

H&VCA Ltd
APEL TEMPLATE – Non-Domestic Energy Assessment (Non-Dwelling)

NAME:

Please note: You should identify how you have met the Performance Criteria or Knowledge and Understanding by using the number you have given to the relevant activity in your application form

NOS	NOS ELEMENT	ELEMENT				
UNIT	TITLE	No.	Performance Criteria	HOW PERFORMANCE CRITERIA HAVE BEEN MET (using numbering from application form)	Knowledge & Understanding	HOW KNOWLEDGE AND UNDERSTANDING HAS BEEN OBTAINED (using numbering from application form)
1	Work in a safe, effective and professional manner					
	Contribute to the maintenance of health, safety and security at work	1.1	1 2 3 4 5 6		a b c d e f g h	
	Develop and maintain effective working relationships	1.2	12 3 4 5 6 7 8 9 10		a b c d e f g h i	
	Conduct work in a professional and ethical manner	1.3	1 2 3 4 5 6 7		a b c d e f	
2	Prepare for energy assessments of non-dwellings to produce Energy Performance Certificates (EPCs),					

	Operational Ratings (ORs), Display Energy Certificates (DECs) and Advisory Reports (ARs)					
	Agree and confirm instructions to undertake energy assessments	2.1	1 2 3 4 5 6 7 8 9 10 11		a b c d e f g h i j k l m	
	Investigate relevant matters relating to the property and energy usage	2.2	1 2 3 4 5		A b c d e f	
3	Assess the energy performance of new-build non-dwellings prior to first occupancy using the Simplified Building Energy Model (SBEM)					
	Conduct energy assessments of new build non-dwellings	3.1	1 2 3 4 5 6 7 8 9		a b c d e f g h i j k l m	
	Produce Energy Performance Certificates	3.2	1 2 3 4 5 6		A b c d e f	

			7		g h i j	
4	Assess the energy performance of new-build non-dwellings prior to first occupancy using Dynamic Simulation Models (DSMs)					
	Conduct energy assessments of new build non-dwellings	4.1	1 2 3 4 5 6 7 8 9 10		a b c d e f g h i j k l m n	
	Produce Energy Performance Certificates	4.2	1 2 3 4 5 6 7		a b c d e f g h i	
5	Undertake energy inspections of existing non-dwellings with frequently occurring characteristics using the Simplified Building Energy Model (SBEM)					
	Inspect existing non-dwellings with frequently occurring characteristics	5.1	1 2 3 4 5 6 7 8 9		a b c d e f g h i	

			10		j k l m n o p	
	Produce Energy Performance Certificates	5.2	1 2 3 4 5 6 7 8		a b c d e f g h i j k	
6	Undertake energy inspections of existing non-dwellings using the Simplified Building Energy Model (SBEM)					
	Inspect existing non-dwellings to determine energy performance	6.1	1 2 3 4 5 6 7 8 9 10		a b c d e f g h i j k l m n o p	
	Produce Energy Performance Certificates	6.2	1 2 3 4 5 6 7 8		a b c d e f g h	

					i j k	
7	Undertake energy inspections of existing non-dwellings requiring the use of Dynamic Simulation Models (DSMs)					
	Inspect existing non-dwellings to determine energy performance	7.1	1 2 3 4 5 6 7 8 9 10		a b c d e f g h i j k l m n o p	
	Produce Energy Performance Certificates	7.2	1 2 3 4 5 6 7 8		a b c d e f g h i j k	

Signed: _____ Dated: _____