



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

## **Qualification Route Application Process**

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## **1.0 Introduction**

- 1.1 Sterling Accreditation proposes to open its Accreditation Scheme to applicants who hold the appropriate Energy Assessor qualifications. Our processes and procedures will reflect the need to ensure that applicants, through this route, are qualified by a recognised awarding body in the relevant accreditation sector
- 1.2 If an applicant is successful in their application, the Quality Assurance processes and CPD will ensure continual monitoring and improvement.

## **2.0 Principles**

- 2.1 The qualification route set out below will allow recognition of approved external Energy Assessor qualifications as a route to accreditation.
- 2.2 To achieve the Qualification route Accreditation applicants must demonstrate to Sterling Accreditation that they hold appropriate and current qualifications for the Accreditation level they are applying for.

## **3.0 Summary of the Qualification Route requirements**

To gain accreditation via the Qualification Route applicants must:

- 3.1 Display evidence that they have successfully completed an approved qualification relating to the Strand(s) for which they are applying
- 3.2 Show competent use of the current methodology appropriate to the provision of Energy Performance Certificates, Energy Reports or Display Energy Certificates relating to the Strand(s) for which they are applying;

A flow diagram of the process is shown at Annex A.

## **4.0 Qualification Route Application procedure**

### **4.1 Stage 1 - Application**

- 4.1.1 Sterling Accreditation provides a Qualification Route Application form that is completed by applicants
- 4.1.2 Any other supporting documentation (copies preferred) will also be requested. For example, a record of lifelong learning / CPD, PII Insurance details, example EPCs / DEC's and advisory reports and relevant qualification certificates (HND / Degree etc).

### **4.2 Stage 2 - SAL complete Initial Administration check**

- 4.2.1 As soon as the application for accreditation is received by Sterling Accreditation it is logged as are the basic details; name, accreditation applied for, dates etc.



- 4.2.2 The application pack is checked for completeness and the checklist recorded against the log of receipt. If an item is missing the Member Administrator will contact the applicant and request it is forwarded as soon as possible. Once all items on the checklist are received then the application is assessed
- 4.2.3 The items for the standard accreditation checks (PII / General Application form, etc.) are held by the accreditation office. This ensures that relevant personal data only is shared.

### **4.3 Stage 3 - Application Pack passed to the Membership Assessor**

- 4.3.1 The Membership Assessor will check the application, using the appropriate template, against the following criteria:

The Qualifications are valid and appropriate for the Strand(s) for which they are applying.

- 4.3.2 Should any item need clarification or found to be omitted from the application the Assessor will contact the applicant to get this information. Once the application score is completed, the result, accepted or unaccepted and the associated documentation / application is passed back to the Sterling Accreditation Member administration staff.

### **4.3 Stage 4 - Successful Application**

- 4.4.1 Should the application be successful the candidate will be informed by a Sterling Accreditation Member Administrator and then the standard accreditation application checklist follows on, i.e. insurance checks, identity check, etc.
- 4.4.2 However, a successful application does not necessarily mean a successful accreditation. Until all standard checks are made the candidate remains 'inactive'
- 4.4.3 Copies of certificates submitted as part of the application will be securely stored on the Energy Assessor's file and any originals returned by recorded delivery (copies are preferred).

### **4.5 Stage 5 - Unsuccessful Application**

- 4.5.1 The applicant is informed that the application is unsuccessful and the reasons clearly explained. The application pack is returned and the candidate advised as to the reason for rejection
- 4.5.2 The record of application is stored in case of future reference and only basic personal details are stored for this purpose.



ANNEX A

**Sterling Qualification  
Application Process**

