

BOOKING FORM
Simplified Building Energy Model (SBEM) /
Non-Domestic Energy Assessment Procedure (NEAP)

Training Course: Non Domestic BER Assessor – SBEM Foundation

BER Assessor (non-domestic) – SBEM Foundation This is a 2 day workshop that will help participants understand the theory, practice, and role of SBEM in Building Energy Ratings of non-domestic buildings. It will also prepare for the SEI examination initially set by BRE and for accreditation as non-domestic BER Assessors via independent accreditation schemes (when these are launched).

The training has been developed for building professionals and those wishing to register for this training programme must answer the following questions to check their eligibility. Candidate may also refer to the SEI’s Interim Qualifying Requirements for Non-domestic BER Assessors at www.sei.ie

Candidate Details

Name _____

Practice/Company/Organisation _____

VAT Registration No _____

Home Address _____

Phone _____ Mobile _____

Email _____

Please fully complete the following:

1. Have you read and understood the SEI’s interim scheme qualifying requirements? YES NO

These can be found by going to the SEI website www.sei.ie and following the links for BER for Non-Domestic Buildings.

2. 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 _____

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

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

5. Do you plan on doing the BRE Interim Exam and becoming a SEI registered BER Assessor for Non-Domestic buildings? YES NO

6. Do you have any special requirements you would like us to know about? YES NO

If yes, please describe _____

7. 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**
- **U-value calculator (free download from www.xratherm.com/software/software.php)**
- **iSBEM installed (free download from www.sei.ie)**

Please Note: You need to have Microsoft Access installed on your computer. Both the “full version” and the “front end” of Microsoft Access are suitable to run the tool. Please note the software will not work on Windows 98. There are different versions available for download depending on the version of Microsoft Office installed (2002/03 or 2007). See www.sei.ie and follow the links to “BER non-domestic buildings> software download” for full instructions.

Courses (Please tick your preference)

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

Price per person* €570

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

