which explains how your prior experience and learning demonstrate that you acquired the necessary skills, knowledge and competence to meet the requirements of the National Occupational Standards (NOS) via the APEL route. Please use no more than 500 words (750 words if applying for multiple strands with different NOS competency forms). Visit the Sterling Accreditation website to obtain an APEL Skills Audit Competency Mapping matrix and details of the NOS for the APEL level and registration that you are seeking, and link each statement to a NOS reference.

(For Transferring Registered Assessors, please complete the Personal Statement below detailing how your past experience supports your application)

**Personal Statement:**

***This must show how you meet the NOS for the level you are seeking registration for. Please read the guidance notes on how to complete the APEL Application documentation for evidence required.***



**9. Assessments Undertaken**

Please detail the number of professional energy assessments or reports, which you have carried out to date within the last five years. These should be relevant to the APEL you are seeking.

Please number each separate entry continuing number sequence from Section 6 as this can also be used on your evidence within the competency mapping matrix.

No:	Date	Level of Assessment	Address	Document Reference

**10. Your Trading Name and Details**

Registered Company Name	
Company Number	
VAT Number	
Trading Name	
Business Telephone Number	
Fax Number	
Email Address	
Website Address	

Business Address Line 1	
Business Address Line 2	
Business Address Line 3	
Business Address Line 4	

Post code	
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**11. Details of Professional Conduct**



***Sterling Accreditation Limited***  
***Setting the Standard***

Using the table below please state whether or not any of the criteria apply to you. If they do please provide details in the text box below the table

<b>Criteria</b>	<b>Yes/No</b>
Have you ever been convicted of a criminal offence in the UK or elsewhere?	
Has your application to join a professional body, other accreditation scheme or trade association been refused at any time, or has membership thereof been withdrawn at any time?	
Have any allegations of Breach of Professional Duty, any complaints or any claims been notified in the last 5 years, or are any actions pending against you?	
Have you ever been refused Professional Indemnity Insurance at any time, or have additional clauses and limits been imposed upon you?	
Have you ever been disqualified as a director?	
Have you ever had bankruptcy proceedings against you?	
Have you ever been disqualified as a director?	
Have you ever entered into a voluntary arrangement with or for the benefit of your creditors?	
<b>Membership of Other Accreditation Schemes</b>	
Have you ever been a member of any other accreditation schemes?	
Have you been suspended from any other Accreditation Scheme?	
Are you a current member of any other Accreditation Scheme (s)	

If any of the above applies, please provide details below:



**12. Personal Details disclosed through the National Register and Sterling Public List**

Once you become a member of the Sterling Accreditation Scheme, your membership details (name, membership number and status) are made available to the public through the Sterling public list. Your details will also be published on the National Register. You have the option to include additional contact information, which may be helpful in securing business. Please tell us what additional information you wish to be made public using the table below (If you do not wish contact details made public, please declare “Not Applicable” :

		<b>Not Applicable/ Applicable?</b>
Not Applicable		
		<b>Yes/No</b>
Contact Details as per Home address		
Contact Details as per Trading Address		
Other Contact Details (Please specify below)		
<b>Name</b>	<b>Company Name</b>	<b>Website</b>

Please list which postcodes you propose to work in –this will appear on the National Assessor Register and will determine whether your details appear when an assessor by postcode search is undertaken on the National Assessor Register. (For a whole area, for example , enter RH\*)

(For examples, see <https://www.ndepcregister.com/searchAssessor.html> for Non-Domestic Search, or <https://www.hcrregister.com/searchAssessor.html> for Domestic Search Criteria)

	<b>Postcode</b>
<b>Base Postcode</b>	
Postcode Area 1	
Postcode Area 2	
Postcode Area 3	
Postcode Area 4	
Postcode Area 5	
Postcode Area 6	
Postcode Area 7	
Postcode Area 8	
Postcode Area 9	
Postcode Area 10	



**13. Declaration**

I confirm that the information given on this form is true, complete, and an accurate record of my own details and evidence.

I acknowledge that should Sterling Accreditation Limited have reason to suspect that I or any other person has given false information, or has omitted any relevant information requested in the application form, or made any misrepresentation of the facts, Sterling Accreditation Limited can take whatever steps considered necessary to establish the authenticity of my application.

I accept that if I do not fully comply with these requirements, Sterling Accreditation Limited reserves the right to cancel my application and I shall have no claim against them.

I hereby confirm that I have read and understood the Sterling Accreditation Limited Code of Conduct (available on the Sterling website) and that I agree to be bound by its rules and requirements for the duration of my membership in the Sterling Accreditation scheme.

Should my situation change in any way that is relevant to my membership of the Scheme, I undertake to inform Sterling Accreditation Limited without delay.

Please Sign below:

Signed

Date

**Data Protection Statement**

Sterling Accreditation Limited is regulated by the Data Protection Act 1998 and will process your personal data in accordance with the requirements of the Act. The data supplied in this form will be used by Sterling for the purposes of administering your application and membership. You will be included on the Sterling Accreditation mailing list and this will be used from time to time to keep you updated on the scheme and related developments. Your details will only be disclosed to other parties in so much as current regulations require (e.g. to the Register). Information will only be disclosed to any additional third party with your consent.



**14. Documentary Evidence to Support the Application:**

1. Copies of all relevant Qualifications and Diploma Certificates
2. Copies of your membership of professional bodies
3. Copy of Work Permit, if not of UK origin
4. Copy of your Passport
5. Copy of your UK driving license (paper and card sections)
6. A copy of your Complaints Procedure which your clients may use to raise issues (required under Sterling Code of Conduct)
7. Two recent passport sized photographs of you. Photographs must adhere to the standards set down by the Passport Agency, which can be found at:- <http://www.ips.gov.uk/cps/files/ips/live/assets/documents/photos.pdf>
8. Any additional documentary evidence you wish to support your application
9. Signed witness statement (available from the Sterling Website)
10. A copy of your current CV
11. The NOS Skills APEL Competence Mapping Matrix for the specific NOS level you are applying for (available from the Asset Skills link on the Sterling Website)
12. Evidence of a current CRB check (for Domestic Applications only)
13. Copy of Professional Indemnity Insurance Held
14. Copy of a recent (within 3 months) utility bill as proof of address.

NB If you are an existing APEL Accredited Assessor for the level you are applying for, clause 11 above is not applicable. Please provide details of your current Accreditation scheme memberships in Box 11.

Once Complete, please send all relevant documents, application form, any fee due, signed Code of Conduct and signed Declaration (above) to :-

**Membership Team,  
Sterling Accreditation Limited  
8 Quarry Street  
Guildford, Surrey  
GU1 3UY**

Copies of documents are preferred. If sending any original documents please send them via Recorded post – they will be copied at our offices and returned immediately via Recorded post.

Once we receive all of the above we aim to log your application within two business days and will be in contact with you within five business days.

Should you have any questions or require assistance about your application, please call the Sterling Accreditation Membership Team on 01483 400560