



Sterling Accreditation Limited
Setting the Standard

Guidance Notes for completing the Qualification Route Application Form

Sterling Accreditation Limited

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Guidance Notes for completing the Sterling Accreditation Scheme Qualification Application Form

There are two routes to membership of the Sterling Accreditation Scheme – the Qualification Route and the Accreditation of Prior Experiential Learning (APEL) Route. This document describes the **Qualification Route**

Qualification Route. Candidates, who already have a recognised qualification to the level they are applying for, may apply to join Sterling Accreditation on the basis of their qualifications. Examples of own work/assessments undertaken should accompany the application.

The Application Pack

The Application Pack contains the following documents:

- Qualification Route Application Form - To be completed
- Code of Conduct - To be signed
- Fee Schedule - For information
- These Guidance Notes - For information

Completing the Qualification Route Application Form

1. **Section 1 – Personal Details.** Candidates complete Section 1 including the personal details requested. These are required for verification purposes and the information disclosed remains within Sterling Accreditation and is not passed to any third party without prior permission.
2. **Section 2 – Accreditation Applied For.** In this section candidates detail what qualification(s) they are seeking within Sterling Accreditation. The candidate should list their existing qualification(s) and what they want to be accredited through Sterling Accreditation.
3. **Section 3 - Professional Qualifications and Membership.** Candidates enter details of the relevant professional qualifications they hold. These may be the diplomas/qualifications listed in the table at Section 2, or other professional qualifications relevant to energy assessment. Please include any professional memberships.
4. **Section 4 – Software Packages.** Candidates list their knowledge/competency of Energy Assessment software packages.
5. **Section 5 – Personal Statement.** A short written personal statement which explains how your qualifications, prior experience and learning demonstrate that you have the necessary skills, knowledge and competence to meet the requirements of Sterling Accreditation through the Qualification Route for the level(s) you are applying for. Please use no more than 500 words.



- 6. Section 6 – Training Assessments Undertaken.** This section is used to detail the energy assessments you have undertaken, relevant to the qualification that you are seeking to accredit with Sterling Accreditation.
- 7. Section 7 – Trading Name and Details.** This section is used to list your trading name/company details.
- 8. Section 8 – Professional Conduct.** Accreditation schemes are responsible for vetting their members as far as reasonably practicable. Section 8 is your opportunity to declare any issues either past, or on-going, at the time of application, which relate to your professional conduct. Should any of the criteria apply to you, this does not necessarily mean that Sterling Accreditation will reject your application, but the Scheme must satisfy itself as to the circumstances of the case and its relevance to your application. Any false or misleading statements or any omissions may lead to your application being rejected, or your membership being withdrawn.
- 9. Section 9 – Personal Details disclosed through the National register, or 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 are also published on the National Register. You have the option to include additional contact information which may be helpful in securing business. Please use this section to tell us what additional information you wish to be made public using the table. (If you do not wish contact details made public, please declare “Not Applicable”). Postcode information is used for searches on the National register.
- 10. Section 10 – Continuous Professional Development (CPD)/Lifelong Learning.** Use this section to tell us about the CPD which you have undertaken in order to maintain your energy assessment practice or improve your skills and knowledge. We wish to know what you have undertaken over the past two years, but earlier learning may be included if it is relevant to your current skills and knowledge.
- 11. Section 11 – Declaration.** This section is used to make the declaration that your application is true and accurate. Please read the Sterling Accreditation Code of Conduct before completing the declaration.
- 12. Section 12 – Documentary Evidence to support the Application.** This section lists the documentary evidence you submit to support your application. Sterling Accreditation reserves the right to quality check a number of previously submitted Reports if available. In addition, as a quality driven Scheme, Sterling Accreditation audits a number (which will be dependent on strand(s) applied for and level of experience) of your first reports.