

Stroma Certification Ltd

Training/ Examination Application Form NDEA/ DOCEA/ DEA/ OR (DEC)/ CSH/ ACEA

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On behalf of Stroma Certification Ltd

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Part A:

1.0 Introduction

This document is intended for applicants who wish to undertake training and/or apply for an examination with Stroma Certification Ltd. Part A deals with the general application requirements, Part B, training, Part C examination and Part D the declaration and other relevant details regarding a candidate's application.

Stroma Certification offers training and examinations in the following sector:

- **NDEA** - Non Domestic Energy Assessments
- **DOCEA** - Domestic On-Construction Energy Assessments
- **DEA** - Domestic Energy Assessments
- **OR(DEC)** - Operational Ratings (Display Energy Certificates)
- **CSH** - Code for Sustainable Homes
- **ACEA** - Air-Conditioning Energy Assessments

This information will be used to register you with the appropriate area of training and/or examination. Applicants are under no obligation to apply for both training and examination with Stroma Certification.

2.0 Personal Details

First Name:	
Surname:	
Title:	
Date of Birth:	
Home Address:	
Postcode:	
Company Name:	

Company Address: <i>Please enter below</i>	Invoice Address*: <i>If different from Company</i>
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Work Tel No.		Fax No.	
Mobile No.		Email Address:	
Home Tel No.			

***if payment is to be made by your employer or third party please ensure an authorised person signs Section 14 of this application form. Failure to do this will result in you being held responsible for full payment of any course and or examination fees.**

3.0 Identity Checks

In order to prevent learner malpractice – specifically:

- 'submission of another person's work as if it were the learner's own'
- 'pretending to be someone else or arranging for another to take their place in an examination'

Identity checks are made as a normal part of the process of qualifications through Stroma Certification.

Where there are formal invigilated examinations, identity checks are made as part of the examination process either by Stroma Certification or exam centres nominated by awarding bodies.

In order to facilitate this, as well as a better learning experience, applicants should bring photo ID to any training/examinations attended and provide a passport style photograph or scan of photo ID below:

Part B: Training

4.0 Training Course Option

Applicants wishing to undertake training in one of the below schemes should mark the appropriate training course scheme with an "X". Applicants should also indicate the preferred course date/location.

Applicants wishing to undertake their examinations with Stroma Certification should also complete Part C before submitting this application form.

4.1 Pre-Qualification / Competence Requirements

No pre-qualification criteria are required to undertake any of the listed training courses. Existing Dwelling Domestic Energy Assessors are advised to read Section 5.0 before applying.

4.2 Code for Sustainable Homes (Operated to the ISO 17024)

Option 1: Assessor Training	
Option 2: Designer Awareness Training	
Preferred Training Date	
Preferred Location	

4.3 Existing Dwelling - Domestic Energy Assessor (DEA)

Assessor Training	
Preferred Training Date	
Preferred Location	

4.4 On Construction - Domestic Energy Assessor (DOCEA)

Assessor Training	
Preferred Training Date	
Preferred Location	

4.5 Non Domestic Energy Assessor (NDEA)

Assessor Training Level 3	
Assessor Training Level 4	
Preferred Training Date	
Preferred Location	

4.6 Operational Ratings – Public Building Assessment (OR)

Assessor Training	
Preferred Training Date	
Preferred Location	

4.7 Air-Conditioning Energy Assessment (ACEA)

Assessor Training Level 3	
Assessor Training Level 4*	
Preferred Training Date	
Preferred Location	

* if you are applying to undertake the ABBE Air Conditioning Level 4 qualification please provide evidence on how you have satisfied the ABBE requirements to progress to Level 4. Evidence can be submitted with the application or will be requested on receipt of the application.

Part C: Examination

5.0 Examination Day Option

Applicants wishing to undertake an examination in one of the below schemes should mark the appropriate scheme with an “X”. Applicants should also indicate the preferred course date where applicable. Applicants are reminded that attendance of a training course does not guarantee a pass in an examination.

5.1 Pre-Qualification/Competence Requirements

Applicants wishing to undertake there examination(s) with Stroma Certification who have not undertaken the appropriate training with Stroma Certification must:

- **Code for Sustainable Homes:**
Provide a BRE CSH Certificate of Attendance for CSH.

5.2 Code for Sustainable Homes (Operated to ISO 17024)

A. I plan to attended the Stroma Certification training course and wish to sit/resit my examination on the 3 rd day:	
B. I have already attended the Stroma Certification training course and wish to sit/resit my examination on the 3 rd day:	
Preferred Exam Date:	
C. I have undertaken training with another organisation, but wish to sit/resit your examination:	
Preferred Exam Date:	

5.3 On Construction - Domestic Energy Assessor

A. I plan to attend the Stroma Certification training course and wish to register my details with ABBE before attending the training course:	
Preferred Exam Date:	
B. I have already attended the Stroma Certification training course and need to register my details with ABBE before taking the examination:	
Preferred Exam Date:	
C. I have undertaken training with another organisation, but wish to register my details with ABBE and sit my examination through your company:	
Preferred Exam Date:	

The examination is produced by ABBE

Registration and payment for the ABBE examination must be received 14 working days before the examination date.

5.4 Air Conditioning Energy Assessor

5.4.1 Level 3 Training Course

A. I plan to attend the Stroma Certification training and wish to register my details with ABBE before taking the training course:	
Preferred Exam Date:	
B. I have already attended the Stroma Certification training and need to register my details with ABBE before taking the examination:	
Preferred Exam Date:	
C. I have undertaken training with another organisation, but wish to register my details with ABBE and sit my examination through your company:	
Preferred Exam Date:	

Registration and payment for the ABBE examination must be received 14 working days before the examination date.

5.4.2 Level 4 Training Course

A. I plan to attend the Stroma Certification training course and wish to register my details with ABBE before attending the training course:	
Preferred Exam Date:	
B. I have already attended the Stroma Certification training course and need to register my details with ABBE before taking the examination:	
Preferred Exam Date:	
C. I have undertaken training with another organisation, but wish to register my details with ABBE and sit my examination through your company:	
Preferred Exam Date:	

If you would like to be registered with the awarding body prior to undertaking the course, payment must be made in full. This application form is purely to register your interest for the examination and will not be used to register you with the awarding body.

In order to register for an examination please access the online form via www.stroma.com/examrequest.

On receipt of the completed online form and payment, you will be registered with the Awarding Body; however this must be done at least 7 days prior to an exam date.

5.5 Examination Requirements

Candidates are required to provide photographic ID to confirm identity. This must be either a passport or photo ID driving license.

A Candidate may only bring the following items to the examination:

- A pen, a single sheet of blank paper which must be left and submitted with the examination.
- **Code for Sustainable Homes:** A hard copy of the current Technical Guidance, a pen, and calculator.

Where applicable all other items are restricted and must be left with the invigilator for collection at the end of the examination. Certain examinations are online and not part of the course, for further details please contact Stroma Certification. Full details on the examination will be issued upon registration being completed.

Part D: Other/ Declaration

6.0 Disclosure - Existing Dwelling DEA Applicants Only

Whilst it is not a requirement for an applicant to have undertaken a Criminal Disclosure check before applying for training, candidates are reminded that to be certified, a check must be undertaken and be approved by your intended Certification Body.

If you are in any doubt, Stroma Certification recommends you undertake this process before attending any courses. A minimum of a Basic Disclosure is required, but either a Standard or Enhanced Disclosure can be utilised. The criminal record bureau (CRB) check is carried out and paid for by the candidate.

Please find below website for you to find further information:

- www.disclosurescotland.co.uk
- www.direct.gov.uk/CRB
- www.backcheck.co.uk

7.0 Granting, Maintaining, Renewing, & Suspending/ Withdrawing Certification CSH Applicants Only

An applicant for the 'Code for Sustainable Homes' examination should be aware of the details within the 'Assessor Monitoring Procedure – CSH'. This document can be located within the 'Members Pack' available via the 'Resource Centre' on the Stroma Certification website (www.stroma.com/certification).

8.0 Code of Conduct

Applicants applying for training and/or examination course should read and be aware of the 'EA Code of Conduct'. This document can be located within the 'Members Pack' available via the 'Resource Centre' on the Stroma Certification website (www.stroma.com/certification).

9.0 Special Needs

Stroma Certification operates a "Special Needs Policy" to ensure the equality of all applicants who attended training or examination events. This document can be located within the "Members Pack" available via the 'Resource Centre' on the Stroma Certification website (www.stroma.com/certification).

Should you have any specific requirements please provide these in the table below so that we can accommodate these prior to your attendance of a training course and/or examination;

Refreshments - Please indicate any dietary needs you may have:

Access - If you have any special needs in relation to access to facilities:

Other - If you have any other requirements:

10.0 Training & Examination Fees

The course and examination fees for each scheme are as follows. All fees exclude VAT. Stroma Certification will issue a VAT invoice for every confirmed application.

10.1 CSH – Code for Sustainable Homes

CSH Assessor Training Course: £995 (3 days)

Exam fee: £300*** (1 day)

CSH Designer Awareness Training Course: £695 (2 days)

Exam fee: N/A

Exam only: £225 (*only applicable to candidates who have undertaken an approved CSH assessor training course*)

10.2 DEA – Domestic Energy Assessor – Existing Dwelling

New Entrant Training course fee: £750 (3 days)

ABBE Candidate Registration Fee: £230.00

10.3 DOCEA – Domestic On Construction Energy Assessor

Training course Fee: £1250 (3 days)

ABBE Candidate Registration & Exam Fee: £290.00**

10.4 Operational Ratings (Display Energy Certificates)

Training course fee: £975 (2 days)

ABBE Candidate Registration Fee: £230.00

10.5 NDEA - Non Domestic Energy Assessor

Level 3 fee: £1450 (4 days)

ABBE Candidate Registration Fee: £230.00

Level 4 (Top-up from Level 3) training course fee: £975 (3 days)

ABBE Candidate Registration Fee: £230.00

Level 4 (Top-up from level 3 Inc. DEC) course fee £1450 (5 days)

ABBE Candidate Registration Fee: £460.00

Level 3 & 4 (Combined) fee: £1950 (5 days)

ABBE Candidate Registration Fee: £230.00

10.6 ACEA - Air-Conditioning Energy Assessor

Level 3 course fee: £1750 (3 days)

ABBE Candidate Registration & Exam Fee: £290.00*

Level 4 (Top-up from ACEA Level 3) training course fee: £995

ABBE Candidate Registration & Exam Fee: £290.00*

Level 3 + Level 4 ACEA (Combined) training course fee: £1995

ABBE Candidate Registration & Exam Fee: £290.00*

* **ABBE exam fees include candidate registration 1 examination attempt and 1 re-sit. Additional fees are applicable for all further re-sits.**

** **ABBE exam fees include the candidate registrations and 2 examination attempts. Additional re-sits will be charged at £60 + VAT.**

*** **CSH first examination re-sit is free of charge; with each subsequent examination fee charged at £225.00 + VAT assuming the examination is held on a scheduled examination date.**

An applicant, who wishes to apply to Stroma for certification membership, should read and be aware of the appropriate fees necessary for membership. The appropriate document, "Scheme Fees" document can be located within the "Members Pack" available via the 'Resource Centre' on the Stroma Certification website (www.stroma.com/certification).

11.0 Payment Method

Please tick your preferred payment method. If paying by cheque please make it payable to **Stroma Certification Ltd** and write your details on the reverse.

<input type="checkbox"/>	Cheque - I have enclosed a cheque with this application
<input type="checkbox"/>	Card - Please call, I will provide my card details to be processed over the telephone
<input type="checkbox"/>	Invoice - Please send an invoice to my company address and I will send a cheque

12.0 Booking Confirmation

We will reserve your place on the appropriate course upon receipt of the form and confirm your booking within 14 days. If you have not received confirmation two weeks after booking, please telephone Stroma Certification Ltd for confirmation of receipt.

13.0 Changes to the Listed Programme

Stroma Certification Ltd reserves the right to make changes to any course dates as necessary.

14.0 Cancellation

A fee of 50% of the full course fee will be charged for any cancellation. The full fee will apply to cancellations of less than 5 working days, failure to attend without prior notification, or leaving after attending part of our course. If you have to cancel your booking, please notify Stroma Certification Ltd in writing. These conditions will not apply if the training event is postponed or cancelled by Stroma Certification. However you may submit in writing at any time before the event, the name of a colleague to take your place.

15.0 Acceptance of Requirements

By signing this document I confirm I have read and I am in agreement with the requirements therein for certification. I enclose a cheque made payable to Stroma Certification to be banked if I am successful with my application. (Alternatively, I have requested you to contact me for my credit card details or an Invoice to be sent so you may charge me for the appropriate fee.)

Code for Sustainable Homes, examination only: I confirm that I am aware of the conditions for granting, maintaining, renewing and suspending/withdrawing certification.

I confirm I am duly authorised to act on behalf of the business to be invoiced, and I understand that I will be held personally liable in the event that I am not authorised to act on behalf of this entity.

Print Name:	<input type="text"/>
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Signature:	<input type="text"/>
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If emailing this document to Stroma Certification can you please provide an electronic signature?

Date:	<input type="text"/>
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If your employer or third party will be responsible for payment of the course and/or examination fees, please can you arrange for an authorised person from the company to sign below?

Print Name:	<input type="text"/>
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Signature:	<input type="text"/>
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Date:	<input type="text"/>
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16.0 Submission Address

You can submit your completed application form by post, fax or email using the details below. If you submit your application by email, you must include your electronic signature:

FAO: Customer Services Dept.
Stroma Certification Ltd
4 Pioneer Way
Castleford
West Yorkshire
WF10 5QU

T: 0845 621 11 11
F: 0845 621 11 12
E: training@stroma.com

17.0 Internal Office Use

<i>The box is for internal use only.</i>
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