

EEC Professional Certifications Framework

An initiative of the Energy Efficiency Council

Certified Emissions Reduction Leader for Commercial Buildings Sub-Rules



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Part A: Foreword

1. About the Sub-Rules

- 1.1 The Certified Emissions Reduction Leader for Commercial Buildings Sub-Rules (the **Sub-Rules**) regulate two levels of Certified Emissions Reduction Leader for Commercial Buildings certifications. These are a national certification for the individuals that lead and manage Integrated Building Energy Retrofits (**IBERs**).
- 1.2 The Energy Efficiency Council (**EEC**) is the peak body representing Australia's energy management sector. The EEC Professional Certifications Framework (the **Framework**) and associated Professional Certifications (the **Professional Certifications**), including the Certified Emissions Reduction Leader for Commercial Buildings certifications, are owned and operated by the EEC.
- 1.3 The EEC operates the Framework, the rules relating to the Framework (the **Framework Rules**) and the Sub-Rules in accordance with the Framework Policy.
- 1.4 As with all EEC activities, the EEC Board (the **Board**) is ultimately responsible for the proper operation of the Framework and the associated Professional Certifications, including the Emissions Reduction Leader for Commercial Building certifications.

2. Sub-Rules purpose

- 2.1 The purpose of these Sub-Rules is to promote the effective delivery of energy services across Australia. To that end, the Sub-Rules do the following:
 - 2.1.1 define the scope for the Certified Emission Reduction Leader for Commercial Buildings (**CERL-CB**) and CERL-CB at the Advanced level (**CERL-CB at the Advanced level**) certifications;
 - 2.1.2 define appropriate levels of certification for EEC certified individuals;
 - 2.1.3 define the minimum qualifications and experience, and the required skills and knowledge, for each level of certification;
 - 2.1.4 establish an independent assessment process for verifying the qualifications, experience and required skills and knowledge of individuals seeking certification; and
 - 2.1.5 define the requirements individuals must comply with in order to maintain and renew certification.

3. References

- 3.1 Referenced Forms (the **Referenced Forms**) – This document refers to the following referenced forms. Current versions of these forms are available either on the Framework website, or by request from the Secretariat (the **Secretariat**):
 - 3.1.1 Application Form A;
 - 3.1.2 Application Form B;
 - 3.1.3 Continuing Professional Development (**Continuing Professional Development** or **CPD**) Log (the **CPD Log**); and
 - 3.1.4 Case Study Form.
- 3.2 Referenced Guides (the **Referenced Guides**) – This document should be read in conjunction with the Guide for Candidates.

- 3.3 Referenced Rules – This document references the Framework Rules, which are administered under the EEC Professional Certifications Framework. This document should be read in conjunction with the Framework Rules.

4. Priority of documents

- 4.1 The material included in the Schedules of these Rules form a part of these Sub-Rules.
- 4.2 The material listed under the headings 'Referenced Forms' and 'Referenced Guides' form a part of these Sub-Rules.
- 4.3 If there is any inconsistency between the Framework Rules, the Sub-Rules, the Schedules, the Referenced Forms and the Referenced Guides, the various documents shall be accorded the following priority:
- 4.3.1 Framework Rules;
 - 4.3.2 the Sub-Rules (excluding the Schedules);
 - 4.3.3 the Schedules;
 - 4.3.4 the Referenced Forms; and
 - 4.3.5 the Referenced Guides.

5. Definitions

Application Form means the application form for the desired level of certification and available either on the Framework website, or by request from the Secretariat.

Assessment Panel means the panel appointed by the Board which is responsible for establishing appropriate assessment criteria and assessing candidates for each Professional Certification.

Assessor means an Assessment Panel member.

Board has the meaning given to it in the Framework Rules.

Business Day means a day that is not a Saturday, Sunday, public holiday or bank holiday in Melbourne, Victoria.

CERL-CB means the lower certification level for the Certified Emissions Reduction Leader for Commercial Buildings certification.

CERL-CB at the Advanced level means the advanced certification level for the Certified Emissions Reduction Leader for Commercial Buildings certification, the Certified Emissions Reduction Leader at the Advanced level.

Certification Number means the number issued to candidates who have been successful in their certification application.

Certification Reference Group has the meaning given to it in the Framework Rules.

Chair means the chair of a meeting of the Assessment Panel.

Code of Conduct means the code of conduct set out in the Framework Rules.

Commercial Buildings means all buildings that are identified by the Building Code of Australia, excluding Class 1, Class 2, Class 4, Class 8 and Class 10.

CPD or Continuing Professional Development has the meaning given to it in the Framework Rules.

CPD Log has the meaning given to it in rule 4.1 in Part G.

Directory of Certified Individuals means a publicly accessible directory of individuals certified under these Sub-Rules.

EEC has the meaning given to it in rule 1.2 of Part A.

Energy and Related Services means any services provided with the aim of improving energy performance and/or reducing emissions.

EPCs means Energy Performance Contracts.

Evidence Guide has the meaning given to it in rule **Error! Reference source not found.** of Part B.

Framework has the meaning given to it in rule 1.2 of Part A.

Framework Rules has the meaning given to it in rule 1.3 of Part A.

Guide for Candidates has the meaning given to it in the Framework Rules.

IBERs means Integrated Building Energy Retrofits.

IBERs Case Study Form means the form certified individuals must use to submit case studies for IBERs during each certification period.

Independent Expert has the meaning given to it in the Framework Rules.

Initial Assessment has the meaning given to it in rule 2.6 of Part F.

Ombudsperson has the meaning given to it in the Framework Rules.

Primary Assessment has the meaning given to it in rule 2.8 of Part F.

Probationary CERL – CB has the meaning given to it in rule 7.1 of Part F.

Professional Certifications has the meaning given to it in rule 1.2 of Part A.

Recognised Certifications has the meaning given in the Framework Rules.

Referenced Forms has the meaning given to it in rule 3.1 of Part A.

Referenced Guides has the meaning given to it in rule 3.2 of Part A.

Reviewer has the meaning given to it in rule 9.6 of Part F.

Secretariat has the meaning given to it in the Rules of Association.

Statement of Reasons has the meaning given to it in the Framework Rules.

Steering Committee has the meaning given to it in the Framework Rules.

Sub-Rules has the meaning given to it in rule 1.1 of Part A.

Part B: Governance

1. Overview

- 1.1 The Framework has been established to promote the effective delivery of Energy and Related Services (**Energy and Related Services**) across Australia. The Board may, at its sole discretion, alter any aspect of the Framework and/or Professional Certifications to ensure they continue to address the needs of Australia's energy management sector.
- 1.2 The decision to maintain the Framework and associated Professional Certifications shall be at the sole discretion of the Board.

2. Delegations

- 2.1 Delegations of the Board's authority are set out in the Framework Rules.

3. Board

- 3.1 The Board's role is set out in the Framework Rules.

4. Secretariat

- 4.1 The Secretariat's role is set out in the Framework Rules.

5. Steering Committee

- 5.1 Governance requirements for the Steering Committee (the **Steering Committee**) are set out in the Framework Rules.

6. Assessment Panel

- 6.1 Each certification within the Framework has an associated Assessment Panel (the **Assessment Panel**). Governance requirements of the Assessment Panel are set out in the Framework Rules, which should be read in conjunction with these Sub-Rules. The Assessment Panel referred to in these Sub-Rules is the Assessment Panel appropriate to the CERL-CB certification.
- 6.2 The Assessment Panel shall have a minimum of three members at any given time.
- 6.3 Meetings of the Assessment Panel must include a quorum of three members of the Assessment Panel. The first order of business of Assessment Panel meetings regarding decisions on certification shall be to nominate and vote on a Chair (the **Chair**) for the meeting.
- 6.4 The Assessment Panel is responsible for undertaking all of the following duties in accordance with the Framework Rules, these Sub-Rules and associated Schedules and Guide for Candidates, with input from an Independent Expert (the **Independent Expert**) where required:
 - 6.4.1 drafting and maintaining the areas of assessment to ensure that the required skills and knowledge in each area remain current and relevant to industry needs;
 - 6.4.2 drafting a confidential evidence guide (the **Evidence Guide**) to ensure consistency of assessment between candidates, and reviewing it as required;

- 6.4.3 drafting a register of Recognised Certifications (the **Recognised Certifications**) that lists certifications which are recognised as relevant to the areas of assessment, and reviewing it as required;
- 6.4.4 assessing applications for certification and renewal of certification;
- 6.4.5 determining the categories of professional development that are eligible for inclusion in the Continuing Professional Development Log;
- 6.4.6 providing advice to the Secretariat, the Steering Committee and the Board on revisions to the Framework and/or relevant Professional Certification Rules that are necessary for them to fulfil their objectives, and;
- 6.4.7 assisting with reviews or investigations of individuals certified under the Framework at the request of the Secretariat, the Steering Committee, or the Ombudsperson (the **Ombudsperson**).

7. Certification Reference Groups

- 7.1 Governance requirements for the Certification Reference Groups (the **Certification Reference Group(s)**) are set out in the Framework Rules.

8. Ombudsperson

- 8.1 Governance requirements for the Ombudsperson are set out in the Framework Rules.

9. Independent Expert(s)

- 9.1 Governance requirements for the Independent Expert(s) are set out in the Framework Rules.

Part C: Scope of CERL- CB certifications

1. Definition of an Integrated Building Energy Retrofit

- 1.1 The Framework recognises two broadly defined models of an IBER.
- 1.2 An IBER is a Commercial Building retrofit that:
 - 1.2.1 considers all major energy uses within the building when identifying opportunities for energy conservation and reducing greenhouse gas emissions. This may include (but is not limited to) heating, ventilation and air conditioning systems, lighting systems, control systems, water systems, generation technologies and the building envelope.
 - 1.2.2 takes a comprehensive approach to design, incorporating multiple technologies when appropriate.
 - 1.2.3 takes a considered approach to implementation, effectively integrating project measures with the building's existing systems.
 - 1.2.4 includes all stages of a building energy performance retrofit, including:
 - scoping the project;
 - energy reviews or audits;
 - business case development;
 - verification of technical fundamentals and design;
 - procurement and tendering for products and services;
 - supply and installation management;
 - integration with existing services;
 - commissioning and tuning;
 - measurement and verification;
 - behaviour change measures; and
 - ongoing project maintenance.
- 1.3 An IBER with performance guarantee is an IBER (as defined above) that also includes contractual guarantees regarding the energy performance of the building following the retrofit. This includes, but is not restricted to, EPCs (**EPCs**).
- 1.4 All IBERs should include as a minimum a measurement and verification plan and process for determining whether efficiency objectives have been met. The plan should be consistent with either the International Performance Measurement and Verification Protocol (**IPMVP**), or equivalent guidelines.
- 1.5 An IBER may be a standalone upgrade – that is, energy savings may be the primary goal of the building upgrade. Alternatively, an IBER may be incorporated into a building upgrade with a broader set of objectives.

2. Standard and Complex Integrated Building Energy Retrofits

- 2.1 To assist in clarifying the scope of certified activities for different levels of certification, the Framework distinguishes between Standard and Complex IBERs.
- 2.2 Guidance on the distinction between Standard and Complex IBERs is provided in the Guide for Candidates.

3. Overview of certification levels

- 3.1 The Board has established two levels of certification for Certified Emissions Reduction Leader – Commercial Buildings:
- 3.1.1 CERL-CB, which may be awarded to an individual that has demonstrated the knowledge necessary to lead and manage Standard IBERs.
 - 3.1.2 CERL-CB at the Advanced level, which may be awarded to an individual that has demonstrated the knowledge necessary to lead and manage Standard and Complex IBERs, and experience leading and managing each stage of an IBER.

4. Details on certification levels

- 4.1 The CERL-CB is an individual that:
- 4.1.1 has demonstrated both:
 - the skills, knowledge and practical experience necessary to contribute to effective IBERs as part of a project team; and
 - the knowledge necessary to lead and manage the effective delivery of Standard IBERs.
 - 4.1.2 has demonstrated a good understanding of the procedural, technical and practical components of leading and managing an effective IBER.
 - 4.1.3 has knowledge and relevant technical expertise necessary to lead and manage Standard IBERs in an integrated manner but is not required to be a technical expert in every aspect of IBER delivery.
 - 4.1.4 Where possible, should be in a position to obtain advice from an individual that has more experience implementing IBERs (generally, a CERL-CB at the Advanced level).
- 4.2 The CERL-CB at the Advanced level is an individual that:
- 4.2.1 has demonstrated the knowledge necessary to lead and manage Standard and Complex IBERs, and experience overseeing and coordinating each stage of an IBER.
 - 4.2.2 has demonstrated an understanding of the procedural, technical and practical components of leading and managing an effective IBER.
 - 4.2.3 has also demonstrated practical experience leading and managing all stages of an IBER.
 - 4.2.4 has the knowledge, relevant technical expertise and practical experience necessary to lead and manage both Standard and Complex IBERs in an integrated manner, but is not required to be a technical expert in every aspect of IBER delivery.
- 4.3 These certifications are awarded in accordance with the requirements set out in Part E: Requirements for Certification.
- 4.4 The EEC does not guarantee the quality of work undertaken by certified individuals and expressly disclaims, to the full extent of the law, any such guarantee. Certification under the Framework Rules and these Sub-Rules is only an indication that an individual has met the relevant requirements for knowledge and experience set out in the Framework Rules and these Sub-Rules.

5. Coverage

- 5.1 Certified individuals are certified to lead and manage IBERs of Commercial Buildings (**Commercial Buildings**) as appropriate to their level of certification within Australia and its states and territories.
- 5.2 For the purposes of the Framework and these Sub-Rules, Commercial Buildings are all building classes identified by the Building Code of Australia, excluding Class 1, Class 2, Class 4, Class 8 and Class 10.

Part D: Terms of certification

The Terms of certifications are set out in the Framework Rules, which should be read in conjunction with these Sub-Rules.

Part E: Requirements for certification

1. General requirements

- 1.1 All candidates for certification must be at least eighteen years of age.

2. Pre-requisites for certification

- 2.1 The Board has established the following pre-requisites for each level of certification.
- 2.2 Certification as a CERL-CB is available to energy efficiency implementation professionals with intermediate to significant industry experience, who can demonstrate to the Assessment Panel that they satisfy either of the following criteria:
 - 2.2.1 in the case of candidates with a degree in engineering, architecture, surveying, construction management or project management, or a mechanical or electrical trade qualification, a minimum of one year of experience implementing energy efficiency retrofits of Commercial Buildings; or
 - 2.2.2 in the case of candidates without a relevant qualification, a minimum of three years of experience implementing energy efficiency retrofits of Commercial Buildings.
- 2.3 Certification as a CERL-CB at the Advanced level is available to energy efficiency implementation professionals with significant industry experience who can demonstrate to the Assessment Panel that:
 - 2.3.1 they have either:
 - 2.3.1.1 in the case of candidates with a degree in engineering, architecture, surveying, construction management or project management, or a mechanical or electrical trade qualification, a minimum of three years of experience implementing energy efficiency retrofits of Commercial Buildings; or
 - 2.3.1.2 in the case of candidates without a relevant qualification, a minimum of five years of experience implementing energy efficiency retrofits of Commercial Buildings; and
 - 2.3.2 they have either:
 - 2.3.2.1 led three IBER projects in their entirety; or
 - 2.3.2.2 an equivalent amount of experience leading IBERs across a range of retrofit projects, and have experience leading each discrete stage of an IBER project.
- 2.4 Experience may include implementing Commercial Building retrofits focused on upgrading a single energy efficiency technology.
- 2.5 Experience must meet a satisfactory standard in relation to professionalism, process and outcomes achieved.
- 2.6 Qualifications referred to in this Part E, Section 2 must be awarded by an Australian educational institution of good standing, or an equivalent international institution deemed satisfactory by the Assessment Panel.

- 2.7 The determination of whether a candidate satisfies these pre-requisites for certification shall be made by the Assessment Panel in its sole discretion, in accordance with these Sub-Rules.

3. Assessment criteria

- 3.1 As well as meeting the pre-requisites set out above (Part E, Section 2), candidates for CERL-CB must establish their eligibility for certification by demonstrating to the Assessment Panel that they have:
- 3.1.1 the required skills and knowledge in the three mandatory areas of assessment set out in Schedule 1;
 - 3.1.2 the required skills and knowledge in at least four additional areas of assessment set out in Schedule 1;
 - 3.1.3 the skills, knowledge and practical experience necessary to contribute to effective IBERs as part of a project team, and;
 - 3.1.4 the knowledge necessary to lead and manage the effective delivery of a Standard IBER.
- 3.2 Candidates for CERL-CB at the Advanced level must establish their eligibility for certification by satisfying the Assessment Panel that they have:
- 3.2.1 the required skills and knowledge in all ten areas of assessment set out in Schedule 1, and;
 - 3.2.2 the skills, knowledge and practical experience necessary to lead and manage the effective delivery of Standard and Complex IBERs.
- 3.3 Candidates for CERL – CB and CERL – CB at the Advanced level are assessed against the same ten areas of assessment. However, the required skills and knowledge in each area differ for certification as a CERL – CB and CERL – CB at the Advanced level, reflecting the different level of experience and expertise required at each level of certification.
- 3.4 A confidential Evidence Guide is maintained by the Assessment Panel to assist Assessors (**Assessor(s)**) to determine whether candidates demonstrate the required skills and knowledge in each area of assessment, and to assist in consistency of assessment between candidates.
- 3.5 The determination of whether a candidate satisfies these assessment criteria shall be made by the Assessment Panel in their sole discretion, in accordance with these Sub-Rules.

4. Development areas

- 4.1 Candidates awarded CERL – CB certification who do not demonstrate that they have the required skills and knowledge in all ten areas of assessment shall:
- 4.1.1 have those areas in which they have not demonstrated the required skills and knowledge deemed development areas;
 - 4.1.2 be required to undertake professional development that specifically addresses these development areas, in addition to the standard CPD obligations under the Framework; and
 - 4.1.3 be reassessed on these development areas at a time determined by the Assessment Panel, and not later than when they apply to renew their certification.

5. Recognition of other certifications

- 5.1 Schedule 2 lists external certifications that are recognised as relevant to the areas of assessment.
- 5.2 Candidates holding current certifications on this list are considered to have demonstrated relevant knowledge in the areas of assessment indicated.
- 5.3 All candidates must demonstrate to the Assessment Panel that they have the capacity to apply their knowledge in the context of an IBER, regardless of any certifications held.

Part F: Applying for certification

1. Applying for certification

- 1.1 To apply for certification, candidates must:
 - 1.1.1 read the Guide for Candidates (the **Guide for Candidates**) for and familiarise themselves with the Code of Conduct (**Code of Conduct**; set out in the Framework Rules), the Framework Rules and these Sub-Rules;
 - 1.1.2 complete the Application Forms (the **Application Form(s)**) for the desired level of certification and submit it to the Secretariat along with any supporting documentation requested in the forms;
 - 1.1.3 agree to be bound by the Framework Rules, these Sub-Rules and the Code of Conduct should their application for certification be successful;
 - 1.1.4 pay the required fee within the terms as set out by the Secretariat on the Framework website;
 - 1.1.5 make themselves available for an interview with a member of the Assessment Panel; and
 - 1.1.6 bring any requested documentation to the interview for review by the Assessor.

2. Assessment of applications

- 2.1 Assessments will be conducted by an Assessor from the Assessment Panel (the Assessor). The Secretariat may also appoint a secondary Assessor from the Assessment Panel to assist the Assessor at any stage of the assessment process.
- 2.2 The Secretariat will complete an initial review of any applications for certification to confirm that each application is complete. Incomplete applications or applications that do not meet the prerequisites will not be accepted and will not be Assessed by Assessors.
- 2.3 The candidate must set out in the Application Form if there are any circumstances where the candidate may require alternative assessment arrangements. The Secretariat will require evidence of the circumstances and may make reasonable adjustments to the assessment process at its discretion.
- 2.4 If the Secretariat decides not to accept an application in accordance with rule 2.2, the Secretariat must notify the candidate and may (in the Secretariat's absolute discretion), give the candidate an opportunity to rectify the deficiencies in their application.
- 2.5 If the Secretariat notifies a candidate in accordance with rule 2.4, and:
 - 2.5.1 the candidate cannot meet the requirements; or
 - 2.5.2 otherwise does not or cannot rectify the deficiencies in their within 5 business days (**Business Day(s)**) of the Secretariat providing an opportunity to do so,then the Secretariat will inform the candidate that their application will not proceed.

- 2.6 If the Secretariat considers that the application is complete the Secretariat will forward the application to the Assessor for Initial Assessment (the **Initial Assessment**). Confidential or sensitive information will be anonymised prior to the Secretariat submitting the application and associated documentation to the Assessor.
- 2.7 The Assessor will consider the candidate's application in light of the prerequisites for certification set out in Part E (the Initial Assessment). If the pre-requisites for certification are not met, this preliminary determination as to the candidate's eligibility at the desired level of certification shall be presented to the Assessment Panel for review (Part F, Section 3).
- 2.8 If the pre-requisites for certification appear to have been met, the Assessor will consider the remainder of the candidate's application and any associated evidence in light of the areas of assessment (the **Primary Assessment**).
- 2.9 If, after conducting the Primary Assessment, the Assessor considers that the candidate is not eligible for certification, this preliminary determination as to the candidate's eligibility at the desired level of certification shall be presented to the Assessment Panel for review (Part F, Section 3).
- 2.10 If the Assessor decides that the candidate may be eligible for certification based on the application, the candidate will be invited to an interview with the Assessor. An invitation to an interview does not guarantee that certification will be granted.
- 2.11 The Assessor will use the interview to verify the information provided in the candidate's application, review any additional project documentation supplied by the candidate during the interview, and gather any additional information necessary to determine the candidate's eligibility.
- 2.12 Following the interview, the Assessor shall make a preliminary determination as to the candidate's eligibility at the desired level of certification and present this to the Assessment Panel for review as per rule 3.1.

3. Referral to Assessment Panel for certification decision

- 3.1 Preliminary determinations will be presented to a meeting of the Assessment Panel for review.
- 3.2 Decisions on certification shall be made by a simple majority vote of the Assessment Panel. In the event of a tied vote, the member of the Assessment Panel not directly involved in the assessment shall have a casting vote.

4. Submission of additional information

- 4.1 If the Assessor considers the information lodged with an application is insufficient for the Assessor to determine a candidate's eligibility, the Assessor may, at their discretion, request additional or information from the candidate. The Assessor may also request that information provided as part of the Application Form be redrafted for clarity or relevance.
- 4.2 The Secretariat shall make requests in writing for additional or redrafted information on behalf of the Assessor.
- 4.3 The candidate must provide any additional or redrafted information within ten Business Days of receiving request for that information. Information provided following that period will only be accepted and considered at the sole discretion of the Assessors.

5. Certification at another level

- 5.1 Upon reviewing the application, the Assessor may form the view that the candidate is likely to be eligible at a level of certification higher than the one applied for.
- 5.2 If the Assessor makes a determination in accordance with rule 5.1, the Assessor will inform the candidate and invite the candidate to submit additional material necessary to be assessed at the higher level of certification. The candidate may elect to do so in their sole discretion.
- 5.3 Alternatively, after reviewing all the evidence, the Assessor may find that a candidate is eligible at a level of certification lower than the one applied for. In this instance, the candidate may be offered the option of accepting certification at the lower level.

6. Conditional certification as a CERL-CB or a CERL-CB at the Advanced level

- 6.1 The Assessment Panel may determine that a Candidate for CERL – CB or a CERL – CB at the Advanced level is eligible for certification, subject to the candidate acquiring a limited amount of additional knowledge or experience.
- 6.2 If the Assessment Panel makes a decision in accordance with rule 6.1, the Assessment Panel may offer the candidate conditional certification as a CERL – CB or a CERL – CB at the Advanced level. The conditional certification will be valid, subject to the candidate fulfilling certain agreed conditions within a set timeframe.
- 6.3 The Assessment Panel will provide the candidate with guidance on the knowledge or experience they need to demonstrate in order for the conditions on their certification to be removed. The Assessment Panel shall also set out the re-assessment process for verifying the additional knowledge and experience.
- 6.4 Re-assessment fees will vary depending on the extent of re-assessment necessary, and will be set by the Secretariat in consultation with the Assessment Panel on a case-by-case basis.
- 6.5 Acceptance of conditional certification status will be at the sole discretion of the candidate.

- 6.6 Candidates that are subject to conditional certification but fail to satisfy the conditions within the timeframe specified by the Assessment Panel may:
 - 6.6.1 have their certification downgraded to a CERL – CB certification if the conditional certification is related to a CERL – CB at the Advanced level, at the sole discretion of the Assessment Panel; or
 - 6.6.2 have their conditional certification revoked by the Assessment Panel.
- 6.7 Candidates that are awarded conditional certification will not be listed on the publicly accessible Directory of Certified Individuals (the **Directory of Certified Individuals**) until the conditions on their certification are removed.
- 6.8 Candidates that are awarded conditional certification may not use the certification status in promotional materials or activities until the conditions on their certification are removed.
- 6.9 In all other respects, candidates that are awarded conditional certification are subject to the same requirements under the Framework as certified individuals.

7. Registration as a Probationary CERL – CB

- 7.1 If a candidate for CERL – CB is assessed as not yet being eligible to be certified, the Assessment Panel may, at their sole discretion, offer the candidate registration as a Probationary CERL – CB (**Probationary CERL – CB**).
- 7.2 The Assessment Panel may make a decision in accordance with rule 7.1 if eligibility has been demonstrated in most areas, but a significant amount of additional knowledge or experience is required to demonstrate eligibility for certification as a CERL – CB.
- 7.3 If the Assessment Panel makes a decision in accordance with rule 7.1, candidates will be provided with feedback on the knowledge or experience they need to acquire within a certain timeframe to achieve certification as a CERL – CB. The Assessment Panel shall also set out the re-assessment process for achieving certification.
- 7.4 Re-assessment fees will vary depending on the extent of re-assessment necessary and will be set by the Secretariat in consultation with the Assessment Panel on a case-by-case basis.
- 7.5 Acceptance of Probationary CERL – CB status will be at the sole discretion of the candidate.
- 7.6 A Probationary CERL – CB is not certified to carry out any activities under the Framework.
- 7.7 A Probationary CERL – CB will not be listed on the publicly accessible Directory of Certified Individuals until they are certified as a CERL – CB.
- 7.8 A Probationary CERL – CB may not use the certification status in promotional materials or activities until they are certified as a CERL – CB.

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- 7.9 Registration as a Probationary CERL – CB is valid for one year. A Probationary CERL – CB may apply to renew their registration for another year if they have not yet met the requirements for certification as a CERL – CB.
- 7.10 A Probationary CERL – CB that has not met the requirements for certification as a CERL – CB after two years from the date they were certified, must reapply for certification. Applications will be processed in accordance with the standard application process set out in Part F: Applying for Certification.
- 7.11 In all other respects, candidates that are awarded Probationary CERL – CB certification are subject to the same requirements under the Framework as certified individuals.

8. Notification of assessment and issue of certification

- 8.1 The Secretariat shall communicate the Assessment Panel's assessment determination to the candidate in writing, which must include a Statement of Reasons (the **Statement of Reasons**) that sets out the grounds for the Assessment Panel's determination, and any other relevant information, such as development areas established by the Assessment Panel.
- 8.2 Successful candidates will be issued with a certification certificate and a Certification Number (the **Certification Number**).
- 8.3 Unsuccessful candidates shall be notified in writing of:
 - 8.3.1 their right to appeal the Assessment Panel's determination; and
 - 8.3.2 when they can reapply and the applicable reapplication fee.

9. Appeals

- 9.1 Candidates for certification may appeal their determination if, after reviewing the Statement of Reasons, they believe the Assessment Panel has not properly applied the Framework Rules and/or Sub-Rules to the assessment.
- 9.2 Appeals by candidates will incur a fee in respect of administration and reassessment costs. The required fee must be paid by the candidate before an appeal will be considered by the Secretariat.
- 9.3 Appeals must be made in writing to the Secretariat within ten Business Days of the candidate being notified of an unsuccessful application and must clearly state how the Framework Rules and/or Sub-Rules have not been properly applied.
- 9.4 The Secretariat shall forward appeals that meet the above requirements to the Ombudsperson for review.
- 9.5 If the Ombudsperson determines that the Framework Rules and/or Sub-Rules have been appropriately applied, the appeal will be dismissed, and the candidate informed by the Secretariat of the Ombudsperson's decision. The Ombudsperson's decision is final.
- 9.6 If the Ombudsperson determines that the appeal is well founded, the candidate's application and the Ombudsperson's reasoning will be forwarded to a member of the Assessment Panel that did not take part in the original decision (the **Reviewer**).
- 9.7 In considering the appeal the Reviewer may, at their discretion, take into account any of the following:

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- 9.7.1 the original application and any supporting documentation provided by the candidate;
 - 9.7.2 notes, scores and other materials produced by the Assessor and the Assessment Panel in the course of the original assessment;
 - 9.7.3 the Statement of Reasons produced by the Assessment Panel;
 - 9.7.4 the letter of appeal from the unsuccessful candidate; and
 - 9.7.5 any other documentation provided by the candidate to support their case.
- 9.8 If the reviewer determines that the candidate is eligible for certification, the reviewer will advise the Secretariat to issue the candidate a certification and a Certification Number. In such cases, the Reviewer may recommend that the fee paid to lodge the appeal is refunded. Refunds will be made at the sole discretion of the Secretariat.
- 9.9 If the Reviewer confirms the determination made by the Assessment Panel, or that there was an error but that the candidate is not eligible for certification, that decision is final and cannot be further appealed by the candidate.

10. Resubmissions

- 10.1 Resubmission of an application will be subject to the standard applicable fee for assessment.

11. Candidate veto rights over Assessors

- 11.1 Candidates have the right to veto the Secretariat's first choice of Assessor, however candidates must act reasonably when exercising this right.
- 11.2 Candidates will be notified of their Assessor's identity prior to the Primary Assessment taking place.
- 11.3 If the candidate decides to veto the Secretariat's first choice of Assessor, they must notify the Secretariat within 48 hours of being notified of the Assessor's identity.
- 11.4 If a candidate exercises their veto right, their application will be forwarded to another member of the Assessment Panel selected by the Secretariat. candidates do not have a veto right over second or subsequent choices of Assessor.

12. Duration of certification

- 12.1 Terms of certification commence on the date candidates are formally notified that their application has been successful.
- 12.2 Certification as a CERL – CB is valid for a period of three years.
- 12.3 Certification as a CERL – CB at the Advanced level is valid for a period of three years.

13. Changing certification level

- 13.1 Upgrading certification
 - 13.1.1 Certified individuals under the Framework may seek to upgrade to a higher level of certification by submitting a new application at the desired level.

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13.1.2 Individuals applying for an upgrade to a higher level of certification may reuse material from their previous application. This material will be re-assessed against the more stringent requirements of the higher certification level.

13.1.3 The Secretariat will inform the certified individual of the fee payable by the certified individual for upgrading their certification.

13.2 Downgrading certification

13.2.1 Certified individuals under the Framework may apply in writing to the Secretariat to downgrade to a lower level of certification. That application must set out the reasons for their request.

13.2.2 Such requests shall be forwarded to the Assessment Panel for consideration, who will decide to accept or reject such requests in its sole discretion.

14. Administration

14.1 All decisions relating to certification shall be kept on file by the Secretariat along with Application Forms, associated documentation and assessment materials and the Statement of Reasons for a minimum of seven years (or arrangements shall be made to keep them in storage for an equivalent period).

14.2 The Secretariat shall maintain a publicly accessible Directory of Certified Individuals that are certified under these Sub-Rules unless stated otherwise.

14.3 This directory shall include the name of certified individuals, Certification Numbers, certification level and status, duration of certification, date of initial certification and the states and territories in which the certified individuals operate. Certified individuals irrevocably consent to the publication of this information.

14.4 This directory may include the contact details of the certified individuals. Certified individuals must consent to the publication of this information.

Part G: Maintaining certification

1. Satisfying the requirements for certification

- 1.1 To maintain certification, certified individuals must satisfy and continue to satisfy all the requirements for certification verified in the course of the assessment process.
- 1.2 To maintain certification, certified individuals must comply and continue to comply with the Framework Rules, these Sub-Rules and the Code of Conduct.
- 1.3 From time to time, the Assessment Panel, in consultation with the Steering Committee and the Certification Reference Group, and, if required, with the advice of the Independent Expert, may revise the areas of assessment or introduce additional requirements for certification, such as revised pre-requisites for certification or mandatory training programs for certification. All revisions require the approval of the Board.
- 1.4 If the requirements for certification are amended in accordance with rule 1.3, certified individuals may be required to show they have met the revised criteria for certification within a given timeframe.
- 1.5 Additional requirements may also be set out in the Framework Rules which should be read in conjunction with these Sub-Rules.

2. Maintaining currency of personal details

- 2.1 It is the responsibility of certified individuals to notify the Secretariat in writing of any of the following:
 - 2.1.1 change of contact details;
 - 2.1.2 change of employer; or
 - 2.1.3 the revocation of any relevant certifications or certifications.

3. Payment of the scheduled fees

- 3.1 To maintain their certification, certified individuals are required to pay all the applicable fees set out by the Secretariat.

4. Submission of a Continuing Professional Development Log

- 4.1 Certified individuals are required to submit to the Secretariat an annual CPD Log on renewal which includes the following areas:
 - 4.1.1 Certified individuals must describe eligible CPD activities undertaken in the course of the year and how they relate to the areas of assessment.
 - 4.1.2 Each CPD activity listed must make a substantial contribution to the development of the certified individual's skills and knowledge in one of the areas of assessment.
 - 4.1.3 Activities undertaken to satisfy CPD requirements in other certification programs may be used to satisfy CPD requirements under the Framework, as long as they make a substantial contribution to the development of the certified individual's skills and knowledge in one of the areas of assessment.

- 4.1.4 A certified individual that has had development areas identified as part of the certification process must ensure that at least one of the CPD activities in each calendar year substantially addresses each development area identified.
 - 4.2 Where a certified individual has not been granted an exemption in accordance with Part H, not submitted their annual CPD Logs and failed to meet all CPD requirements may be required to demonstrate that they continue to satisfy all the requirements for certification by re-applying for certification. These applications will be processed in accordance with the standard application process set out in Part F: Applying for Certification.
5. Submission of evidence of experience
 - 5.1 Certified individuals must submit three case studies for IBERs they have worked on during each three-year certification period, using the IBERs Case Study Form (the **IBERs Case Study Form**).
 - 5.2 Submitted case studies must qualify as IBERs under these Sub-Rules. Additional requirements for case studies for certified individuals are set out on the IBERs Case Study Form.
 - 5.3 Certified individuals who are due to renew their certification, but have not submitted three case studies, and have not obtained an exemption in accordance with Part H will be required to demonstrate that they continue to satisfy all the requirements for certification by re-applying for certification. These applications will be processed in accordance with the standard application process set out in Part F: Applying for Certification.
6. Breaches of the requirements for maintaining certification
 - 6.1 The Secretariat may, at any time and in its sole discretion, suspend or revoke certification if it determines that a certified individual has failed to meet any of the following requirements for maintaining certification:
 - 6.1.1 compliance with the Framework Rules, these Sub-Rules or the Code of Conduct;
 - 6.1.2 satisfying all the requirements for certification verified in the course of the assessment process;
 - 6.1.3 undertaking the required CPD activities;
 - 6.1.4 submitting any other information or materials as required; or
 - 6.1.5 paying the required fees.
 - 6.2 Certified individuals that have their certification suspended or revoked shall be provided with a Statement of Reasons.
 - 6.3 Suspensions may be lifted if the certified individual complies with these requirements within a reasonable time period (as determined by the Secretariat).
 - 6.4 Formerly certified individuals that reasonably believe that the Secretariat has not properly applied the Framework Rules or these Sub-Rules may appeal to the Ombudsperson to review the decision by following the appeals process in Part I of the Framework Rules.
 - 6.5 No fees will be refunded upon suspension or revocation of certification.

7. Withdrawing from the Framework

- 7.1 Certified individuals may revoke their certification under the Framework at any time by notifying the Secretariat in writing.
- 7.2 No fees will be refunded upon withdrawing certification.

8. Administration

- 8.1 All materials associated with the maintenance of certification shall be kept on file by the Secretariat for a minimum of seven years (or arrangements shall be made to keep them in storage for an equivalent period).

Part H: Renewing certification

1. Requirements for renewal of certification

- 1.1 Certified individuals who wish to renew their certification must submit all necessary documentation at least six weeks prior to the expiry of their certification.
- 1.2 To renew their certification, certified individuals must satisfy all of the following requirements:
 - 1.2.1 submit the required CPD Logs, and satisfy any requirements in relation to identified development areas;
 - 1.2.2 submit any information or materials required, including the required case studies;
 - 1.2.3 provide evidence of any exemptions to maintenance requirements referred to in Part G (if relevant);
 - 1.2.4 complete the renewal of certification form and submit it to the Secretariat along with any documentation requested in the form;
 - 1.2.5 agree to continue to be bound by the Framework Rules, these Sub-Rules and the Code of Conduct should their application for renewal be successful; and
 - 1.2.6 pay the Required Fees as set out by the Secretariat.
- 1.3 Certified individuals that have taken formal leave (such as parental or long service leave) lasting three or more months within a one-year period may apply for a partial exemption from the requirements listed in Part H section 1.2.1, 1.2.2 or 1.2.3 (as appropriate), noting that:
 - 1.3.1 the partial exemption will only be applied up to a maximum period of one (1) year, meaning that certified individuals could apply to be exempt from up to one third of the time period that requirements listed in Part H section 1.2.1, 1.2.2 or 1.2.3 (as appropriate) apply.
 - 1.3.2 applications for partial exemptions from the requirements listed in Part H section 1.2.1, 1.2.2 or 1.2.3 (as appropriate) shall be considered by the Secretariat, in consultation with the Assessment Panel where necessary, on a case-by-case basis.

2. Assessment of renewals

- 2.1 The Secretariat will complete an initial review of any application for renewal to confirm that the application is complete, and if satisfied, will forward the application to a member of the Assessment Panel (the Assessor) for independent review. Confidential or sensitive information will be anonymised prior to the Secretariat submitting the application and associated documentation to the Assessor.
- 2.2 If the Secretariat considers that a renewal application is not complete, it must inform the certified individual and provide the certified individual with a reasonable opportunity (as determined by the Secretariat in its sole discretion) to submit a completed renewal application.

- 2.3 In the case of renewal applications forwarded to the Assessor by the Secretariat in accordance with rule 2.1, the Assessor will consider those applications in accordance with the requirements for certification renewal. The Assessor will take into account all relevant evidence (including the Application Form, supporting documentation, submitted materials, CPD Logs if required, and the testimony of referees).
- 2.4 The Assessor will make a preliminary determination as to whether certification should be renewed. At minimum, the Assessor shall consider whether the certified individual:
 - 2.4.1 has fulfilled the requirements for maintaining certification;
 - 2.4.2 has fulfilled the requirements for renewal of certification, including any additional requirements established by the Assessment Panel;
 - 2.4.3 has, based on available information, complied with the Framework Rules, these Sub-Rules and the Code of Conduct over the period of their certification; and
 - 2.4.4 remains actively engaged in the delivery of certified activity.

3. Decisions on renewal

- 3.1 Preliminary determinations will be presented to a meeting of the Assessment Panel for review. This meeting shall generally include three members of the Assessment Panel. The first order of business of Assessment Panel meetings regarding renewals of certification shall be to nominate and vote on a Chair.
- 3.2 Certified individuals who meet the requirements for renewal shall have their applications for renewal considered. Decisions on renewal shall be made by a simple majority vote. In the event of a tied vote, the Chair shall have a casting vote.
- 3.3 The final determination regarding whether the certification of a certified individual is renewed shall be made by the Assessment Panel at their sole discretion, in accordance with these Sub-Rules.

4. Notification of assessment of renewal applications

- 4.1 The Secretariat shall communicate the Assessment Panel's determination to the certified individual in writing.
- 4.2 This communication shall include a Statement of Reasons that sets out the reasons for the Assessment Panel's determination.
- 4.3 Successful candidates will be issued with a new certification certificate.
- 4.4 Unsuccessful candidates shall be notified of their right to appeal the Assessment Panel's determination.

5. Appeals

- 5.1 Appeals regarding unsuccessful renewal applications shall follow the appeals process set out in Part F: Applying for certification.

6. Lapsed certifications

- 6.1 Formerly certified individuals that have allowed their certification to lapse may follow the renewal process in this Part H to renew their certification, provided that they apply for renewal within one year from date that their certification expired.
- 6.2 If a formerly certified individual renews their certification in accordance with rule 6.1, they will be required to pay both the normal re-certification fee and an additional charge for lodging a late application for re-certification.
- 6.3 If a formerly certified individual:
 - 6.3.1 has not renewed their certification within one year from the date their certification expired; and
 - 6.3.2 wishes to renew their certification,that individual may only do so by re-applying for certification in accordance with Part F of these Sub-Rules.

7. Administration

- 7.1 All decisions relating to certification renewals shall be kept on file by the Secretariat along with applications, associated assessment materials and the Statement of Reasons for a minimum of seven years (or arrangements shall be made to keep them in storage for an equivalent period).

Part I: Complaints and reviews

Requirements for complaints and reviews are set out in the Framework Rules which are to be read in conjunction with these Sub-Rules.

Part J: Process for establishing and revising certification conditions

The process for establishing and revising certification conditions are set out in the Framework Rules which are to be read in conjunction with these Sub-Rules.

Schedule 1: Areas of assessment

1. Overview of assessment criteria

- 1.1 Certified Emissions Reduction Leader for Commercial Buildings (CERL – CB)
 - 1.1.1 To be certified, candidates for CERL – CB must establish their eligibility by demonstrating that they have the required skills and knowledge in at least seven of the ten areas of assessment.
 - 1.1.2 Of the seven areas referred to in rule 1.1.1 of this Schedule, the following mandatory areas of assessment must be included:
 - 1.1.1 Area 1: Leading and managing IBERs
 - 1.1.2 Area 2: Energy consumption, assessments and analysis
 - 1.1.3 Area 3: Measurement and verification of energy savings
- 1.2 Certified Emissions Reduction Leader for Commercial Buildings – at the Advanced level
 - 1.2.1 To be certified, candidates for CERL – CB at the Advanced level must establish their eligibility by demonstrating they have the required skills and knowledge in all ten areas of assessment.

2. Details of assessment criteria by area of assessment

Area 1: Leading and managing IBERs	
Ability to effectively lead and manage an IBER project in its entirety, from scoping through to completion.	
Required skills and knowledge – CERL – CB	Required skills and knowledge – CERL – CB at the Advanced level
<p>Recent and relevant experience working as part of a team implementing energy efficiency retrofits of Commercial Buildings;</p> <p>Familiarity with key components of construction project management including scope, cost and procurement, time, risk management, contract management, environmental management, and occupational health and safety;</p> <p>A practical appreciation of the principles, skills and techniques required for management of Integrated Building Energy Retrofits throughout the project life cycle from inception to completion.</p>	<p>Recent and relevant experience leading the implementation of Integrated Building Energy Retrofits of Commercial Buildings;</p> <p>Familiarity with key components of construction project management including scope, cost and procurement, time, risk management, contract management, environmental management, and occupational health and safety;</p> <p>A practical appreciation and working knowledge of the principles, skills and techniques required for management of Integrated Building Energy Retrofits throughout the project life cycle from inception to completion.</p>

Area 2: Energy consumption, assessments and analysis	
Understanding of energy consumption, collection, billing, modelling and analysis, and ability to oversee energy assessments and audits.	
Required skills and knowledge – CERL – CB	Required skills and knowledge – CERL – CB at the Advanced level
<p>Understanding of all energy uses within a Commercial Building, and how they relate to each other and the building's total energy consumption;</p> <p>Ability to read and understand energy use profiles;</p> <p>Ability to verify the accuracy of data presented, including from existing meters;</p> <p>Can describe the steps necessary to undertake energy assessments and audits.</p>	<p>Understanding of all potential energy uses and emission sources within a Commercial Building, and how they relate to each other and the building's total energy consumption and emissions profile;</p> <p>Understands the impact of usage trends on energy use;</p> <p>Ability to read and understand energy use profiles;</p> <p>Ability to verify the accuracy of data presented, including from existing meters;</p> <p>Understanding of energy markets, pricing and tariffs;</p> <p>Can describe the steps necessary to undertake energy assessments and audits;</p> <p>Experience includes overseeing energy assessments and audits.</p>

<p>Area 3: Measurement and verification of energy savings</p> <p>Ability to oversee a robust process for measurement and verification of energy savings.</p>	
<p>Required skills and knowledge – CERL – CB</p>	<p>Required skills and knowledge – CERL – CB at the Advanced level</p>
<p>Understands the purpose and application of measurement and verification processes, standards and protocols, including the International Performance Measurement and Verification Protocol (IPMVP);</p> <p>Can describe how to design measurement and verification processes that are relevant to the project and scope of works being delivered.</p>	<p>Understands the purpose and application of measurement and verification processes, standards and protocols, including the International Performance Measurement and Verification Protocol (IPMVP);</p> <p>Ability to design measurement and verification processes that are appropriate for the scope of particular projects.</p>

<p>Area 4: Business case development and project justification</p> <p>Ability to undertake cost benefit analyses and develop business cases</p>	
<p>Required skills and knowledge – CERL – CB</p>	<p>Required skills and knowledge – CERL – CB at the Advanced level</p>
<p>Awareness of different cost benefit analysis methodologies, and ability to identify which is best suited to a particular project or client;</p> <p>Understands need for effective business cases to incorporate both financial and non-financial benefits.</p>	<p>Detailed understanding of different cost benefit analysis methodologies and benefits and limitations of each;</p> <p>Demonstrates the ability to develop effective business cases that incorporate both financial and non-financial benefits;</p> <p>Understanding of options for securing project finance, and an appreciation of an IBER's impact on the client's key accounting indicators.</p> <p>Demonstrates ability to use appropriate cost/benefit analysis to suit particular client requirements.</p>

<p>Area 5: Client procurement options for IBERs</p> <p>Ability to advise clients on the procurement models available, and the most appropriate model for a given project.</p>	
<p>Required skills and knowledge – CERL – CB</p>	<p>Required skills and knowledge – CERL – CB at the Advanced level</p>
<p>Understanding of the various procurement models that can be utilised on IBER projects (i.e., design, specify, tender; Energy Performance Contracts etc.);</p> <p>Ability to identify the advantages and disadvantages associated with different procurement pathways in relation to a particular project.</p>	<p>Understanding of the various procurement models that can be utilised on IBER projects (i.e., design, specify, tender; Energy Performance Contracts etc.);</p> <p>Ability to identify the advantages and disadvantages associated with different procurement pathways in relation to a particular project;</p> <p>Familiarity with the local supplier market for IBER projects, the services provided by various specialists, and how this impacts the appropriate model for a given project.</p>

Area 6: Interdependencies between building systems and managing operational impacts	
Ability to ensure integration between building systems whilst managing the operational impact of an IBER.	
Required skills and knowledge – CERL – CB	Required skills and knowledge – CERL – CB at the Advanced level
<p>Understands how project design influences interactions between existing systems and new systems, and the importance of all systems working together for an effective overall outcome;</p> <p>Understands how to effectively manage the impact that implementation has on the ongoing operation of the facility;</p> <p>Understands the importance of service providers working together effectively to minimise operational impacts and ensure efficient operation.</p>	<p>Able to consider how a specific project design influences interactions between existing systems and new systems and ensure that all systems will work together for an effective overall outcome;</p> <p>Able to consider the project from a broader systems perspective that includes materials and products, building structure, enclosure and building services;</p> <p>Able to effectively manage the impact that implementation has on the ongoing operation of the facility;</p> <p>Able to ensure service providers work together effectively to minimise operational impacts and ensure efficient operation.</p>

Area 7: Energy efficiency and generation technologies	
Understanding of energy efficiency and generation technologies, systems and processes	
Required skills and knowledge – CERL – CB	Required skills and knowledge – CERL – CB at the Advanced level
<p>Understands technologies available to reduce demand for energy (and where appropriate, generate energy);</p> <p>Understands how to deploy technologies appropriately while maintaining or improving functional capabilities of the building (within the context of a particular project, taking into consideration Commercial Building type, scope of work and client requirements);</p> <p>Understands the opportunities associated with addressing control strategies;</p> <p>Appreciation for which systems are typically used in different Commercial Building types.</p>	<p>Understands technologies available to reduce demand for energy (and where appropriate, generate energy);</p> <p>Understands how to deploy technologies appropriately while maintaining or improving functional capabilities of the building (within the context of a particular project, taking into consideration Commercial Building type, scope of work and client requirements);</p> <p>Detailed knowledge of the opportunities associated with addressing control strategies;</p> <p>Understands which technologies are typically used in different Commercial Building types.</p>

<p>Area 8: Commissioning and tuning</p> <p>Ability to ensure equipment is appropriately commissioned and tuned.</p>	
<p>Required skills and knowledge – CERL – CB</p>	<p>Required skills and knowledge – CERL – CB at the Advanced level</p>
<p>Understands commissioning standards and processes necessary for successful commissioning;</p> <p>Understands the need to ensure equipment has been commissioned correctly and tuned in place;</p> <p>Understands the difference between defects rectification, maintenance and building system tuning.</p>	<p>Understands commissioning standards and processes necessary for successful commissioning;</p> <p>Understands the need to ensure equipment has been commissioned correctly and tuned in place, and how this should be done;</p> <p>Understands the difference between defects rectification, maintenance and building system tuning;</p> <p>Understands the opportunities available through adjusting set points and controls during the tuning process.</p>

<p>Area 9: Risk management</p> <p>Ability to effectively manage the risks associated with an IBER</p>	
<p>Required skills and knowledge – CERL – CB</p>	<p>Required skills and knowledge – CERL – CB at the Advanced level</p>
<p>A working knowledge of the principles and techniques of risk management of energy efficiency retrofits of Commercial Buildings;</p> <p>Can describe the key components of construction / retrofit project risk management;</p> <p>Appreciation of the need to manage risk associated with the client's existing systems and processes.</p>	<p>A practical appreciation and working knowledge of the principles and techniques of risk management of energy efficiency retrofits of Commercial Buildings;</p> <p>Can describe the key components of construction / retrofit project risk management;</p> <p>Demonstrates the ability to identify and manage risk associated with the client's existing systems, processes and other client organisational risks;</p> <p>Ability to run an effective risk identification process.</p>

<p>Area 10: Stakeholder engagement</p> <p>Ability to effectively manage the stakeholders associated with an IBER</p>	
<p>Required skills and knowledge – CERL – CB</p>	<p>Required skills and knowledge – CERL – CB at the Advanced level</p>
<p>Sound communication skills;</p> <p>Understands the principles of stakeholder engagement and consultation;</p> <p>Understands how a detailed communications plan can be used to facilitate improved project outcomes;</p> <p>Able to identify the key stakeholders involved in an IBER project.</p>	<p>Sound communication skills;</p> <p>Understands the principles of stakeholder engagement and consultation;</p> <p>Understands how a detailed communications plan can be used to facilitate improved project outcomes;</p> <p>Able to identify the key stakeholders involved in an IBER project;</p> <p>Understands and can effectively manage the relationship dynamics between different stakeholder groups.</p>

Schedule 2: Recognised Certifications

These certifications have been recognised by the Assessment Panel as having relevance to one or more of the areas of assessment. Candidates with Recognised Certifications still need to go through the normal assessment process, however their certifications will be taken into account by the Assessment Panel when considering their eligibility in the relevant areas.

Recognised Certifications are regularly reviewed by the Assessment Panel and are revised over time as appropriate.

Certification	Certifying body	Relevant areas of assessment
Performance Measurement and Verification Analyst (PMVA); Performance Measurement and Verification Expert (PMVE).	Efficiency Valuation Organization (EVO)	Area 3: Measurement and verification of energy savings
Certified Measurement and Verification Professional in Training (CMVP-IT); Certified Measurement and Verification Professional (CMVP).	Association of Energy Engineers (AEE)	Area 3: Measurement and verification of energy savings
Certified Energy Manager (CEM)	Association of Energy Engineers (AEE)	Area 2: Energy consumption, assessments and analysis Area 7: Energy efficiency and generation technologies Area 8: Commissioning and tuning
Certified Practicing Project Manager (CPPM) or above; PMI - Project Management Professional (PMP); PRINCE2 Practitioner.	Various	Area 1: Leading and managing IBERs Area 9: Risk management Area 10: Stakeholder engagement