**EMA Lead Energy Assessor**

**Application Form**

This application form is for applying to be listed on the Energy Managers Association (EMA) register of ESOS Lead Energy Assessor. In the first instance we suggest candidates review the requirements of *PAS 51215: 2014 Energy efficiency assessment – Competency of a lead energy assessor – Specifications* for detailed information on the criteria (<http://www.bsigroup.com/en-GB/search-results/?q=PAS+51215>).

# **EMA ESOS Lead Energy Assessors Register – Initial application**

To become an EMA-recognised Lead Energy Assessor, EMA will require evidence that you have the required level on the following aspects:

* Successfully completed the EMA approved Stage 4 course: *Leading an energy assessment*.
* Professional experience in leading, reviewing and approving energy assessments (typically no less than two years)
* For those whose first language is not English, and who have not undertaken a course of study where the principal medium of instruction is English, certificate of competency in one of the standard language tests (e.g. IELTS, TOEFL) will normally be required.
* Commitment to Continual Professional Development (CPD) and EMA’s Code of Conduct.

**A completed application pack will consists of the following:**

1. **Recent CV/Résumé**
2. **Proof of qualification(s)**
3. **Competence and Commitment (C&C) report**
4. **Commitment to Continual Professional Development (CPD)**
5. **Observe the requirements of EMA’s Code of Conduct**

# **Maintaining competence**

Candidates applying for registration with EMA as ESOS Lead Energy Assessors will be required to show evidence that they have a plan to continue to maintain their competence. This is an important part of recognition as an EMA-recognised ESOS Lead Energy Assessor and those candidates seeking registration recognise that this will entail obligations and an ongoing commitment.

Maintenance of EMA-recognised ESOS Lead Energy Assessor is by means of achieving ten hours of EMA-recognised Continual Professional Development. An annual CPD reporting is required from all ESOS Lead Energy Assessors. This may also include an anonymised ESOS assessment report.

# **General**

Please complete the form to provide evidence that you have the required level of professional experience in support of an application for EMA-recognised ESOS Lead Energy Assessor.

|  |  |
| --- | --- |
| Given name: | Click here to enter text. |
| Given name: | Click here to enter text. |
| Family name: | Click here to enter text. |
| Titles: | Click here to enter text. |

## **Contact details**

|  |  |
| --- | --- |
| Home address: |  |
| Home address: | Click here to enter text. |
| Telephone: | Click here to enter text. |
| Mobile phone: | Click here to enter text. |
| Email address: | Click here to enter text. |

|  |  |
| --- | --- |
|  |  |
| Employer | Click here to enter text. |
| Job title: | Click here to enter text. |
| Office address: | Click here to enter text. |
| Telephone: | Click here to enter text. |
| Fax: | Click here to enter text. |
| Mobile phone: | Click here to enter text. |
| Email address: | Click here to enter text. |

## **Invoice Address (if not as above)**

|  |  |
| --- | --- |
|  |  |
| Company Name | Click here to enter text. |
| Trading Address: | Click here to enter text. |
| Mobile phone: | Click here to enter text. |
| Invoice Contact Name: | Click here to enter text. |
| Invoice Contact Email Address: | Click here to enter text. |

|  |  |  |
| --- | --- | --- |
|  | Home | Office |
| Where correspondence should be sent?  *If left blank, the home address will be the default.* |  |  |

# **Knowledge and qualifications**

## **EMA Leading an Energy Assessment course**

Please suggest a date and location of the *EMA Leading an energy assessment* coursethat you wish to attend. For scheduled course dates and locations follow - <http://www.theema.org.uk/esos/>

|  |  |
| --- | --- |
| Date of course: | Click here to enter text. |
| Location: | Click here to enter text. |

## **Academic, vocational and professional qualifications**

Please list your academic, vocational and professional qualifications. In addition, please attach copies of the certificates or a letter from the awarding body confirming the information above.

|  |  |  |  |
| --- | --- | --- | --- |
| Name of academic institution | Course title | Date of award | Grade obtained |
| Click here to enter text. | Click here to enter text. | Click here to enter a date. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. | Click here to enter a date. | Click here to enter text. |
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## **EMA membership**

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Are you currently a member of EMA? |  |  |
| Would you like to apply to become a member of EMA? |  |  |

## **Membership with other professional institutions and associations**

Please indicate other professional institution and association to which you belong.

|  |  |
| --- | --- |
| Name of professional institution association | Grade of membership |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |

# **Competence and Commitment (C&C) report**

Your application to be an EMA-recognised ESOS Lead Energy Assessor will be assessed against the Competence and Commitment criteria listed below.

**Please describe your experience in leading, reviewing and approving energy assessments.**

|  |
| --- |
| Click here to enter text. |

Please detail the evidence of your competency required to become an ESOS Lead Energy Assessor described in PAS 51215: 2014.

|  |  |  |
| --- | --- | --- |
| No. | Core competencies | Evidence of your competency in this inventory |
| A1 | Understanding the operational context of the organisation being assessed | Click here to enter text. |
| A2 | Familiarity with, and ability to apply, the requirements of energy efficiency assessment methods | Click here to enter text. |
| A3 | Scoping an energy efficiency assessment, as applicable to the organisation being assessed | Click here to enter text. |
| A4 | Understanding, in detail, energy use and energy systems applicable to the organisation being assessed | Click here to enter text. |
| A5 | Managing energy efficiency assessment teams and budgets | Click here to enter text. |
| A6 | Understanding the techniques of measuring, sampling, sub-metering and establishing an energy balance | Click here to enter text. |
| A7 | Data interpretation, including analysis and scrutiny of energy use, energy consumption, and energy performance data | Click here to enter text. |
| A8 | Identification, quantification, ranking and prioritisation of opportunities for improvement | Click here to enter text. |
| A9 | Managing working relationships | Click here to enter text. |
| A10 | Preparation and presentation of a technical and non-technical report for an energy efficiency assessment | Click here to enter text. |

Please give a brief description of your strength and weaknesses in the following skills inventory.

|  |  |  |
| --- | --- | --- |
| No. | Core competencies | Strength and weakness in this inventory |
| B1-1 | Understanding, and application of material and energy balance | Click here to enter text. |
| B1-2 | Understanding, and application of fluid flow | Click here to enter text. |
| B1-3 | Understanding, and application of heat transfer | Click here to enter text. |
| B1-4 | Understanding, and application of transport systems | Click here to enter text. |
| B1-5 | Understanding, and application of electrical systems | Click here to enter text. |
| B1-6 | Measuring, sampling, sub-metering and interpreting results | Click here to enter text. |
| B1-7 | Understanding the role of operating procedures and their impact on energy performance | Click here to enter text. |
| B1-8 | Conceptual design, technical and economic evaluation | Click here to enter text. |
| B1-9 | Project planning and deployment | Click here to enter text. |
| B1-10 | Understanding the importance of maintenance | Click here to enter text. |
| B2-1 | Communicating the outcome of an energy efficiency assessment | Click here to enter text. |
| B2-2 | Training | Click here to enter text. |
| B2-3 | Stakeholder engagement | Click here to enter text. |
| B2-4 | Managing change | Click here to enter text. |
| B2-5 | Economic valuation of opportunities for improvement | Click here to enter text. |
| B2-6 | Generating a business case for implementing identified opportunities for improvement | Click here to enter text. |

# **Continuing professional development**

Please describe CPDs you have undertaken and the benefits achieved.

|  |  |
| --- | --- |
| Report of CPD | Benefits achieved |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | Click here to enter text. |

Please describe your planned CPDs and its intended benefits (EMA requests 10 hours of CPD per annum).

|  |  |
| --- | --- |
| Planned CPD | Intended benefits |
| Click here to enter text. | Click here to enter text. |
| Click here to enter text. | **Click here to enter text.** |
| Click here to enter text. | **Click here to enter text.** |
| Click here to enter text. | **Click here to enter text.** |
| Click here to enter text. | **Click here to enter text.** |

# **Referee**

Please list two person of a professional standing willing to act as your referee. The referee, such as your employer or line manager, should be familiar with your knowledge, skills and experience

|  |  |  |
| --- | --- | --- |
|  | Person 1 | Person 2 |
| Name: | Click here to enter text. | Click here to enter text. |
| Relationship to candidate: | Click here to enter text. | Click here to enter text. |
| Address: | Click here to enter text. | Click here to enter text. |
| Telephone: | Click here to enter text. | Click here to enter text. |
| Mobile phone: | Click here to enter text. | Click here to enter text. |
| Email address: | Click here to enter text. | Click here to enter text. |

# **Applicant’s statement and signature**

I, the undersigned, agree that in the event of my successful application to e EMA-recognised ESOS Lead Energy Assessor, I will abide by its Code of Professional Conduct and the Continual Professional Development (CPD) requirements, as they now are or as they may be hereafter be altered.

I will not, through my actions, knowingly bring the Energy Managers Association into disrepute.

The following documents has been appended in supporting this application.

|  |  |
| --- | --- |
| Checklist | Tick |
| 1. All relevant sections of the application form is complete |  |
| 1. A recently updated CV/Résumé |  |
| 1. Copies of academic, vocational and professional certifications |  |

*Note 1: Any missing items may lead to a delay with your application.*

*Note 2: This application form may contain confidential information. EMA will endeavour to respect the confidentiality of the information provided and will disclose only to those few EMA members dealing with your application.*

If I decide to withdraw from the Energy Managers Association, I will signify this in writing, and then, after payment of any monies that may be due by me to the Energy Managers Association at that time, will be free from this obligation.

I testify that the statements I have made on this form are accurate.

|  |  |
| --- | --- |
| Signature: |  |
| Name: | Click here to enter text. |
| Date: | Click here to enter a date. |

**Please submit your completed application by email or by post to:**

**Jana Skodlova**

**E-mail: jana.skodlova@theema.org.uk**

**Postal Address: Energy Managers Association, N105 Westminster Business Square, Durham Street, London, SE11**