

Information for Course Candidates

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Part A.

Course Outline

Building Energy Rating Assessment FETAC Level 6 Module D30189

Course Objectives

- Be familiar with the key objectives and background to the European Performance of Building Directive
- Demonstrate the ability to accurately collect BER data on dwellings from surveys, specifications and plans that affect energy and CO2 emissions performance
- Demonstrate the ability to undertake limitation of primary energy and or CO2 emission calculations as required by the Building Regulations.
- Input data into the Dwelling Energy Assessment Procedure (DEAP) software
- Explain the significance, in BER terms, of varying the specifications for dwellings.

Who Is This Course Intended For?

- This course is aimed at those involved in new dwellings & the sale or rent of existing dwellings.

Entry Requirements

- To do this course a person must have good computer skills, a level 6 certificate in a trade or construction or equivalent qualifications + relevant life and work experiences.

Course Content

- ❖ Background to Energy Performance of Buildings Directive (EPBD)
- ❖ Irish Legislation on building energy ratings
- ❖ Building Regulations Part L
- ❖ Dwellings Energy Assessment Procedure (DEAP)
- ❖ Measuring Relevant Building Dimensions
- ❖ Calculating U values
- ❖ Energy assessment on domestic hot water systems
- ❖ Alternative Energy Heating Systems
- ❖ Assessments from plans and specifications
- ❖ Surveying of existing dwellings
- ❖ Assessments of existing dwellings

Special Requirements:-

- **Please make CMSE aware of any special learning needs/requirements to enable you to participate fully in the program. It is CMSE's policy to support any special requirements of learners during the course program and course assessment.**

- 4 Assignments will account for 50% of the final grade
- 1 Examination divided into 2 sections (short questions & practical exam) will account for 50% of the final grade.
- Candidates must achieve 70% in each of the assignments & exam sections to achieve the pass mark required to register with SEI.

Part B

Materials required to attend the course

Laptop (minimum specification requirements for the application to run are as follows:

- a. 256 MB of RAM
 - b. 200 MB of available hard disk space
 - c. Monitor that supports 1024 x 768 resolution
 - d. Microsoft Internet Explorer 6.0 or later
 - e. Windows XP SP2 or later or Windows Vista
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- Internet access to download the software and upload results
 - Scientific calculator (Cosine, Sine and Tan functions)
 - Fully paid course fees.
 - Proof of identity and PPS number (passport or driving license)
 - All other course notes and software will be provided.

Part C

Course Assessment Information

Assessment of Course

CMSE training department implement procedures for the assessment of learners, which are required to be fair and consistent. The contents of this document outline the requirements of the assessment.

Summary	Assignments (4)	50%
	Examination	50%

Assignments (4):- The Assessor (CMSE) will devise a brief of four individual assignments that require

candidates to produce evidence that demonstrate an understanding and application of a range of specific learning outcomes as identified in the course program outline.

- Assignment 1 – U- Values – **10%**
- Assignment 2 – BER assessment from plans and specifications and achieving a specified improvement - **15%**
- Assignment 3 – BER of trainer selected dwelling existing dwelling and achieving a specified improvement - **15%**
- Assignment 4 – BER of an existing dwelling, candidate selected dwelling - **10%**

Assignment File Formatting : All files for the above assignments must be submitted by e-mail to ber@cmse.ie in either MS Word, MS Excel, PDF(Adobe Acrobat), .xml or .jpg format.

Where possible compress (Zip) the files as it reduces memory space. The contents for each assignment must be clearly identifiable as per the assignment specification sheet. Do not mix files from different assignments in the one e-mail.

Deadline for Assignments: - All assignments must be submitted to ber@cmse.ie before a candidate sits an examination. Any assignment submitted after the examination will not be assessed.

CMSE will take into consideration any learner that applies for compassionate consideration in relation to their assessment. The learner should provide appropriate evidence to CMSE to support the request.

Examination (Theory-Based) The Assessor (CMSE) will devise an examination that covers theory and practical elements of the course.

The format of the examination will be as follows

Section A - 10 Short questions (10%)

Candidates are required to answer 10 from 10 questions (1 mark each)

Section B – Practical Examination (40%)

Candidates are required to answer an examination devised by the Assessor (CMSE)

that will assess the learner's ability to use the DEAP software and produce a BER label

and Advisory/Improvement report.

Exam attendees will need to save examination files onto a USB key provided by the invigilator at the examination centre.

Exam Duration: - Section A - 1 hour

Section B - 2 hours

Materials required for the examination: - A laptop with the correct (as identified during the course) & functioning version of DEAP software & also other software applications referenced during the course. Also required are a scientific calculator, pens, paper, your PPS number and identification.

This is an open book exam so course notes and other relevant materials are allowed in the examination.

Assessment Monitoring: - All examinations will be monitored by invigilators appointed by CMSE. People attending the examination must follow the guidelines set out by the invigilator.

Access to Examination Room: - Learners will not be allowed access to the examination 15 minutes after an examination is scheduled to start. No additional time shall be allowed to learners who arrive at the examination centre after the commencement of an examination.

Behaviour during an Examination:-

- Learners may not communicate in any manner with anyone other than the invigilator during the assessment.
- Learners must not use any means whatever to obtain, directly or indirectly, assistance in an assessment or give or attempt to give, directly or indirectly, such assistance to any other student.
- Learners must not indulge in any behaviour which may disturb any other student or any form of conduct which may disrupt the smooth progress of an examination. Learners causing such disturbance or disruption may be required by the invigilator to leave the examination.
- Learners are required to hand their examination papers & completed examination scripts to the invigilator, including any rough work – which should be clearly indicated as such, and to remain seated at the end of the assessment until dismissed by the invigilator.
- Learners must clearly label all work handed back to the invigilator with **their name and PPS no.**

Authorship Statement: - All candidates must submit a statement with his/her assignments clearly stating the work is their own work. The authorship statement must be signed by the candidate and must be included with each assignment.

When assignments are e-mailed to a CMSE e-mail address (e.g. ber@cmse.ie) the e-mail will be taken as evidence that the work submitted is the original work of the candidate and will be accepted as the Authorship statement for the assignment. The e-mail address given in the personnel details form will be taken as the official e-mail address from the candidate

Equality & Diversity: - CMSE Training Services is committed to equality of opportunity for staff, learners, stakeholders and all under-represented groups and to a pro-active approach to equality in the workplace. We strive to support and encourage promotion of an inclusive learning culture and fully recognize the value of diversity.

CMSE recognizes that it has a responsibility to provide reasonable accommodation to learners who have a disability, or other persons covered by the nine grounds of Equality Legislation. An accommodation is a modification of classroom or an evaluation procedure designed to accommodate the particular needs of an otherwise qualified learner with a disability.

Please contact the Training Department in the CMSE office for further details – 021-437-5021

Learners with learning disabilities and special requirements: - If a learner has special requirements in relation to the assessment of this course please make it known to the instructor. It is CMSE's policy to support any special requirements of learners during the course program & course assessment.

Access, Transfer & Progression: - It is CMSE's intention to recognize a student's prior learning and to promote an equitable and fair admission process whilst also providing programmes of study which facilitate learners who wish to transfer or progress to other programmes leading to recognized awards.

Award/Certification

FETAC Level 6 – D30189 - www.fetac.ie/modules/D30189.pdf

Registration with SEI as a BER assessor – Candidates must achieve 70% or over in each assignment **and** in each section of the examination in order to be eligible to register with SEI.

Appeals/Repeats Process: - Any learner may appeal or repeat a result of an assessment. A learner may register an appeal within 14 days of receiving a result from CMSE.

Assessment malpractice: - Candidates found to be involved in any form of assessment malpractice will be immediately disqualified from sitting the course assessment. Some examples of assessment malpractice are,

- Cheating in the examination
- Plagiarism including copying large amounts of work from other sources and not acknowledging or referencing this work
- Pretending to be somebody else
- Fabricating evidence or results
- Failing to follow the instructions of an examination invigilator

CMSE will investigate any form of assessment malpractice which could impact on the validity of the assessment result.

Part D

Frequently Asked Questions

1. What is the course duration?

This is a 5 day course + 1 day for the final examination. These full- time intensive courses are initially scheduled to run from Monday to Friday.

2. What do I need to know in order to attend the course?

- The *preferred* entry level to the course is for candidates to have a construction or trade qualification which is equivalent to at least a level 6 Construction Studies qualification
- Have adequate Computer skills – this means being able to write a short report in **Word** and to use **Excel** to calculate a simple formula (such as calculating the sum of 3 numbers).
Also candidates must be able to access the internet and download documents from the internet.

3. What do I need to attend a BER course?

- Read the documentation provided about the BER course.
- Complete a CMSE questionnaire.
- Provide copies of relevant qualifications or experience. This will be needed in order to register with SEI.
- Complete a CMSE booking form.
- Internet access to download the software and upload results
- Scientific calculator (Cosine, Sine and Tan functions)
- Fully paid course fees.
- Proof of identity and PPS number (passport or driving license)
- All other course notes and software will be provided.

4. What do I need to be eligible to register with SEI (Sustainable Energy Ireland)?

- Successful completion of a training program that meets the training specification.
- Successful completion of the National BER exam for dwellings that is now available, should you wish to register as and from the 30th June 2009, this BER National exam should be completed.
- Acceptance of the Code of Conduct for BER assessors set out by SEI.
- Submission of a completed BER assessor application forms and copy of valid photographic ID to the issuing authority.
- Payment of the required registration fee.

5. What is considered a successful completion of a BER training course?

Students must achieve over 70% in each of the assessments & exam set-out at the end of the training course.

6. How is the CMSE BER course assessed?

- There are 4 assignments & 1 examination in the course
- The 4 assignments will account for 50% of the final grade
- The examination divided into 2 sections (short questions & practical exam) will account for 50% of the final grade.
- Candidates must achieve 70% in each of the assignments & exam sections to achieve the pass mark required to register with SEI

7. What is the procedure to register as a BER Assessor?

Details of the registration process is posted on the SEI web site at www.sei.ie/ber

8. What are the employment/ business opportunities for BER Assessors?

CMSE strongly recommends that all candidates for this course work on a business plan to estimate the potential market for this qualification. It is not possible for CMSE to estimate the potential market for each candidate.

9. What is the current Status in relation to Registered BER Assessors?

As of August 2009 there are over 2,888 registered assessors. A total of 6,604 people (including those currently registered) have successfully completed BER Assessor training courses. It is expected that some proportion of these qualified people can be expected to go on to register with SEI. 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."

Part E

IMPORTANT NOTE ON THE TIME SCALE FOR FETAC REGISTRATION

One of the criteria to register as a BER Assessor with SEI, is that a student must have achieved a mark of 70% on an approved BER Assessor course and have a certificate from FETAC for level 6 Building Energy Rating Assessment.

Only students that have achieved over 70% in their assignments & examination will be put forward for certification with FETAC.

In order for results to be in place for FETAC certification periods CMSE must have results inserted into the FETAC database by the

*5th of June 2011 for the June 2011 Certification period.

*5th of December 2011 for the December 2011 Certification period.

* This information is correct on the 06th Jan 2011.