



Title: 3.8 - CPD Guidance for Energy Assessors v1.7

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Revision History

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1.0	01/04/2011	08/04/2011	
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Quidos CPD Guidance for Energy Assessors

Quidos Accreditation requires 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 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 Qidos 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 Qidos:

- Informal learning, reading or private study – For this we can accept a **maximum of 6 hours**.
- 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. 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
- Energy Assessment course, e.g. NDEA for DEA
- 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 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 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

The Energy Assessor 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 Assessors log in details for iQ-Energy. If the assessor has more than one QUID ID, we will only setup 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.

CPD evidence will not be accepted via email.

CPD: Change of Requirements

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

Qidos will advise members about any of the above changes.

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

Energy 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 Energy 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 the CPD log to show QAS the EA has attended and 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
- Letters of CPD achievements from other professionals confirming the EA had completed relevant training and gained valuable knowledge associated with Energy assessing.

All assessors are required to upload their annual CPD log and evidence onto the Training portal (<https://qfe2.quidos.co.uk>). The 12 month period for CPD is based on their Accreditation Anniversary so if an assessor became accredited with Qidos 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 Qidos 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 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.