



H&VCA LTD

Heating & Ventilation Certificated Assessors Ltd

**APPLICATION FORM FOR
EXPERIENCED PRACTITIONER ACCREDITATION AS AN
AIR-CONDITIONING SYSTEM ENERGY ASSESSOR**

1. PERSONAL DETAILS

Mr/Mrs/Miss/Ms/Other (please state):

Surname:

Forename(s)

Date of birth:

Email address:

Correspondence address:

Tel no (office):

Tel no (home):

Employer:

Level of accreditation sought (please delete as appropriate)

Level 1

Levels 1 and 2



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2. QUALIFICATIONS

Please list all qualifications held (academic, vocational and / or professional) relating to air conditioning/building services and/or energy assessment.

Please number each separate entry by using the first column headed 'No.'

NO.	UNIVERSITY/ COLLEGE/ TRAINING PROVIDER/ PROFESSIONAL BODY	QUALIFICATION NAME/GRADE	RELEVANCE TO BUILDING SERVICES, CONSTRUCTION AND/OR ENERGY ASSESSMENT	DATE OBTAINED



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3. EXPERIENCE

Please detail all employment experience starting with the most recent identifying how this relates to energy assessment where appropriate

Please number each separate entry continuing number sequence from Section 2

NO	DATES	JOB TITLE	EMPLOYER	WORK EXPERIENCE RELEVANT TO ENERGY ASSESSMENT OF AIR CONITIONING SYSTEMS



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4. ON-GOING LEARNING RECORD

Please either attach a copy of your CPD or Lifelong Learning Record for the last two years (and other highly relevant Lifelong Learning) or complete the table below identifying your lifelong learning activities (if sending a copy of your Record this should make specific reference to how your learning has developed your competence as an Energy Assessor of Air Conditioning Systems and each item should be numbered in sequence following Section 3 above).

Please number each separate entry continuing number sequence from Section 3.

NO.	DATE	SUBJECT AND TYPE OF ACTIVITY (e.g. course, conference, qualification, structured reading, video etc.)	HOW THIS HELPED DEVELOP COMPETENCE AS AN ENERGY ASSESSOR (NON-DWELLINGS)	HOURS LEARNING VALUE



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5. NATIONAL OCCUPATIONAL STANDARDS

Please complete the template provided with details of how you have obtained the knowledge and understanding and met the Performance Criteria for the NOS for Air Conditioning Systems Energy Assessment . You should identify how you met the requirements by identifying the number(s) for the entry(ies) in this form on the template.

Please provide a short (no more than 500 words) statement below to explain how the outcomes of your qualifications, lifelong learning and experience have helped you to meet the NOS requirements.



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6. ENERGY REPORTS

Please ensure that you have submitted the required energy reports and site notes using the appropriate methodology with your application.

7. PROFESSIONAL INDEMNITY INSURANCE

To register with H&VCA Ltd as an Air Conditioning Systems Energy Assessor you must provide details of current Professional Indemnity Insurance cover either in your personal name or in the name of your employer. The minimum acceptable level of cover is £250k, but it is your responsibility to ensure that the actual cover held is suitable to cover the work that you carry out.

Please complete the following details and attach a copy of the insurance certificate to this application form.

Insurance Company:		Policy No:	
Prof. Indemnity Cover (£):		Expiry Date:	

8. EMPLOYER/SPONSOR'S VALIDATION STATEMENT

I confirm that the information submitted for this application is an accurate reflection of the applicant's experience and qualifications:

NAME.....

RELATIONSHIP TO APPLICANT.....

CONTACT TEL NO.....

SIGNED DATED

9. PERSONAL STATEMENT

I confirm that the information submitted for this application is a true reflection of my experience and qualifications:

SIGNED DATED