



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

## **Guidance Notes for completing the APEL Route Application Form**

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## **Guidance Notes for completing the Sterling Accreditation Limited Scheme APEL Application Form**

There are 2 routes to membership of the Sterling Accreditation Scheme – the Qualification Route and the Accreditation of Prior Experiential Learning (APEL) Route.

This document gives guidance on the two potential **APEL Routes**.

### **APEL Routes**

#### **New Assessors**

A candidate wishing to apply via the full APEL route must provide full details of their experience and learning. This should be sufficient to satisfy the competencies detailed in the appropriate NOS. The evidence provided should satisfy the performance criteria and demonstrate full knowledge and understanding of each unit of the NOS. Examples of own work/assessments undertaken should accompany the application if referred to as evidence.

***(Candidates must download the relevant Competence Map and the NOS standards for the strand they are applying for from the Asset Skills or the Sterling Accreditation website and study this document to clearly identify what is required from them to satisfy the evidence required).***

#### **Transferring an APEL Accredited Assessor (who is a member of another Accreditation Scheme)**

A candidate who has already undertaken the APEL route to accreditation for the Strand they are applying for and are accredited with another Accreditation Scheme, can applying via the Transferring APEL Assessor route.

An applicant applying through this route is required to fill in the application form, to provide proof of relevant qualifications, and to provide evidence and documentation of at least three completed Reports for the Strand being applied for. The three examples of own work/assessments undertaken must relate to actual buildings assessed within the last two years and include a copy of the saved software audit including, photos, plans, site notes, NCT file or ORCal file, copies of the reports and certificates issued or an Air Conditioning Energy Assessment Report.

An applicant transferring is expected to have:-

- Obtained at least a Level 3 Non-Domestic Energy Assessment Qualification
- Completed a minimum of 10 EPC's (non-clones) at the level they are applying for and have demonstrated a high level of accuracy and industry standards
- Attended additional training to attain standards as set out in the National Occupational Standards and SBEM Methodology
- Not been suspended or struck off by any other Accreditation Scheme
- Met compliance with all other Sterling Accreditation Scheme requirements.

Section 7 as detailed below does not require completing via this route.



### **The Application Pack**

The Application Pack contains the following forms that need to be completed – the Application Form (for both Routes – New APEL Applicants and Transferring APEL Applicants) and the Skills Competency Matrix (for New APEL Assessors only).

These notes guide you through the process of completing the forms.

The Application Pack contains the following documents:

- Application Form
- Code of Conduct
- APEL Application Process Notes (Relevant to the type of Application)
- Fee Schedule
- Guidance Notes

Additional Documents For New APEL Assessor Applicants:

- APEL Competence Map for relevant NOS Level
- National Occupational Standards (NOS) for the relevant level (PDF format)
- Witness Form and Witness Guidance Notes

**A new APEL Applicant.** Included in your application pack are the Competency Map (as explained below) and the National Occupational Standards (NOS) requirements produced by Asset Skills for Energy Assessors of non-dwellings. You are advised to check the latest version of the NOS on the Asset Skills website ([www.energy-assessors.org.uk](http://www.energy-assessors.org.uk)). Please study this before completing the forms and refer to it when completing each part.

#### **A new Assessor - Competence Map**

This lists each Unit and Element of the NOS and provides index numbers and letters for each criterion of performance, knowledge and understanding. Using the NOS Standards as a reference, please indicate the item of supplied evidence that demonstrates that you meet the requirements of each criterion of performance, knowledge and understanding, by the reference entered on the Application Form. Every criterion of the NOS must be supported by an item of evidence but please note that one item of evidence will probably demonstrate that you meet a number of criteria.

If you are applying for more than one Energy Assessor scheme and one or more units are common, you only need to enter the references to evidence for the common units on one Competence Map.



### **Completing the APEL Application Pro forma**

- 1. Section 1 - Personal Details.** A candidate completes Section 1 including the personal details requested. These are required for verification purposes and the information disclosed remains at Sterling Accreditation and is not passed to any third party without the permission of the candidate.
- 2. Section 2 - Accreditation Applied For.** In this section a candidate details the level of energy assessor status they are seeking with Sterling Accreditation. The candidate lists the qualification(s) already held for accreditation through Sterling Accreditation. If undertaking the APEL route a candidate should indicate which energy assessor level qualification they wish to be assessed against. Any costs associated with the APEL assessment via Sterling Accreditation are shown in the Fee Table and any payment due must be paid with the application submission. Please check the fee table available from the Sterling Accreditation website for the latest fee structure.
- 3. Section 3 - Professional Qualification.** A candidate enters details of the relevant professional qualifications they have. These may be the diplomas/qualifications listed in the table at section 2, or other professional qualifications relevant to energy assessment. When completing the application form it is essential that the numbering column is used and continued throughout the application for each element of evidence entered in the application form. The numbering is used in the APEL Competence Mapping you complete against the NOS and therefore it is critical to get this process correct from the start.
- 4. Section 4 - Professional Body.** A candidate should list their membership of each professional body. A candidate following the full APEL route should refer to the list of memberships and levels (available on the Sterling Accreditation website) which Sterling Accreditation recognises within its competency framework.
- 5. Section 5 – Experience.** This evidence section is very important for your APEL application and needs to clearly reflect your own personal experience and the NOS standards that you are trying to satisfy. Therefore, your experience needs to be relevant in satisfying the NOS standards and demonstrating experience in that area; quality of evidence is more important than quantity. It is important that the evidence is presented in sequential sequence throughout the application. Please continue on a separate sheet of paper if required.
- 6. Section 6 – Continuous Professional Development (CPD)/Lifelong Learning.** Use this section to tell us about the CPD that you have undertaken recently in energy assessment practice to improve your skills and knowledge. Sterling Accreditation has to know what you have undertaken during the past two years, however older learning may be included if it is relevant to your current skills and knowledge.
- 7. Section 7 – NOS / APEL Competency Mapping Matrix (new APEL applicants only).** The competency mapping matrix demonstrates how you satisfy each unit of the NOS Standards and what evidence you have to demonstrate this. The evidence is taken from your APEL



application proforma. The numbering tells the APEL Assessor where to find the evidence and test it. Only start to complete the competency matrix after you have fully completed the application proforma and studied a copy of the NOS Standard for the level of energy assessor you are applying for the requirements of each unit. You must demonstrate 100% compliance with all parts of the NOS, although top up training can be obtained for some elements. You need to download the correct competence matrix for the level of energy assessor you are applying for from the Sterling Accreditation website.

#### **8. Section 8 – Personal Statement**

**New APEL applicant.** Please write a personal statement that explains how your prior experience and learning demonstrate that you have 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. Use the link to obtain the Skills Audit Pro forma for the qualification you are applying for. The Skills Audit Pro forma is used to reference the evidence that you provide against each competence in support of your application. If you are applying for multiple strands which require more than one NOS Skills Matrix form (For example, EPC Level 3 and DEC), your personal statement can be up to 750 words to cover each of the different NOS requirements.

**Transferring Applicants via the APEL route.** Please write a personal statement that explains how your prior experience and qualification demonstrate that you have acquired the necessary skills to become a member of Sterling Accreditation.

**9. Section 9 – Assessments Undertaken.** This section is used to detail assessments that you have undertaken, relevant to the qualification that you are seeking to accredit with Sterling Accreditation.

**10. Section 10 – Trading Name and Details.** This section is used to list your trading name/company details.

**11. Section 11 – Professional Conduct.** Accreditation schemes are responsible for vetting their members as far as reasonably practicable. Section 11 is your opportunity to declare any issues either past or current at the time of application that concerns your professional conduct. This does not 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 delayed, rejected, or your membership being withdrawn.

**12. Section 12 – 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 Accreditation public list. Your details are also published on the National Register. You have the option to include additional contact information that may be helpful in securing future business. Please use this section to tell Sterling Accreditation what



additional information you wish to be made public. (If you do not wish your contact details to become public, please declare “Not Applicable”).

**13. Section 13 – Declaration.** This section is used to make your declaration that your application is true and accurate. Please read the Sterling Accreditation Code of Conduct before completing the declaration.

**14. Section 14 – Documentary Evidence to support the Application.** This section lists the documentary evidence which is submitted to support your application. Also you need to obtain a witness statement from someone within the profession who can vouch for your evidence and professional achievements.