

## **BOOKING FORM**

### **Building Energy Rating Assessor**

### **Dwelling Energy Assessment Procedure (DEAP)**

## **FETAC Level 6: Building Energy Rating Assessment (Module D30189)**

**BER Assessor Examination (Trainer-set)** The successful completion of this FETAC Level 6 Accredited examination will lead to the award of a certificate allowing the candidate to take the SEI National Examination. Passing this trainer-set examination will then allow registration with SEI as a BER Assessor (All Dwellings).

This exam has been designed in accordance with the specifications of FETAC and SEI and is for those individuals who have undertaken full BER Assessor (All Dwellings) training using SEI's DEAP software.

#### **Candidate Details**

Name \_\_\_\_\_

Gender:  Male  Female      Birth date: \_\_\_\_\_      PPS No: \_\_\_\_\_

Practice/Company/Organisation \_\_\_\_\_ VAT No \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

*Please note: FETAC and SEI require that the above information is collected. This information will be kept confidential and will not be shared with third parties.*

**Please fully complete the following:**

1. Please tell us who your previously BER (DEAP) Assessor training was with and when?

Provider: \_\_\_\_\_ Year, month: \_\_\_\_\_

2. Do you have any special requirements you would like us to know about? \_\_\_\_\_

\_\_\_\_\_

3. Do you have a disability you would like us to know about? YES  NO

If yes, please describe the supports you request \_\_\_\_\_

\_\_\_\_\_

*The Training Partnership will endeavor to facilitate an individual's requirements to the best of its ability.*

**Declaration:**

I have read and understood the Examination Requirements and all the information I have given above is full and accurate.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Note:**

A laptop PC is required for the training course which must meet the following requirements:

- Windows XP or Windows Vista (Macs not acceptable unless running full PC emulation)
- Wireless Internet
- Microsoft Internet Explorer 6.0 or later
- CD-ROM drive and a USB port
- SEI DEAP v3.01 installed (free download from [www.sei.ie](http://www.sei.ie))
- U-value calculator (free download from [www.xtratherm.com/software/software.php](http://www.xtratherm.com/software/software.php))

**Courses**

DATE	TYPE	VENUE	TIME
Please phone +353 1 716 3627 for upcoming course dates and enter below:	BER Assessor Examination	NovaUCD, Belfield, Dublin 4	9 – 5pm

Price per person\*     €789

**Payment Method**

Cheque Amount enclosed \_\_\_\_\_ Cheque number \_\_\_\_\_

Cheques should be made payable to:     **Rickaby Thompson Associates**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Local Authority Bookings must be accompanied by a **Purchase Order Number**.

Without this the Booking cannot be processed. **PO No.** \_\_\_\_\_

Please return **fully completed Booking Form and Cheque with full payment by post to:**

Dr Scott Dwyer, Rickaby Thompson Associates, NovaUCD, University College Dublin, Belfield, Dublin 4  
Tel: +353 (0)1 716 3526, Fax: +353 (0)1 716 3709, Email: [scott.dwyer@rickabythompson.com](mailto:scott.dwyer@rickabythompson.com)

**PLEASE NOTE: IMPORTANT COURSE INFORMATION ON FOLLOWING PAGE**

## EXAM INFORMATION

The examination will commence promptly at 09.00. Participants are asked to register no later than 08.30.

Tea and coffee will be served throughout the day. A sandwich lunch with tea and coffee is available to participants. Participants may also use the café facilities of NovaUCD.

CPD certificates will be issued on completion of courses by email

*Places are confirmed on a first come, first served basis. Places are confirmed only when full payment has been received. Cancellations for bookings received will incur a 15% administration charge. Cancellations received 2 - 5 working days before the start of a course day of a course will incur a 75% cancellation fee. Cancellation on the day of a course, or the day before, will incur a 100% cancellation fee. Substitution of dates and/or participants may be offered where unforeseen circumstances prevent a delegate from attending. This will be done on a case by case basis but only for the entire session and not for selected elements. Rickaby Thompson Associates/Scott + MacNeill reserve the right to cancel or re-schedule courses when necessary. In the unlikely event that a course is cancelled, a full refund will be given.*

### **Location: NOVA UCD, BELFIELD, DUBLIN 4.**

Covered bike stands located at side of building. Dublin Bus numbers 3, 10, 11B, and the 17 all provide direct services to the Belfield campus (the numbers 3, 10 and 11B can be boarded at O'Connell Street). Free car parking also available to participants on rough surfaced car park. **Access to NovaUCD by car is from Fosters Avenue Entrance only.**

### **MAP OF PART OF UCD BELFIELD CAMPUS**



## EXAMINATION REQUIREMENTS

**IMPORTANT:** The following outlines the examination and what is expected of the candidate. This must be read and the declaration signed (page 2 of the booking form)

<u>Examination Location:</u>	NovaUCD, Belfield Innovation Park, University College Dublin, Belfield, Dublin 4 (Entrance via Fosters Avenue)
<u>Examination details:</u>	<p>The examination will be carried out in accordance with the FETAC National Awards Body.</p> <p>The examination will include:</p> <ul style="list-style-type: none"> <li>• Short answer questions</li> <li>• A new-build dwelling assessment (including a U value calculation)</li> <li>• Two surveys of existing dwellings (one on the day and one to be submitted later by the candidate)</li> </ul> <p>Learners must achieve a minimum of 70% in each individual section of the examination in order to be eligible to sit the SEI National Examination and eventually become a registered BER assessor for dwellings.</p> <p><b>Note:</b> All elements must be passed in one sitting of the examination.</p>
<u>Registration:</u>	<p>This will take place on the morning of the exam. Candidates <b>MUST</b> be at the examination centre for 8.30am. The examination begins at 9am and candidates who have not registered by this time will not be allowed entry to the exam and will be charged the full examination fee.</p> <p>To register, you <b>MUST</b> have the following documentation:</p> <ul style="list-style-type: none"> <li>• Completed registration form (page 1 of this document)</li> <li>• Photographic ID (Drivers License or Passport only)</li> </ul>
<u>Examination equipment:</u>	<p>Candidates <b>MUST</b> bring with them:</p> <ul style="list-style-type: none"> <li>• SEI's most current DEAP Survey Guide (Available from SEI website)</li> <li>• Measuring device (e.g. metre stick, 10m measuring tape, laser measurer, etc.)             <ul style="list-style-type: none"> <li>○ Please note that on the day, all measurements must be taken individually and without assistance.</li> </ul> </li> <li>• Calculator</li> <li>• Note pad and pens (other materials for sketching)</li> <li>• Hardcopy of the DEAP manual (optional)</li> </ul> <p>Candidates will be provided with:</p> <ul style="list-style-type: none"> <li>• Examination paper with short-answer questions</li> <li>• Drawings and specifications for a new-build assessment</li> <li>• Two blank survey forms for conducting existing dwelling assessment.</li> <li>• Map with directions to existing dwelling for assessment.</li> </ul>

<u>Examination Components:</u>	
	<b>ASSIGNMENTS – 50% (<i>Undertaken as coursework</i>)</b>
	<p>BER assessment from plans and specification and achieving a specified improvement – 15%</p> <ul style="list-style-type: none"> <li>• Candidates will be required to complete a BER assessment of a dwelling from plans and specifications, log it on the Training NAS and produce an Advisory Report for that dwelling.</li> <li>• They will then be required to vary the specification to achieve a specified improvement in the BER. These variations should focus on the most practical and least cost options.</li> </ul>
	<p>U value calculation – 10%</p> <ul style="list-style-type: none"> <li>• Candidates will be required to source thermal conductivity information for components of a wall, floor, roof, dormer roofs and either a floor or wall adjacent to an unheated space from any of the sources referenced in the DEAP manual and calculate the U-values for those building elements from first principles.</li> </ul>
	<p>BER of an existing dwelling (trainer selected)– 15%</p> <ul style="list-style-type: none"> <li>• Candidates will be required to survey an existing dwelling in the company of a trainer and complete a BER and Advisory Report for that dwelling.</li> <li>• Candidates are then required to vary the dwelling specification to achieve a specified improvement in the BER. These variations should focus on the most practical and least cost options.</li> </ul>
	<p>BER of an existing dwelling (student selected) – 10%</p> <ul style="list-style-type: none"> <li>• Candidates are required to survey an existing dwelling and complete a BER and Report for that dwelling. Full supporting evidence in the form of site notes, photographs, sketches and survey notes must be compiled as part of the assignment and students must provide further information if so required by the trainer.</li> <li>• The dwelling must be different for each student in the training programme and must not have an existing BER certificate or have been assessed previously by anyone known to the examination candidate.</li> <li>• Candidates will be allowed a sufficient time to submit their selected dwelling survey assessment. Failure to meet this deadline will result in an overall fail.</li> </ul> <p><u>Note:</u> All assignments must be completed individually and not as group work.</p>
	<b>SHORT ANSWER QUESTIONS – 50%</b>
	<ul style="list-style-type: none"> <li>• An examination comprising of 10 questions that assess the candidates’ understanding of the DEAP methodology, BER policy, QA requirements, NAS system and surveying dwellings. The questions will examine the candidates’ ability to recall, apply theory, define information and identify products and systems in a dwelling that affect a BER.</li> <li>• The answers must be in written form, including any illustration and must be categorized as short in length.</li> <li>• The examination will cover all units and all questions will be of equal marks.</li> </ul>
<u>Transport:</u>	Candidates are responsible for their own transport to and from the survey site. Survey dwellings will not be located more than 15 minutes drive from the examination location.

<u>Site visit:</u>	Due to the use of dwellings that belong to members of the public, wheelchair access cannot always be guaranteed. If you have any mobility or access issues, please notify the trainers in advance.
<u>During the Examination:</u>	<ul style="list-style-type: none"> <li>• Strictly no talking between candidates during the examination.</li> <li>• Mobile phones must be switched off during the examination periods.</li> <li>• Invigilators will be on hand to enforce the above rules. Any candidate found breaking these rules will receive an automatic fail.</li> </ul>
<u>Examination Programme:</u>	This is sent to candidates once registered for the examination.
<u>Payment:</u>	The fee covers candidates for the examination and for obtaining the FETAC certificate.
<u>Repeats:</u>	<ul style="list-style-type: none"> <li>• The examination may be repeated as many times as necessary but the same fee must be paid each time.</li> </ul>
<u>Results:</u>	<ul style="list-style-type: none"> <li>• Examination results will be issued within a reasonable time after sitting.</li> </ul>
<u>Appeals:</u>	<ul style="list-style-type: none"> <li>• Appeals for an examination mark must be received 14 days of the date when the assessment results were posted to the student. Appeals must be requested in writing and sent to the Project Manager, setting out in detail the grounds for appeal.</li> </ul>
<u>Examination cancellation/postponement</u>	<ul style="list-style-type: none"> <li>• Places are confirmed on a first come, first served basis.</li> <li>• Places are confirmed only when full payment has been received.</li> <li>• Cancellations for bookings received will incur a 15% administration charge.</li> <li>• Cancellations received 2 - 5 working days before the start of a course day of a course will incur a 75% cancellation fee.</li> <li>• Cancellation on the day of a course, or the day before, will incur a 100% cancellation fee.</li> <li>• Substitution of dates and/or participants may be offered where unforeseen circumstances prevent a delegate from attending. This will be done on a case by case basis but only for the entire session and not for selected elements.</li> <li>• Rickaby Thompson Associates/Scott + MacNeill reserve the right to cancel or re-schedule courses when necessary. In the unlikely event that a course is cancelled, a full refund will be given.</li> </ul>
<u>SEI information*</u>	<ul style="list-style-type: none"> <li>• Total number of registered domestic BER Assessors = 1,986</li> <li>• Total number of certified domestic BER Assessors = 6,893</li> <li>• SEI estimates that the equivalent of 1,000 full time active BER assessors would be required to meet the demands of the residential BER market.</li> </ul> <p style="text-align: right;">*Updated from most current information available at time: SEI January Status report 24/02/10</p>