



**Title:** 3.8 - CPD Guidance for Energy Assessors and Retrofit Assessors v1.8

**Ref:** 3.8

**Issue:** v.1.8

**Issued By:** Sarah Rigby **Date:** 13/11/2020

**Approved By:** Catherine Garrido **Date:** 16/11/2020

#### Revision History

Issue	Issued	Approved	Reviewed/ Outline of changes made
1.0	01/04/2011	08/04/2011	
1.1	09/04/2012	09/04/2012	23/02/2015
1.2	03/12/2015		
1.3	19/12/2016	20/12/2016	
1.4	22/03/2017	27/03/2017	
1.5	07/06/2017		
1.6	25/04/2018	15/05/2018 CG	14/03/2019 CG
1.7	15/08/2019	15/08/2019	
1.8	12/11/2020	16/11/2020	RFAs added to procedure/guidance



# Quidos CPD Guidance for Energy Assessors and Retrofit Assessors

Quidos Accreditation requires all members to complete a minimum of 10 hours of CPD for each year of accreditation. To ensure that your hours are relevant, we ask that you submit your CPD hours for approval with the scheme.

CPD must be fully targeted towards your chosen field(s) of energy assessment. So for example, courses in web design would not gain approval. We do acknowledge that many Energy Assessors are also self-employed or in charge of start-up companies, so CPD in essential business skills can be approved but this is down to the Quidos team's discretion.

## What counts as CPD?

It is not possible to provide a full list of what counts as CPD, however please find guidance below on what may be used as CPD. If in any doubt, then please seek prior approval with Quidos:

- Informal learning, reading or private study – For this we can accept a **maximum of 6 hours** every 12 months.
- Online Modules – Accreditation schemes and recognised bodies provide modules/courses approved to contain valuable knowledge in relation to the guidelines set out by the MHCLG and TrustMark. These can be found on our website in the Training section where a description of each module is provided.
- Approved CPD courses, or training days – Courses or seminars which have been undertaken relevant to the strand of accreditation, is also suitable CPD.
- Relevant seminar days, conferences or Exhibitions for EAs and RFAs
- Energy Assessment course, e.g. NDEA for DEA, Retrofit Coordinator for RFAs
- Learning from other Industry Professionals – E.g. Shadowing a surveyor. This is classed as informal learning so can only count for a **maximum of 6 hours**.

## What does not count as CPD?

- Informal meetings with professionals
- Energy Assessor online forums
- Course topics unrelated to energy assessment, PAS2035 or professional skills



### **Informal Learning (Approved Reading Material, Shadowing etc.)**

Some of your CPD can be gained for free by completing informal learning or home study.

A maximum of **6 hours** of CPD every 12 months can be obtained from informal learning. Please see the section “*How do I plan and record my CPD?*” below for details of what can be accepted as supporting evidence.

### **How to upload CPD**

Every Energy Assessor (EA) and Retrofit Assessor (RFA) accredited with Quidos will be required to upload the completed CPD Records and supporting evidence, to our Training Portal. To access the portal, [CLICK HERE](#).

The log in details will be the same as the Energy Assessor’s log in details for iQ-Energy. If the assessor has more than one QUID ID, we will only set up one account on the Training Portal so in this situation please contact the Accreditation team and they will be able to advise you.

We have created a user guide for [Uploading CPD helpsheet v1.0](#) as guidance.

For Energy Assessors (EAs) and Retrofit Assessors (RFAs) looking to gain accreditation with Quidos, they will be required to provide their CPD evidence via the Quidos Secure File Uploader [HERE](#)

CPD evidence will not be accepted via email in either situation.

### **CPD: Change of Requirements**

Where there is a change in software, scheme requirements or new releases of CLG or TrustMark documentation that affects Energy Assessors, EPCs or RFAs, assessors will need to ensure that they keep up to date with the latest changes.

Quidos will advise members about any of the above changes.

All assessors must record this as part of their annual CPD and it can form part of your 10 hour CPD requirement.

### **CPD: Disciplinary Requirements**

Where assessors are required to undertake additional training or monitory following disciplinary action such as a failure of a QA audit, assessors must ensure that they have completed suitable training or have demonstrated competence and compliance.



All assessors must record this as part of their annual CPD, however it does **not** form part of your 10 hour CPD requirement.

### **How do I plan and record my CPD?**

It is recommended that all assessors plan their future learning and CPD by assessing their own knowledge and skills, and identifying any areas for improvement. Suitable opportunities to improve these areas can then be identified.

We require documentation to support any CPD log submitted to show the Quidos team that the assessor has attended/completed the CPD listed. Details must include the time spent on each form of CPD, the date completed and the topics covered. Supporting documentation can be in the form of:

- Notes taken from informal learning and reading: these can be handwritten and scanned or typed. Must include the following:
  - Name of the publication
  - Source of the publication
  - Date(s) read
  - How long read for
  - Brief bullet points outlining the learning outcomes
- Confirmation of attendance/completion for Online CPD Modules, Courses, Seminars, exhibitions or training days. This can be in the form of a certificate or written confirmation from the training provider (email/letter)
- Letters of CPD achievements from other professionals confirming the assessor had completed relevant training and gained valuable knowledge associated with Energy assessment and PAS2035.

Once accredited, all assessors are required to upload their annual CPD log and evidence onto the Training portal ([qfe2.quidos.co.uk](http://qfe2.quidos.co.uk)). The 12 month period for CPD is based on their Accreditation Anniversary so if an assessor became accredited with Quidos in January, then their CPD year will run from 1st January-1st January.

### **I am transferring from another Scheme, do I still need CPD?**

Yes. All energy assessors transferring their accreditation to Quidos will need to demonstrate up to date CPD and industry knowledge by providing a CPD record and full supporting evidence for the previous year. Please see the details above of what can be accepted as supporting evidence.

*Please note that different schemes may differ in what they will accept in terms of CPD evidence so please always check with the Accreditation scheme if you are unsure.*



**I am accredited for more than one strand of Energy Assessment. Do I need to provide 10 hours CPD for each?**

If you are accredited with Qidos for more than one strand of energy assessment, then you will need to provide 10 hours of CPD for your main strand of energy assessment, plus 5 additional hours of CPD for each additional strand.

For example; if you are a DEA and NDEA L3, you will need to provide 10 hours of CPD for Domestic Energy Assessment, plus an additional 5 hours of CPD for your NDEA accreditation, totaling 15 hours.

***However this is not the case if you are accredited as a Retrofit Assessor. It is mandatory for all accredited RFAs to provide a minimum of 10 hours of CPD evidence for this strand every 12 months even if it is not your primary strand of assessment. As a result, an individual accredited as a DEA and RFA will be required to provide a minimum of 20 hours of CPD evidence every 12 months.***