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| **Application form** **and** **guidance notes for joining the**  **Register of Professional**  **Energy Consultants (RPEC)** |

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**Introduction**

The Register of Professional Energy Consultants is an online publicly accessible database of individuals with proven experience in energy efficiency consultancy. Those on the register are automatically approved to act as Lead Assessors for ESOS provided that they maintain their registration and meet the RPEC and ESOS requirements, including providing an annual record of their annual CPD. There is more about the register and the requirements of registration in the RPEC Terms and Conditions.

To avoid delays in processing your application, please read the guidance notes at the back of this document carefully before you complete the form.

All sections must be completed fully and all relevant evidence must be supplied with your form. We regret that we are unable to accept incomplete applications.

If you include your credit card details in section 5 please submit your form in Word rather than as a PDF, so that we can delete them after use.

**Once completed please return your completed form and supporting evidence to:**

E: [rpec@energyinst.org](mailto:rpec@energyinst.org)

**Section 1 – Your details**

**Important**: Please note these details will be used in your entry onto the Register, which will be viewable on the RPEC website and directories.

|  |  |  |
| --- | --- | --- |
| **Title:** |  | |
| **Forename:** |  | |
| **Surname:** |  | |
| **Post-nominal:** |  | |
| **Job Title:** |  | |
| **Company Name:** |  | |
| **Address Line 1:** |  | |
| **Address Line 2:** |  | |
| **County:** |  | |
| **Postcode:** |  | |
| **Telephone Number:** |  | |
| **Mobile Number:** |  | |
| **Email Address:** |  | |
| **Website:** |  | |
| **How would you like us to use these contact details?** | I wish to use the above address only for my entry on the RPEC Register |  |
| I wish to use the above for all EI correspondence |  |
| **Do you currently hold registration on another ESOS register?** |  | |
| **Have you been removed from an ESOS register in the past? If so, please give further details** |  | |

**Section 2 – Affiliations**

Are you/your employer:

a) independent from financial relationships with equipment manufacturers and suppliers?

b) affiliated to one or more equipment manufacturers and suppliers? (please tick one)

If you have ticked b, please state your affiliation:

Nb – this will not affect your application but will be advised to users of the Register. However, you are reminded that under the RPEC Code of Conduct you are required to make any affiliation clear to potential clients.

**Section 3 – Professional qualifications**

Consultants are required to hold Chartered status in a relevant discipline as a condition of their registration.

Please

* state all the bodies with which you hold **current** **chartered status**
* enclose **recent** evidence of your **current** chartered status for each.

You do not need to do this where you chartered status is held with the EI

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Professional body | Registration / Grade of membership held | Year first obtained | Next due for renewal | Evidence attached √ |
|  |  |  |  |  |
|  |  |  |  |  |



Are you a current member of the Energy Institute (please tick if yes)

NB Members of the Energy Institute pay a reduced annual RPEC subscription fee.

**Section 4 – Additional accreditations**

As part of your entry onto the Register, you can indicate any other accreditations you currently hold so that potential clients are able to see the breadth of your expertise.

Please provide up to date certification of all the accreditations you wish to be displayed. Any accreditations for which you are unable to provide up to date evidence (including that they are **current**) will not appear on your entry.

|  |  |  |
| --- | --- | --- |
| **Accreditation** | **Currently held (y/n)** | **Evidence Attached** |
| Accredited EPC/DEC assessor |  |  |
| Carbon Trust Standard assessor |  |  |
| Certified Measurement and Verification Professional (IPMVP/EVO) |  |  |
| EU Emissions Trading verifier |  |  |
| Green Deal Assessor |  |  |
| ISO 50001 trained auditor |  |  |
| Low Carbon Consultant |  |  |
| Logistics Carbon Reduction Scheme Consultant |  |  |
|  |  |  |
|  |  |  |

*Please add extra rows as required*

**Section 5 – Curriculum Vitae**

As part of your RPEC application you are required to submit an up to date CV, outlining all substantial career experience and qualifications. This will be reviewed by the panel as part of the assessment of your application, but will not be viewable in your entry to the Register.

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| --- |
| CV attached ✓ |
|  |

**Section 6 – Your Experience in relation to particular Sectors, Technologies, Skills and Concepts**

In this section you are asked to self-assess your experience in a range of areas against the RPEC level descriptors. Full definitions of each level are provided in the guidance notes at the back of this document. Please read these carefully before you complete the section.

Level 3 (Advanced) and Level 4 (Expert) describe very advanced levels of expertise. It is likely that even the most experienced consultants will only meet these levels in a few areas.

If you have indicated that your level of experience and expertise in an area is at Level 3 or 4 please indicate the reasons for your self-assessment, giving examples of complex and high level work you have completed and how this **specifically** demonstrates the relevant level criteria.

**Sector experience**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | Level claimed (Consultant self-assessment) | | | | For areas rated 3 or 4, please provide a statement describing the reasons for your rating self-assessment, giving examples of complex and high level work you have completed and how this specifically demonstrates the level criteria. Max 150 words per rating.  If you rate yourself at level 1 or 2 please leave this section blank. |
|  | |  |
| **Sector Experience** | | | 1 | 2 | 3 | 4 |
| 1 | Accommodation and food service activities | |  |  |  |  |  |
| 2 | Activities of extraterritorial organisations and bodies | |  |  |  |  |  |
| 3 | Administrative and support service activities | |  |  |  |  |  |
| 4 | Agriculture, forestry and fishing | |  |  |  |  |  |
| 5 | Arts, entertainment and recreation | |  |  |  |  |  |
| 6 | Chemical and petrochemical | |  |  |  |  |  |
| 7 | Construction | |  |  |  |  |  |
| 8 | Education | |  |  |  |  |  |
| 9 | Electricity, gas, steam and air conditioning supply | |  |  |  |  |  |
| 10 | Financial and insurance activities | |  |  |  |  |  |
| 11 | Food and tobacco | |  |  |  |  |  |
| 12 | Household | |  |  |  |  |  |
| 13 | Human health and social work activities | |  |  |  |  |  |
| 14 | Industries and manufacturing not elsewhere specified | |  |  |  |  |  |
| 15 | Information and communication | |  |  |  |  |  |
| 16 | Iron and steel | |  |  |  |  |  |
| 17 | Machinery | |  |  |  |  |  |
| 18 | Mining and quarrying | |  |  |  |  |  |
| 19 | Non-ferrous metals | |  |  |  |  |  |
| 20 | Non-metallic minerals | |  |  |  |  |  |
| 21 | Not elsewhere specified (please give details if you grade yourself in this area) | |  |  |  |  |  |
| 22 | Other service activities (please give details if you grade yourself in this area) | |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 23 | Paper, pulp and print |  |  |  |  |  |
| 24 | Professional, scientific and technical services |  |  |  |  |  |
| 25 | Public administration and defence |  |  |  |  |  |
| 26 | Real estate activities |  |  |  |  |  |
| 27 | Textile and leather |  |  |  |  |  |
| 28 | Transport equipment |  |  |  |  |  |
| 29 | Transportation and storage |  |  |  |  |  |
| 30 | Water supply; sewerage, waste management and remediation activities |  |  |  |  |  |
| 31 | Wholesale and retail trade |  |  |  |  |  |
| 32 | Wood and wood products |  |  |  |  |  |

**Technology Experience**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | Level claimed (Consultant self-assessment) | | | | For areas rated 3 or 4, please provide a statement describing the reasons for your rating self-assessment, giving examples of complex and high level work you have completed and how this specifically demonstrates the level criteria. Max 150 words per rating.  If you rate yourself at level 1 or 2 please leave this section blank. |
|  | |
| **Technology experience** | | 1 | 2 | 3 | 4 |
| 33 | Absorption refrigeration |  |  |  |  |  |
| 34 | Boilers |  |  |  |  |  |
| 35 | Boiler house / plant room |  |  |  |  |  |
| 36 | Building energy management systems (BEMS) |  |  |  |  |  |
| 37 | Building fabric |  |  |  |  |  |
| 38 | Combined heat and power (CHP) |  |  |  |  |  |
| 39 | Combustion processes |  |  |  |  |  |
| 40 | Comfort cooling |  |  |  |  |  |
| 41 | Compressed air |  |  |  |  |  |
| 42 | Control and instrumentation |  |  |  |  |  |
| 43 | District heating |  |  |  |  |  |
| 44 | Drying / Evaporation |  |  |  |  |  |
| 45 | Energy from waste |  |  |  |  |  |
| 46 | Glazing systems |  |  |  |  |  |
| 47 | Heat exchangers |  |  |  |  |  |
| 48 | Heat recovery - high temperature |  |  |  |  |  |
| 49 | Heat recovery - low temperature |  |  |  |  |  |
| 50 | HVAC systems and plant |  |  |  |  |  |
| 51 | Insulation |  |  |  |  |  |
| 52 | Low temperature hot water (LTHW) |  |  |  |  |  |
| 53 | Lighting and natural light |  |  |  |  |  |
| 54 | Medium temperature hot water (MTHW) / Steam distribution systems |  |  |  |  |  |
| 55 | Motors and drives |  |  |  |  |  |
| 56 | Office equipment |  |  |  |  |  |
| 57 | Orientation |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 58 | Pumps and fans |  |  |  |  |  |
| 59 | Refrigeration and chilling |  |  |  |  |  |
| 60 | Renewable energy – Biomass |  |  |  |  |  |
| 61 | Renewable energy – Hydro |  |  |  |  |  |
| 62 | Renewable energy – Solar |  |  |  |  |  |
| 63 | Renewable energy – Wind |  |  |  |  |  |
| 64 | Separation technologies |  |  |  |  |  |
| 65 | Shading |  |  |  |  |  |
| 66 | Thermal mass |  |  |  |  |  |
| 67 | Waste minimisation |  |  |  |  |  |
| 68 | Water conservation |  |  |  |  |  |

**Skills and Concepts**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | Level claimed (Consultant self-assessment) | | | | For areas rated 3 or 4, please provide a statement describing the reasons for your rating self-assessment, giving examples of complex and high level work you have completed and how this specifically demonstrates the level criteria. Max 150 words per rating.  If you rate yourself at level 1 or 2 please leave this section blank. |
|  | |  |
| **Skills and concepts** | | | 1 | 2 | 3 | 4 |
| 69 | Advanced process control systems | |  |  |  |  |  |
| 70 | Board level presentations | |  |  |  |  |  |
| 71 | Carbon management | |  |  |  |  |  |
| 72 | Change management | |  |  |  |  |  |
| 73 | Conceptual design | |  |  |  |  |  |
| 74 | Emissions trading | |  |  |  |  |  |
| 75 | Energy management - Data collection and analysis | |  |  |  |  |  |
| 76 | Energy management - Management strategy and systems | |  |  |  |  |  |
| 77 | Energy management - Workforce engagement | |  |  |  |  |  |
| 78 | Energy metering | |  |  |  |  |  |
| 79 | Energy procurement | |  |  |  |  |  |
| 80 | Energy service contracts | |  |  |  |  |  |
| 81 | Environmental management systems | |  |  |  |  |  |
| 82 | Facilities management | |  |  |  |  |  |
| 83 | Financial appraisal | |  |  |  |  |  |
| 84 | Industrial maintenance | |  |  |  |  |  |
| 85 | Materials handling | |  |  |  |  |  |
| 86 | Process intensification | |  |  |  |  |  |
| 87 | Process integration | |  |  |  |  |  |
| 88 | Quality systems | |  |  |  |  |  |
| 89 | Regulatory compliance | |  |  |  |  |  |
| 90 | Training | |  |  |  |  |  |

**Other areas**

You may list up to five **other** specialist areas of work that you are able to provide to clients.

Please only use this facility if the areas you are listing not included in any of the areas already listed in section 6 above.

This section is optional and can be left blank

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# Section 7 – Consultancy Experience

|  |  |
| --- | --- |
| A How many years’ experience do you have specifically in energy auditing? |  |

B Please give details of your main significant energy **consultancy** experience. This should be as recent as possible and ideally in the last four years – if you cannot provide material which is recent please provide a covering note to explain why this is the case. You should record those pieces of work for which you ***personally*** carried out the work and were ***directly responsible for the output***.

Please give a brief outline of the work you carried out for the client and the process you went through with them – **for example, scope of the project, operational context, the nature of the assessment, and techniques used**. Please refer to the guidance notes for further information on completing this section.

|  |  |  |  |
| --- | --- | --- | --- |
| Client organisation | Year | Nature of energy consultancy undertaken | Relevant areas from sections 6 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Add or delete rows as required*

# Section 8 – Reports

As part of your application you are asked to provide three consultancy reports. At least two of these must be for energy audits, and each of them should relate to the consultancy experience you have listed in Section 7 (your listing of your consultancy experience). The audit reports should reflect the relevant elements of the PAS 51215 standards for production of technical and non-technical reports and identify relevant opportunities for improvement of energy efficiency as a result of the assessment undertaken by you. **The documentation provided must be examples where you had direct responsibility for the work.**

Energy audit report 1

|  |  |
| --- | --- |
| Title of evidence: |  |
| Client name: |  |
| Client Job Title: |  |
| Company: |  |
| Contact Address: |  |
| Postcode: |  |

Energy audit report 2

|  |  |
| --- | --- |
| Title of evidence: |  |
| Client name: |  |
| Client Job Title: |  |
| Company: |  |
| Contact Address: |  |
| Postcode: |  |

Report 3

|  |  |
| --- | --- |
| Title of evidence: |  |
| Client name: |  |
| Client Job Title: |  |
| Company: |  |
| Contact Address: |  |
| Postcode: |  |

**Section 9 – PAS 51215 Core Competencies**

As well as the specialist technical competencies in Section 6 above you should outline in the grid below how you meet the core competencies in relation to PAS 51215 for ESOS Lead Assessors.

|  |  |  |
| --- | --- | --- |
| **Core competency** | Examples of how this competency might be demonstrated | Describe how you have demonstrated this competence (500 words max per section). Please cross reference with evidence you are submitting in your application e.g. reports from section 8 or any additional evidence you are submitting for this section) |
| Understanding the operational context of the organisation being assessed | * Review potential issues and drivers that could affect implementation of opportunities * Identifying legal requirements, guidelines, codes of practice and standards applicable to energy efficiency assessments * Reviewing opportunities for improvement identified in the light of legal requirements, guidelines etc. |  |
| Familiarity with, and ability to apply, the requirements of energy efficiency assessment methods | * Applying energy efficiency assessment principles, processes and techniques so that energy assessments are planned, conducted and reported in a consistent and systematic matter |  |
| Scoping an energy efficiency assessment, as applicable to the organisation being assessed | * Define the scope of the energy efficiency assessment to be undertaken including an overview of the energy use and agreeing the scope with the organisation |  |

|  |  |  |
| --- | --- | --- |
| Understanding, in detail, of energy use and energy systems applicable to the organisation being assessed; (buildings, industrial, transport) | * Understand the operating principles and common opportunities for improvements in energy systems relevant to the scope of the assessment * Applying the operating principles to analyse the applicable energy use and consumption * Identify, discuss and agree with the organisation the competencies required for the assessment * Assess and document the relevant competencies of the assessment team |  |
| Managing energy efficiency assessment teams and budgets, and managing working relationships | * Maintain an overview of assessment activities, schedules and budgets * Identify the resources required for the assessment including likely contingencies * Organise information and knowledge to support effective planning of the assessment consistent with required outcomes * Apply systems thinking to optimise the outcomes, balance new ideas with tried and tested solutions and balancing risk * Take corrective action to deal with deviations from planned resource use * Develop roles and delegate responsibilities to the assessment team * Change existing plans to take account of unexpected organisational events |  |
| Understanding the techniques of measuring, sampling, sub-metering, and establishing an energy balance | * Optimise the use of energy data including measuring devices and instruments and third party data * Interpret, identify and challenge energy data to ensure meter accuracy and identify repeatability issues to ensure accurate and consistent results * Define sample size, sampling period and frequency for energy and other data for representative results * Define trials and/or laboratory analysis that might be required for the assessment * Interpret energy data and relate to observed operating conditions * Construct appropriate energy balances for different energy types at appropriate levels such as for whole organisation, individual site or individual unit operation. |  |
| Data interpretation, including analysis and scrutiny of energy use, energy consumption, and energy performance data | * Analyse energy use, consumption and efficiency * Identify trends, and investigate anomalies * Complement analysis with benchmark data as appropriate * Identify and quantify variables influencing energy consumption and efficiency * Identify and calculate energy performance indicators for the organisation and/or the scope of the assessment (which could include external as well as internal sources) |  |
| Identification, quantification, ranking and prioritisation of opportunities for improvement | * Use collected energy and other relevant data to understand energy use in order to identify opportunities for improvement * Use relevant technical and non-technical knowledge and skills to check assumptions, explain data and check applicability of identified opportunities for improvement * Develop a concept and cost for the potential implementation of opportunities |  |
| Preparing and presenting a technical and non-technical report for an energy efficiency assessment | * Produce a technical and non-technical energy efficiency assessment report (a minimum of 2 must be submitted as part of your application) * Produce a business case for improving energy performance * Make presentations of energy efficiency assessment findings to both technical and non-technical staff in the organisation being assessed (at least one example required - evidence can be PowerPoint or similar presentation plus client reference) |  |

**Section 10 – Referees**

Please provide the contact details for two clients, for whom you have undertaken direct consultancy work and who would be willing to provide a reference in relation to your professional conduct, understanding of the client requirements and ability to produce the required outcome. Your referees should relate to energy audits conducted within the past four years, ideally those you have listed in section 7 (your listing of your consultancy experience). There is more information on how the reference will be taken up in the guidance notes.

|  |  |
| --- | --- |
| Referee Name: |  |
| Company Name: |  |
| Email Address: |  |
| Phone Number: |  |

|  |  |
| --- | --- |
| Referee Name: |  |
| Company Name: |  |
| Email Address: |  |
| Phone Number: |  |

**Section 11 – Professional Indemnity Insurance**

As a RPEC Consultant you are required to hold appropriate Professional Indemnity Insurance, for a minimum of £250,000. Please attach your certificate. The certificate should display the name of your practice, the value to which you are covered and the date at which the cover expires.

|  |  |
| --- | --- |
| Evidence attached ✓ |  |

**Section 12 – Application fee**

The application fee is £120 including VAT. This is a non-refundable fee relating to the administration of your application. Please complete details below indicating how you would like to pay:

❏ A cheque made payable to the Energy Institute is enclosed here / has been sent to RPEC, Energy Institute, 61 New Cavendish Street, London, W1G 7AR.

❏ Please invoice me

❏ I give permission to take £120 from my credit or debit card:

Type of card (for example visa / MasterCard)

Card Number: \_ \_ \_ \_ / \_ \_ \_ \_ / \_ \_ \_ \_ / \_ \_ \_ \_ Start Date \_ \_ / \_ \_ Expiry Date \_ \_ / \_ \_

3-digit security no \_ \_ \_ This will be deleted upon authorisation

Credit/Charge card holder's name and address if different to details on page 2.

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**Important**: An annual subscription fee is payable upon successful entry to the Register. This is £396 for non-members and £264 for members of the EI including VAT. The subscription year runs from January to December and so your initial fee will be pro-rata based on that part of the subscription year remaining. You will be asked for this once you have successfully completed the validation process.

**Section 13 – Undertaking and signature**

I confirm that the information I have provided in this form is a true and accurate record of my experience and current certifications and I have not presented information in a misleading manner. I can provide evidence to corroborate all the information recorded or will be able to identify parties that can do so.

I understand that as a condition of my registration I must

* Abide by the Register’s Code of Professional Conduct [which](file:///C:\Users\pd02\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\AIWQ2S3Q\which) is appended to the guidance notes.
* Maintain my chartered status
* Submit CPD records annually demonstrating that I have maintained my energy management expertise
* Submit evidence of my affiliations, credentials and Professional Indemnity Insurance annually.
* Complete the ESOS online training course within 1 calendar month of joining the Register

|  |  |
| --- | --- |
| I confirm that I have read and agree to abide by the Code of Conduct (Please tick) |  |

**Signature:**

**Date:**

**Guidance notes on completing the RPEC Application Form**

These notes are to help guide you in completing your application for the Register and presenting your evidence in support of your application. If you have any queries about completing the application form, please contact the RPEC helpline [rpec@energyinst.org](mailto:rpec@energyinst.org)

**Introduction**

Run by the Energy Institute, the Register of Professional Energy Consultants (RPEC) was the UK’s first publicly available cross sectoral register of consultants independently assessed on their energy efficiency expertise. All RPEC Consultants are chartered, experienced and bound by a strict Code of Conduct. Their areas and levels of expertise are recorded on the publicly accessible online RPEC register

The RPEC logo is a sign that you provide services your clients can trust. It demonstrates that you have met stringent professional standards and that you have the knowledge, skills and experience to deliver authoritative energy advice and support.

Further information about RPEC is given on the RPEC website at <http://efficiency.energyinst.org/rpec>

**How will my application be assessed?**

The RPEC application and validation process is described in outline below:

|  |  |  |
| --- | --- | --- |
| **Stage** | **Description** | **Notes** |
| 1 | Download RPEC Application Pack | The application pack contains the application form and full guidance notes. If you are unsure about any aspect of the application process, please email the RPEC helpline at [rpec@energyinst.org](mailto:rpec@energyinst.org) |
| 2 | Return completed Application Pack | Applicant completes RPEC application form and accompanying evidence and submits to the Energy Institute (EI) |
| 3 | Completeness checks | EI undertakes initial checks to ensure information is complete. |
| 4 | Validation Panel Review | Two Validation Panel members conduct an initial paper review of your application. The Panel may choose to ask for further information at this stage. If no further clarifications etc are needed - and provided that the panel is satisfied that you are eligible for the Register based on the evidence you have provided so far - the EI will contact you to arrange a telephone interview |
| 5 | Interview | An interview of around 45 minutes will be conducted by two assessors. Please see the section on the interview and what to expect later in these guidance notes |
| 6 | Advise applicant of decision | EI will advise the applicant of the Validation Panel’s decision (within one week of the interview) |
| 7 | Addition to RPEC | Upon receipt of your annual subscription fee, which is based *pro rata* on the portion of the year remaining, applicants will be added to the RPEC |

**What do I need to demonstrate in order to join RPEC?**

In assessing your application the EI is looking to ensure that you, as an individual consultant, are able to provide a high quality, reliable and knowledgeable energy consultancy service including the provision of energy efficiency assessments that meet the requirements of the UK’s Energy Saving Opportunities Scheme (ESOS).

All consultants must:

* Be chartered in a relevant discipline such as Chartered Energy Manager or Chartered Engineer
* Have demonstrable competence in relevant skills, technologies and sectors
* Provide evidence of direct and extensive consultancy experience for which they have personally been responsible including the performance of energy audits/assessments
* Agree to abide by the RPEC Code of Conduct, which you can find at <http://efficiency.energyinst.org/rpec> and the requirement to submit records of your certifications and CPD annually.
* Either have completed the EI’s ESOS training in advance of their application to join the register, or have completed it within 6 months of being admitted to the Register

Your application will be assessed by the RPEC Validation Panel, all of whom are current members of RPEC. The Panel will be looking to verify the statements you have made about your experiences of the sectors, technologies and applications and skills and concepts covered by the Register as well as the evidence on how you meet the PAS 51215 competences that underpin ESOS.

**When can I apply to join RPEC?**

You can apply to join RPEC at any time.

**How much will it cost?**

There is an administration fee of £120 for your application; if successful there is then an annual RPEC subscription fee of £264 (including VAT) for members of EI and £396 (including VAT) for non-members. This is an annual fee; when your entry to RPEC is confirmed, the fee will be based on a *pro rata* basis for that portion of the subscription year still remaining.

**Can I update my details once on RPEC?**

Yes.

The Register allows you to display all of your relevant qualifications in one place so that your energy expertise can be viewed by potential clients. If you have new qualifications and certifications you wish to be added to the Register then you can add these at any time by downloading the form in the RPEC Consultants portal on the RPEC website <http://efficiency.energyinst.org/rpec> and submitting the relevant evidence to the EI for verification.

You may also wish to update your levels of experience and skills reflected in your entry on the Register, in accordance with the changing profile of your consultancy activities, experience and expertise. The RPEC Validation Panel considers applications to upgrade entries on a twice-yearly basis. We publish details of application dates in the RPEC newsletter and email all consultants directly to inform them of approaching application deadlines.

**Completing the Application Form**

*Section 1*

Following the approval of RPEC by the Environment Agency for the purposes of acting as an ESOS Lead Assessor, all consultants on the register must now complete the EI training course *Acting as a Lead Assessor* . This course must be completed within one calendar month of being accepted to RPEC.

*Section 6*

Section 6 asks you to self-assess your sector experience, technology experience and experience of skills and concepts in terms of the RPEC levels.

It is important that you read the descriptions of the levels at the back of the form carefully and assess yourself realistically; your interview will be based on this information combined with the other evidence you have submitted as part of your application.

You do not need to rate yourself against every one of the 90 areas, though you will need to have at least one level 1 in each of the main three sections (so at least one level 1 in each of sector experience, technologies, and skills and concepts). If you do not have experience in a particular area (of the 90), leave it blank.

Levels 3 and 4 should be considered as very exceptional and so you should rate yourself at these **levels only where you have very substantial and extensive experience and top level, direct expertise** (i.e. you have undertaken work in these areas personally rather than through a company or team), and can fully evidence this level.

*Section 7*

Section 7 asks you to provide brief details of recent consultancy experience that you have undertaken.

Part 7a

You will need a minimum of two year’s experience of energy auditing to be eligible to join the register.

Part 7b

RPEC focuses on your consultancy experience as an individual, and so the examples you give should ideally be for consultancy work where you personally were directly responsible for the output, that is to say, the work was directly undertaken by you.Where you have undertaken energy consultancy with other individuals, you should clarify your relationship with these individuals and your specific contribution, and indicate who had overall responsibility for the work.

Academic study, competitions, and other non-consultancy activities should not be included unless they relate to advances you have made to scientific, business or engineering concepts, technologies, or applications. When recording information about technical articles that you have written, please provide the title of the journal, issue and page numbers in which the article was printed

You should record:

* The name of the client;
* The year the advice/activity was provided;
* Nature of energy consultancy undertaken – this should be a brief outline of the work you carried out for the client and the process you went through with them: the scope of the project, operational context, the nature of the assessment, and techniques used.
* The areas of experience in Section 6 to which each piece of consultancy work relates (please use the number reference from the grid in Section 6)

Please note that you should be able to provide evidence for all the information that you have recorded in Section 7 as you may be called upon to submit this evidence at any time.

An example of a completed table is given below:

|  |  |  |  |
| --- | --- | --- | --- |
| E.g., ABC Foods Ltd | 2012 | General survey for a food manufacturing process. The study focussed upon the plant room and compressed air systems where improved insulation and better house-keeping and maintenance practices achieved £5,000 pa savings. Recommendations for sub-metering were also made to demonstrate and assist in sustaining the potential improvements. A board briefing was conducted after submission of the report. | 1, 11, 35 |
| E.g., Cherry Tomatoes ltd | 2013 | Feasibility study for the introduction of a biomass-fuelled CHP plant to heat greenhouses and provide electricity to a processing plant. The project identified both the capital costs and payback period and demonstrated heat generation was sufficient to also feed a steam distribution system for the processing plant | 35, 54, 60 |
| E.g., TWN Trading ltd | 2014 | Replace current strategy for the control of temperature and relative humidity in a fluidised bed dryer. I replaced the existing controls system with a BEMS and built a strategy to minimise the energy consumed by the system. By modelling the Psychrometric diagram in my strategy I minimised the energy required to condition the air. The strategy maintained a more stable temperature and humidity profile for the drying cycle than the previous system with improved production control by the use of a full PID control. The system produced energy savings of 30%. | 40, 72, 83 |

Section 8

You are required to submit up to three client reports to support the level of experience you have recorded in this section, at least two of which should be energy audit reports to the level required of an ESOS assessment. These examples should be current and relevant, with no evidence ideally being more than two years old.

The evidence you submit must be examples where you had overall direct and personal responsibility for the work, that is, it was undertaken by you. These examples can be submitted in a Word or PDF format.

Section 9

This section is taken direct from the PAS 51215 core competencies and requires you to demonstrate your competency in relation to the standards. Please describe how you meet the competences listed in the left hand column and supply supporting evidence.

Your evidence may take the form of finished audit reports (for example, cross referencing to reports provided in section 8), client correspondence, minutes of team meetings or any other form of documentation to demonstrate how the competency is met.

The second column of Section 9 gives possible examples of how you might demonstrate each competency but is not a comprehensive list.

You are encouraged to obtain a copy of the full PAS specification document from BSI in order to for further information.

*Section 10*

You are required to provide contact details of two recent clients who are willing to act as a referee. Your referee should be able to comment on one or more of the prices of work you have described in section 7 (your listing of consultancy experience). Your client will be asked to comment on general rather than technical matters – for example, confirmation that the work was undertaken by you, their description of what you did, and whether they were satisfied, as well as your professional conduct and ability to understand the client’s requirements

Your references will be taken up in advance of the interview.

*Requests for further information*

Please note that we reserve the right to request further information from you at any stage in the application process.

*Submitting your application*

Please return your completed application to

E: [rpec@energyinst.org](mailto:rpec@energyinst.org)

**What happens after I submit my application?**

* *Checking and initial review*

Once you have submitted your application to the Energy Institute we will check for completeness. Your application will then be forwarded to the Validation Panel for initial review. The Panel may ask for further information at this stage in order to help with them with their assessment. If this is the case, we will contact you.

If the Panel confirms that your application appears appropriate on the basis of their paper review, and have no further questions at this stage, the Energy Institute will contact you to arrange a telephone interview with the Panel.

* *Telephone interview*

Telephone interviews usually last approximately 45 minutes and will explore your level of skills, knowledge and experience on the basis of the information you have supplied in your application form, and the supporting evidence you have provided. The panel will be looking to verify the statements you have made about your experience and your self-assessment of your experience against the RPEC levels, and the PAS standards.

Questions will focus on the work which you specifically have undertaken. You are likely to be asked about any areas of experience in which you have self-assessed yourself as RPEC level 3 or 4. You may also be asked about your understanding of the RPEC Code of Conduct and health and safety factors and regulations including how ESOS operates (in addition to the separate training course/assessment on ESOS).

As the interview is short, it is important that candidates give succinct and relevant answers. Please also be aware that, inevitably, there will also not be time to discuss all of your experience.

The Panel’s final decision will be based on the information you provide in your application form, **and** on the answers you give as part of the interview.

* *Decision*

The Energy Institute will be in touch to inform you of the outcome of the interview within one week. The outcome of your application will be either

* To confirm your admittance to RPEC, with no alterations to the levels you have requested in your application
* To confirm your admittance to RPEC, with level alterations in specific areas
* To not register you at this time. If the panel do not feel able to support your application request at the present time, feedback will be given, and it will be open to you to reapply at a future date if you wish.

We will formally add your details to the online publicly accessible RPEC Register on receipt of your subscription fee.

**Your next actions are a new registrant**

There are a number of actions you will need to take subsequent to your registration, to maintain your status as an RPEC consultant, and as a Lead Assessor.

You will need to

* Identify 2 CPD objectives relating to ESOS and/or PAS 51215 within 3 months of your registration.
* Complete the Acting as a Lead Assessor course within one month of admittance to the register.
* Provide a CPD statement and reconfirm any qualifications, accreditations and/or certifications on request annually.

**Your data and confidentiality**

The EI takes protection of your personal data very seriously and all information you supply to us in association with the Register will be held in accordance with the requirements of the Data Protection Act (and from 25 May 2018, the General Data Protection Regulations).

Please note that the Energy Institute treats your application in the strictest confidence and all participants in the Validation Process sign a confidentiality agreement.

By submitting your application to join RPEC, you are giving permission for the EI, and other parties working on behalf of the EI, to the use the data, information and materials contained in your application for the purposes of assessing your eligibility for registration and ESOS Lead Assessor status, and in other routine administrative functions associated with the operation of the Register.

### The Register

By signing up to the Register, you are giving consent for your Register entry to be placed in the public domain so that the EI can promote your services on the website and potential clients can contact you. The Register consists of:

* your contact details,
* confirmation of your affiliations,
* relevant certifications
* level of expertise as verified by the panel.

Once Registered, you may view your entry on the Register at any time by searching the RPEC database on the EI’s Energy Efficiency website at https://www.energyinst.org/industry/rpec If you wish to update any aspect of your entry on the Register, please let us know by using the forms in the Consultants section of the RPEC website

### Keeping your entry up to date

As a registrant, it is your responsibility to ensure that your entry on the Register is current, honest and accurate. The EI cannot be held responsible for inaccuracies resulting from your failure to provide up to date information on your expertise, certifications, accreditations or any other detail pertinent to the Register.

**The RPEC levels**

|  |  |
| --- | --- |
| **Ungraded – no experience** | |
| Capability | Indications of capability *(the examples below should be used as guidance only. Exceptions and variations may be acceptable)* |
| Consultant has no practical experience of working with this technology. | The Consultant may have awareness of this technology/ process through academic study, but has no practical experience of working with this technology without direct supervision or guidance. |

|  |  |
| --- | --- |
| **Level 1: Fundamental** | |
| Capability | Indications of capability *(the examples below should be used as guidance only. Exceptions and variations may be acceptable)* |
| Consultant has practical experience of working with this technology and can demonstrate the ability to identify and quantify underperforming components associated with routine applications of this technology/ process and recommend and quantify opportunities for improvements in energy efficiency. | It is expected that Consultants with technical capability at Level 1 are likely to be considered a generalist and would be capable of identifying and quantifying opportunities for energy efficiency improvements at sites using less complex applications of this technology/ process, e.g. applications with the following features:   * steady and essentially stand-alone (i.e. no interdependent) load conditions; * straightforward control systems; * standard materials of construction; * minimum, and standard, ancillaries   The Consultant can demonstrate that s/he has gained an understanding of this technology/ process through academic study (or appropriate training/ experience) and has applied this knowledge to routine applications (comprising plant and equipment) for operational problem solving and to quantify opportunities for improvements in energy efficiency.  Consultants with Level 1 capability should be capable of working with this technology without direct supervision or guidance.  Consultants with Level 1 capability will have a good understanding of the environmental and health & safety issues and risks associated the activities and associated with the design, operation and possible modification of plant and equipment using this technology. |

|  |  |
| --- | --- |
| **Level 2 Intermediate** | |
| Capability | Indications of capability *(the examples below should be used as guidance only. Exceptions and variations may be acceptable)* |
| Consultant can demonstrate capability at Level 1, plus the ability to identify and quantify underperforming components associated with complex applications of this technology/ process and to recommend and quantify opportunities for improvements in energy efficiency. | A Consultant with capability at Level 2 will also be able to demonstrate capability at Level 1.  It is expected that Consultants with technical capability at Level 2 are likely to be considered a generalist and would be capable of identifying and quantifying energy efficiency improvement opportunities at sites with increasingly complex applications of this technology/ process such as those with:   * varying load profiles according to both seasonal and process conditions; * multi-faceted control systems; * non-standard materials of construction; * high or low temperature and/or pressure operating conditions; * significant ancillary equipment (e.g. fans, pumps, conveyors, etc.)   In addition to demonstrating capability at Level 1, the Consultant can demonstrate that s/he has a deeper understanding of this technology/ process through academic study (or appropriate training/ experience) and has successful and practical application of this knowledge to more complex applications (comprising plant and equipment) for operational problem solving and quantification of opportunities for improvements in energy efficiency.  Consultants with Level 2 capability should be capable of working with this technology without direct supervision or guidance and are likely to have had responsibility for supervising the work of other Consultants. In addition to this, a Consultant with Level 2 capability may have trained others in the operation of this technology. |

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| --- | --- |
| **Level 3 Advanced** | |
| Capability | Indications of capability *(the examples below should be used as guidance only. Exceptions and variations may be acceptable)* |
| Consultant can demonstrate capability at Level 2, plus the ability to develop and specify the design and implementation requirements for solutions to increase energy efficiency of routine applications relevant to this technology/ process, which will include calculations from first principles and the adoption of best practice in plant operation, maintenance, refurbishment or equipment upgrade.  Grading at Level 3 is intended to reflect a Consultant’s specialism in routine applications of this technology/ process, which will include design and implementation of solutions from first principles and drawing on best practice. | A Consultant with capability at Level 3 will also be able to demonstrate capability at Levels 1 and 2.  It is expected that Consultants with technical capability at Level 3 are likely to be recognised as a specialist in certain technologies/ processes and would be suitable to develop and specify solution requirements for work at sites using less complex applications of this technology/ process.  In addition to demonstrating capability at Level 1 and 2, the Consultant can demonstrate that s/he understands the underlying design principles of applications using this technology/ process.  The Consultant will have demonstrable past experience of successfully applying this knowledge to plant and equipment comprising this technology. Normally this would have involved the following elements:   * detailed technical analysis (using first principle calculations as necessary) to audit performance and identify problem areas * development of design specifications for energy efficiency improvements through modification of existing applications or replacement with new plant and equipment; and * hands-on experience, i.e. involvement with tender evaluation, project implementation and commissioning of the new plant and equipment would provide significant confirmation of Level 3 capability   Consultants with Level 3 capability should be capable of working with this technology without direct supervision and are likely to have had responsibility for supervising the work of other Consultants. In addition to this, a Consultant with Level 3 capability may have trained others in the design and operation of this technology. |

|  |  |
| --- | --- |
| **Level 4: Expert** | |
| **Capability** | **Indications of capability** *(the examples below should be used as guidance only. Exceptions and variations may be acceptable)* |
| Consultant can demonstrate capability at Level 4, plus ability to develop and specify the design and implementation requirements for solutions to increase energy efficiency of complex applications relevant to this technology/ process, which will include calculations from first principles and the adoption of best practice in plant operation, maintenance, refurbishment or equipment upgrade.  Grading at Level 4 is intended to reflect a Consultant’s specialism in complex applications of this technology/ process and significant contribution to the development of best practice. | A Consultant with capability at Level 4 will also be able to demonstrate capability at Level 1, 2 and 3.  It is expected that Consultants with technical capability at Level 4 will be recognised as a specialist in certain technologies/ processes and would be suitable to develop and specify solution requirements for work at sites with the most complex applications of this technology/ process.  In addition to demonstrating capability at Level 1, 2 and 3, the Consultant will be considered a UK expert in this technology/ process, and have a track record of successful project implementation and the evaluation of the resulting energy and cost savings and other benefits.  Indications of Level 4 capability may include:   * having published articles on the subject matter; * presenting at UK and international conferences on the subject matter; * developing good practice and best practice guides on the subject matter; * providing training on the subject matter for a recognised trade or professional organisation; * A Consultant with capability at Grade 4 may have worked in the relevant equipment industry and designed/implemented applications/ processes using this technology   It is expected that capability at Level 4 may require the Consultant to focus on this technology/ process over a number of years; however this alone would not support grading at Level 4. Consequently is not expected that Consultants would be able to justify more than a few technical capabilities graded at Level 4. |

**Register of Professional Energy Consultants – Code of Professional**

**Conduct**

As a Consultant on the Register of Professional Energy Consultants, you are personally

accountable for your actions to your clients.

You must:

* Obtain consent and signature before you start fee-paying work on their behalf.
* Protect confidential information received through the course of your working

relationship with the client.

* Recognise the value of other consultants’ work in a professional manner at all times

and work with other consultants in the client’s best interests. A consultant must not

advise a client in any case which exceeds his capacity, training and competence.

* Maintain your professional knowledge and competence on a continuous basis so that

you may offer the very best standard of consultancy, whilst assisting others to develop.

* Be trustworthy and not exploit the client. Declare conflicts of interest in writing.
* Act to identify and minimise risk in writing to the clients.
* Reject bribery, avoid deceptive acts, take steps to prevent corruptive practices or

professional misconduct, and make positive efforts to ensure others also do likewise.

* Act at all times honourably, responsibly and lawfully and uphold the reputation,

standing and dignity of the profession.

In order to facilitate the advancement of Energy Consultancy by preserving the respect in

which the community holds persons who are engaged in the profession of Energy

Consultancy, every member of the Register shall, for as long as he continues to be a

Registered Consultant, comply with the Code of Professional Conduct sections 1 to 3

below.

**SECTION 1: Purpose of the Code of Professional Conduct**

1.1 The Code is intended to:

* Inform registered consultants of the high standards of professional conductand practice to which they are required to adhere and give advice in relation to their consultancy.
* Inform the client of the standard of professional conduct and practice they can expect of a registered consultant.

Consultants are personally responsible for their actions. This means they are answerable for their actions and omissions. Consultants have a duty of care to clients, who are entitled to receive correct advice and they are bound by the laws of the United Kingdom or other countries in which they are consulting.

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1.2 Scope of the Code

The Code sets expected standards. It is not an exhaustive set of rules. The Code deals with the conduct of consultants.

1.3 Points of fact

The Registered Consultant must remain in charge of the client’s advice and will be accountable for the advice offered. The consultant retains ultimate responsibility for the management of the client throughout. An individual who does not possess the necessary qualifications could clearly not purport to consult and advise in areas where they are neither professionally trained nor up to date.

**SECTION 2: Conduct of a Registered Consultant in their dealings with clients**

2.1 The interest of the client is paramount

The relationship between consultant and their clients is based on trust and on the principle that the correct advice to the client is paramount. Consultants must take care to observe this trust and principle whilst being aware of their professional knowledge in the field they are advising on. Record keeping should be legible, attributable and kept together with any correspondence relevant to the project

completed.

2.2 Honesty with regard to investigations and advice

The recorded history must be an accurate record of attendance, advice, observations and a record of client consent where appropriate. They should be considered to be admissible as evidence in a Court of Law.

2.3 Acceptance of responsibility for the work completed on behalf of clients

Registered Consultants shall be free to choose whom they shall accept as clients. On accepting a client, Consultants who work together in any capacity in the same practice, are advised to provide the client with written confirmation of:

* The name and status of the person responsible for the client’s agreed contract.
* The person responsible for supervising the client’s overall contract of work if this is different from the above.
* The person to approach in the event of any problem with any contract if this isnot the above.
* Any conflicts of interest which should be declared in writing.

It shall also give written notification of any change, whenever practicable before it occurs, or if that is not possible, as soon as reasonably practicable afterwards.

2.4 Guidance when unable to help

In any case where a consultant discovers that the client requires advice which is outside the consultant’s scope of competency, the consultant shall advise the client of this. An alternative consultant should be used who has the relevant experience for this work. The consultant should agree this approach in writing with the client. The advice must be recorded for the consultant’s protection.

2.5 Reports on behalf of third parties

Before a consultant prepares a report on behalf of a third party, such as an employer or insurance company, barrister or lawyer the consultant shall obtain the client’s consent in writing to the release of information to the third party and shall ensure at the outset that the client is aware of the purpose of the report and of the obligation which the consultant has towards the third party.

2.6 Notification of fees

Registered consultants shall ensure that details of their fees and all payments to be received are made known to clients by way of notice in writing before liability for payment is incurred.

2.7 Commercial transactions

Consultants who supply to a client goods of any description shall ensure that such goods are likely to be beneficial to the client.

2.8 Environmental sustainability

The work undertaken by consultanThe work undertaken by consultants should be setting high standards to minimise environmental impact for the client and the local community. An up-to-date knowledge of current regulations and impending changes is an essential part of what Consultants are expected to know.

2.9 Registered Consultants’ obligations

* Notify the Register if convicted of a criminal offence or upon becomingbankrupt or disqualified as a Company Director.
* Notify the Register of any significant violation of the Register’s Code ofProfessional Conduct by another Registered Consultant.
* Consultants must hold and maintain professional indemnity insurance of £250,000. This must be maintained for two years following leaving the Register or retiring or changing profession if work has been completed whichis covered by this insurance. Current certificates of insurance are to be submitted on application to the Register and at each annual renewal.
* Avoid preventable risk and danger by complying with all applicable Health and Safety regulations.

2.10 Complaints and claims by clients

Registered Consultants shall deal promptly and fairly with any complaint or claim made against them by a client. In particular, they shall establish within their consultancies and make known to their client a formal complaints procedure, and shall notify clients of their right to refer to the Register of Professional Energy Consultants any complaint unresolved by internal means of resolution.

Where a client wishes to make a complaint against a Registered Consultant, the consultant shall give to the client such assistance as is reasonable in the circumstances.

Where a Registered Consultant wishes to make a complaint against another Registered Consultant the consultant shall approach the Register directly in writing to the address below.

Following a complaint being received by the Register a consultant will be appointed to speak to and, if necessary, meet with the client with a view to resolving the outstanding issues to the originally agreed specification agreed with the consultant until the work is completed, this being at no additional cost to the client. Registered Consultants about whom a complaint is received should be prepared to work with any appointed consultants in supporting the correction of faults.

The EI reserves the right to suspend a consultant from the Register pending investigation on receipt of a formal complaint on a matter within the scope of this Code, or in any matter which it believes may otherwise bring the Register into disreplute.

**SECTION 3: Dealing with allegations of improper conduct**

3.1 In the Code of Professional Conduct “improper conduct” shall mean a failure to comply with all sections above of the Code or the making of any false representation when applying for membership of the Register or any act or omission which shall have rendered the member unfit to remain a Registered Consultant or shall be injurious to the Register.

3.2 The Disciplinary and Appeals procedure is available from the Energy Institute.

Register of Professional Energy Consultants

Energy Institute

61 New Cavendish Street

London

W1G 7AR

t: +44 (0)20 7467 7100 (switchboard)

E: rpec@energyinst.org

W: <https://www.energyinst.org/industry/rpec>