



elmhurst
energy

EXCELLENCE
IN ENERGY
ASSESSMENT

ELMHURST ENERGY SYSTEMS

Continuing Professional Development Policy (EP20)

1.0 Introduction

Accredited Energy Assessors must carry out a certain amount of CPD within each year and as a Government approved Accreditation Scheme Elmhurst Energy must audit members to ensure these are met.

2.0 Types of CPD

Elmhurst defines CPD as being any activity that extends an individual's knowledge, skills or experience so to maintain, or improve, the quality of work performed. CPD can cover any learning activity, whether formal and structured or informal and self directed.

DCLG have divided CPD into 3 categories which are:-

2.1 Changes in Requirements

Changes in requirements covers changes to the methodology, conventions, software or scheme requirements and any other changes which materially affect the way in which EPCs need to be provided, or how Members operate.

Elmhurst Energy will ensure that all members are informed of any of these changes and all members will have access to updated materials and any training that is required.

Members are expected to maintain their professional competence by undertaking any study that is provided by Elmhurst Energy in order to keep up to date with any changes that effect how they undertake Energy Assessments.

Government (DCLG) guidelines specify that changes in requirements require such CPD to be recorded on your CPD log but no CPD hours can be claimed for this study.

2.2 Disciplinary procedure requirements

Elmhurst Energy may ask Members to complete CPD as an escalation process, for example due to failure of QA audits a Member will be asked to complete remedial training. This training will be provided by Elmhurst Energy who have procedures in place to ensure that it has been effective.

DCLG guidelines require such CPD to be recorded on your CPD log but no CPD hours can be claimed for this study.

2.3 Other professional development

Members should have a personal development plan which covers areas where they feel they may have gaps in knowledge or certain subjects in which they would like to widen their knowledge, this has to be outside of the two categories above.

3.0 Requirements

DCLG guidelines require all Members to carry out a minimum of 10 hours CPD in each calendar year. If a Member is accredited on additional strands an extra 5 hours of CPD per strand will be required. NDEA Level 3, 4 and DECAs will count as one strand. As an example, if you are accredited as a DEA and an NDEA you will need to undertake 15 hours of CPD.

Elmhurst Energy requires ESOS Lead Assessors to complete 20 hours CPD per annum.

N.B. As Green Deal is not covered under EPBD Accreditation Schemes, it is not considered as an additional “strand” meaning that appropriate CPD, can, where appropriate, count against both the EPBD and Green Deal requirements simultaneously. There is no minimum amount of CPD required for Green Deal.

Ways in which members can achieve CPD hours include; (Please note this is not an exhaustive list)

- Participating in industry forums and association meetings
- Attending training courses, with Elmhurst Energy or other providers
- Reading Technical journals and publications
- Reading Elmhurst newsletters and Bulletins, the maximum amount of time that can be claimed for the reading of any such publication will be shown on the document with this logo.



Please ensure that ALL CPD claimed meets the definitions in section 2.0.

4.0 Recording of CPD

Elmhurst Energy requires all Members to keep an up to date CPD log. It is best practice to plan and record your CPD throughout the year, as this will enable you to take full advantage of different CPD routes you can complete in order to find the best study subjects for you personally.

Members may record their CPD on the Elmhurst Energy CPD log however whatever the format used it should detail:

- The date of the study
- The study activity (name of provider and venue where relevant)
- General description of topics covered* (see below)
- Hours claimed
- Supporting evidence of attendance, e.g. certificates of attendance, Trade show entrance pass or confirmation of booking, when available.

* Where the activity is the reading of a book or journal then provide a summary of the contents and key points learned.

5.0 CPD Auditing

Elmhurst Energy is required to randomly select a minimum of 5% of all Members CPD for QA audit. When requested members must submit their completed CPD log, demonstrating the CPD hours claimed, with any supporting documents, to Elmhurst Energy within 15 working days of the request.

Failure to do so will be treated as a disciplinary matter and will result in your Accreditation being suspended.