

BOOKING FORM
Building Energy Rating Assessor
Dwelling Energy Assessment Procedure (DEAP)

Training Course: Domestic BER Assessor

BER Assessor (All Dwellings) Course This is a 4 day* course that provides expertise in the theory and practice of Building Energy Rating assessments for new and existing dwellings using SEI’s DEAP software. The course covers the most effective ways for improving a dwelling’s energy performance and will prepare the participant for the FETAC accredited examination (see separate booking form). Following successful completion of the FETAC-accredited examination, participants must pass the SEI’s National Examination for BER Assessors to become eligible to register as BER Assessors for Domestic Buildings.

This training has been developed for building professionals and those wishing to register for this training programme must hold an appropriate qualification at least at Level 7 Award (ordinary bachelor degree) in architecture/building science/construction studies/civil engineering or a similar discipline.

Candidate Details

Name _____

Gender: Male Female Birth date: _____ PPSN: _____

Practice/Company/Organisation _____

Home Address _____

Phone _____ Mobile _____

Email _____

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 note that this 4 day course includes the 1 day mandatory seminar “An Introduction to BER (DEAP and SBEM) with Parts L & F of the Building Regulations”.*

Please fully complete the following:

1. Do you hold at least a Level 7 Award (ordinary bachelor degree) in architecture/building science/construction studies/civil engineering or a similar discipline? YES NO

By ticking yes, we assume all participants are computer literate, can read architectural plans, understand how building elements are constructed, and have some understanding of U values and building services.

If YES, please state the name of the award, the institution, and the year _____

Please Note: There is no arrangement for the recognition of prior learning for entry or for credit towards an award.

2. Please state any current membership of a professional organisation you may hold (e.g. RIAI, CIBSE, CIOB)

3. Please tell us if you have attended any BER Assessor Training (domestic or non-domestic) in the past _____

4. Do you plan on doing the FETAC Accredited Exam (see separate booking form) and becoming a SEI registered BER (DEAP) Assessor? YES NO

5. Do you have any special requirements you would like us to know about? _____

6. 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.

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)
- U-value calculator (free download from www.xtratherm.com/software/software.php)

Courses (Please tick your preference)

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

Price per person* €1,300

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

PLEASE NOTE: IMPORTANT COURSE INFORMATION ON FOLLOWING PAGE

COURSE INFORMATION

Courses will commence promptly at 09.00. Participants are asked to register no later than 08.45.

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



SEI information*

- Total number of registered domestic BER Assessors = 1,986
- Total number of certified domestic BER Assessors = 6,893
- 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.

*Updated from most current information available at time: SEI January Status report 24/02/10