



**Level 4 Diploma in**

**Non-Domestic Energy Assessment**

**Qualification Specification**

Qualification Recognition Number: 600/7764/5

ABBE Qualification Code: DipNDEAL413

**August 2023**

This qualification specification was developed in August 2023, no changes have been made to this document since this date.

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# 1. ABBE

## 1.1 Introduction

ABBE, the Awarding Body for the Built Environment is a forward thinking organisation that offers a range of qualifications, benefits and support.

ABBE is regulated by Ofqual for the delivery of a range of qualifications. Our qualifications are nationally recognised helping learners to achieve their full potential and ambitions.

The full range of qualifications can be found on our website at [www.abbqa.co.uk](http://www.abbqa.co.uk)

## 1.2 Mission Statement

**Our Values - Quality through Standards:** Our aim is to provide a high quality experience by building a strong community of mutual support and trust. We can use our collective talents to build meaningful partnerships to help us all to achieve our goals. ABBE is a recognised Awarding Organisation with strong professional integrity.

**Our Vision:** Is that every learner is confident, successful and has the opportunity to achieve their full potential.

**Our Mission:** ABBE Educates, inspires and empowers learners

## 1.3 Qualification Specification

The aim of this specification is to provide learners and centres with information about the content of this qualification. This specification is a live document and, as such, will be updated when required.

## 1.4 Enquiries

Any enquiries relating to this qualification should be addressed to:

ABBE  
Birmingham City University  
University House  
15 Bartholomew Row  
Birmingham  
B5 5JU

Tel: 0121 331 5174

Email: [abbeenquiries@bcu.ac.uk](mailto:abbeenquiries@bcu.ac.uk)

Website: [www.abbqa.co.uk](http://www.abbqa.co.uk)



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## 2. Qualification Information

The need for the ABBE Level 4 Diploma in Non-Domestic Energy Assessment has been brought about by the Government's need to implement Articles 7 and 10 of the Energy Performance of Buildings Directive. Energy Performance Certificates (EPCs), energy ratings for buildings, which are similar to consumer-friendly 'fridge ratings', have been implemented via a gradual rollout programme since April 2008 and are required for the sale or rent of buildings other than dwellings.

EPCs outline the costs of energy use in buildings, provide an Energy Efficiency Rating and give practical advice on how to cut these costs and reduce emissions together with suggested efficiency measures some of which may qualify for Green Deal funding.

EPCs are produced by qualified and accredited non-domestic energy assessors who hold a licence to practice. This status is achieved through the ABBE Level 4 Diploma in Non-Domestic Energy Assessment and membership of a government approved accreditation scheme. This is a professional qualification required for those who pursue a career as a Non-Domestic Energy Assessor (NDEA).

The qualification confirms occupational competence.

### 2.2 Who could take this Qualification?

This qualification is likely to appeal both to energy assessors with experience as DEAs in the domestic arena and to those with little or no previous background knowledge or experience of non-domestic systems and who wish to train and qualify in a new discipline.

### 2.3 Qualification Number

ABBE Level 4 Diploma in Non-Domestic Energy Assessment: 600/7764/5

### 2.4 Qualification Level

This qualification has been listed on the Regulated Qualifications Framework (RQF) at: Level 4

### 2.5 Total Qualification Time

This qualification is allocated Total Qualification Time (TQT) this includes Guided Learning (GL) expressed in hours, which indicates the number of hours of supervised or directed study time and assessment. Credit has also be allocated to this qualification.

- The Total Qualification Time (TQT) for this qualification is: 430
- Guided Learning (GL) for this qualification is: 195
- Credit Value: 43 credits

### 2.6 Progression

This qualification has been designed to encourage participation in education and training in other related areas by establishing a framework of education and training for prospective non-domestic energy assessors by:

- enabling current practitioners in domestic energy assessment to expand the portfolio of services offered to their customers by encompassing the energy assessment of non-domestic buildings
- encouraging those with expertise in other building services areas to qualify as an energy assessor of non-domestic buildings
- providing opportunities for prospective NDEA's to achieve a nationally recognised level 4 qualification



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- defining the knowledge, understanding and skills learners need to undertake non-domestic energy assessments

## 2.7 Age ranges

|        |     |
|--------|-----|
| Pre 16 | No  |
| 16-18  | No  |
| 18+    | Yes |
| 19+    | Yes |

## 2.8 Structure of the Qualification

To achieve this qualification, learners must achieve 5 mandatory units.

| Mandatory Unit(s) |            |                                                                                                                                                      |       |              |
|-------------------|------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-------|--------------|
| Unit No.          | URN        | Unit name                                                                                                                                            | Level | Credit value |
| 1                 | H/503/8162 | Conduct energy assessments in a safe, effective and professional manner                                                                              | 3     | 6            |
| 2                 | J/503/8168 | Prepare for energy assessments of non-dwellings to fulfil regulatory requirements for asset ratings                                                  | 3     | 6            |
| 3                 | J/504/5895 | Carry out Building Regulations compliance checks of as-designed and as-built new-build non-dwellings using the Simplified Building Energy Model SBEM | 4     | 11           |
| 4                 | F/503/8170 | Undertake energy assessments of existing Level 4 non-dwellings using the Simplified Building Energy Model SBEM                                       | 4     | 13           |
| 5                 | L/503/8172 | Report on the energy assessment of new and existing non-dwellings using Simplified Building Energy Model SBEM                                        | 4     | 7            |

## 2.9 Barred Units

Units with the same title and unit number cannot be combined in the same qualification. Additionally, units with the same title or with the same content at different levels cannot be combined in the same qualification.

## 2.10 Language

ABBE qualifications and assessment materials will be provided through the medium of English.

## 2.11 Grading

This qualification is: Pass/Fail

## 2.12 Pre-course Procedures

ABBE qualifications are available to anyone who is capable of reaching the required standards. They have been developed free from any barriers that unfairly restrict access or progression thereby promoting equal opportunities.

There are no formal requirements for entry onto this qualification.



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### 2.13 Assessment Principles

This qualification must be assessed according to the ABBE Assessment Principles that can be found on our website [www.abbega.co.uk](http://www.abbega.co.uk)

You **MUST** read the Assessment Principles and fully understand them before delivery on this qualification is undertaken.



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## 3. Qualification Unit(s)

### Unit 1 – Conduct energy assessments in a safe, effective and professional manner

Unit reference Number: H/503/8162

Level: 3

Credit: 6

GLH: 30

#### Unit Summary:

To develop knowledge, understanding and skills to contribute to the health, safety and security of the workplace, develop effective working relationships with others, and conduct energy assessments in a professional and ethical manner, complying with organisational and legal requirements at all times.

#### Assessment Guidance:

For guidance, this unit can be assessed using the following method(s):

- Portfolio of evidence

#### Learning outcomes:

1. Understand the Health and Safety requirements when undertaking energy assessments
2. Understand the nature of professional conduct required when conducting energy assessments
3. Understand the legislation, codes of conduct and compliance requirements in relation to energy assessment
4. Be able to comply with organisational and legal requirements at all times
5. Be able to maintain health, safety and security at work
6. Be able to develop and maintain effective working relationships with colleagues, professionals, clients and others
7. Be able to conduct energy assessments in a professional manner



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## **Unit 2 – Prepare for energy assessments of non-dwellings to fulfil regulatory requirements for asset ratings**

Unit reference Number: J/503/8168

Level: 3

Credit: 6

GLH: 30

### **Unit Summary:**

This unit enables the learner to develop the skills to agree and confirm instructions to undertake energy assessments to meet regulatory and organisational requirements and to investigate relevant matters relating to property and energy usage.

### **Assessment Guidance:**

For guidance, this unit can be assessed using the following method(s):

- Portfolio of evidence

### **Learning outcomes:**

1. Understand the regulations and requirements needed to undertake energy assessments
2. Understand how to agree and confirm instructions to undertake energy assessments
3. Understand how to investigate relevant matters relating to property and energy usage
4. Be able to agree and confirm instructions to undertake energy assessments
5. Be able to investigate relevant matters relating to energy usage within a property



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### **Unit 3 – Carry out Building Regulations Compliance checks of as-designed and as-built new-build non-dwellings using the Simplified Building Energy Model (SBEM)**

Unit reference Number: J/504/5895

Level: 4

Credit: 11

GLH: 50

#### **Unit Summary:**

This unit will develop the knowledge and skills needed to carry out compliance checks of, and issue EPCs for, all new-build non-dwellings using SBEM, make recommendations for cost-effective improvements and issue Energy Performance Certificates in accordance with regulatory requirements.

#### **Assessment Guidance:**

For guidance, this unit can be assessed using the following method(s):

- Portfolio of evidence

#### **Learning outcomes:**

1. Understand the requirement for new Buildings other than Dwellings to be compliant with the energy efficiency requirements of EU and national legislation
2. Understand the role of the energy assessor in checking compliance of new Buildings other than Dwellings with the energy efficiency requirements of the building regulations
3. Understand the factors that affect the compliance of new Buildings other than Dwellings with the energy efficiency requirements of the Building Regulations
4. Be able to carry out a compliance check of new Buildings other than Dwellings with the energy efficiency requirements of the Building Regulations



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## **Unit 4 – Undertake energy assessment of Level 4 non-dwellings using the Simplified Building Energy Model (SBEM)**

Unit reference Number: F/503/8170

Level: 4

Credit: 13

GLH: 50

### **Unit Summary:**

This unit will help to develop the knowledge and skills needed to inspect non-dwellings to determine the energy performance of an existing Level 4 property, using the Simplified Building Energy Model, make recommendations for cost-effective improvements and issue Energy Performance Certificates in compliance with regulatory requirements.

### **Assessment Guidance:**

For guidance, this unit can be assessed using the following method(s):

- Portfolio of evidence

### **Learning outcomes:**

1. Understand how to produce Recommendations Reports for non-dwellings using SBEM
2. Understand how to provide a clearly defined and robust hierarchy of energy efficiency measures for non-dwellings
3. Understand how to communicate the value of a Recommendations Report and how it can be used
4. Be able to produce Recommendations Reports for non-dwellings using SBEM
5. Be able to provide a clearly defined and robust hierarchy of energy efficiency measures for non-dwellings
6. Be able to communicate the value of a Recommendations Report and how it can be used



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## **Unit 5 – Report on the energy assessment of new and existing non-dwellings using Simplified Building Energy Model (SBEM)**

Unit reference Number: L/503/8172

Level: 4

Credit: 7

GLH: 35

### **Unit Summary:**

This unit aims to develop the knowledge and skills needed to prepare a report on the energy assessment of existing non-dwellings using Simplified Energy Model (SBEM)

### **Assessment Guidance:**

For guidance, this unit can be assessed using the following method(s):

- Portfolio of evidence

### **Learning outcomes:**

1. Understand how to produce Recommendations Reports for non-dwellings using SBEM
2. Understand how to provide a clearly defined and robust hierarchy of energy efficiency measures for non-dwellings
3. Understand how to communicate the value of a Recommendations Report and how it can be used
4. Be able to produce Recommendations Reports for non-dwellings using SBEM
5. Be able to provide a clearly defined and robust hierarchy of energy efficiency measures for non-dwellings
6. Be able to communicate the value of a Recommendations Report and how it can be used



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