

EEC Professional Certifications Framework

An initiative of the Energy Efficiency Council

Guide for Candidates **Become a Certified Insulation** **Installer**



Become a Certified Insulation Installer



About

This Guide is for candidates applying for certification as a Certified Insulation Installer.

It provides information on the application and assessment processes, the requirements for certification and the responsibilities of certified individuals.

Candidates should read this Guide carefully before filling in their application. In addition, all candidates should familiarise themselves with their rights and obligations as set out in the Framework Rules and Certified Insulation Installer Sub-Rules.

Further information

Further information on the Framework, including fees, the assessment timetable and the Certified Insulation Installer Sub-Rules Rules can be found on the EEC Professional Certifications website

Documents referenced in this Guide

- Framework Rules
- Certified Insulation Installer Sub-Rules
- Application Form
- Job Assessment Form
- Continuing Professional Development Log

Copies of all documents referenced in this guide are available on the EEC Professional Certifications website.

Contact

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Become a Certified Insulation Installer



Before you apply...check that you meet the pre-requisites

Candidates do not have to have previous experience in insulation installations, but before starting the application process there are some things that are required.

Have you completed the required training?

You'll need to provide a certificate of attainment from a registered training organisation that shows you have successfully completed:

1

- CPCCWHS2001 - Apply WHS requirements, policies and procedures in the construction industry;
- CPCCOM1015 - Carry out measurements and calculations;
- CPCCCM2012 - Work safely at heights;
- CPCCPB3014 - Install bulk insulation and pliable membrane products;
- CPCCPB3027 - Install ceiling insulation products

You'll also need to complete:

- EEC001 - Prepare for insulation retrofitting within ceiling spaces

The rules around when you need to complete EEC001 vary from state-to-state. You can find more information about this on the EEC Professional Certifications website.

You can find links to training providers for the units above on the EEC Professional Certifications website.

Do you have your General Construction Induction Certificate?

2

In some states this is also known as a white card.

Do you have a Certificate of Currency for Public Liability Insurance?

3

This needs to show coverage for \$5 million+. If you work for someone else, your employer can give you a copy of this to show us.

**Answered yes to all three questions?
You're ready to apply for certification!**

TIP! Once you apply to become certified, you'll be bound by the Code of Conduct, the Framework Rules and the Certified Insulation Installer Sub-Rules. All these documents can be found on the EEC Professional Certifications website. We strongly recommend that you read them prior to applying as you'll need to confirm you're familiar with them during the application process.

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Applying for certification...

Certification is a multi-stage process, make sure you know what to expect before you get started on your application.

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Decide which applications of insulation you want to be certified for

You can apply to be certified for ceiling, wall or underfloor installations, or any combination of the three. You'll be asked to indicate your preference on the application form.

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Complete your application form

Apply via the online form on the EEC Professional Certifications website. If you have any questions about how to complete the form, you can contact the EEC Certifications team for assistance.

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Pay your application fee

If your application is accepted, you'll be asked to pay the application fee.

Current application fees are available on the EEC Professional Certifications website.

From time to time, different state or territory governments will make subsidies available to reduce the cost of applying. If a subsidy is available to you at the time you apply, we'll process it automatically – there's nothing extra you'll need to do.

Once the fee is paid, you are on your way to being certified (but remember, you're not fully certified yet). We'll ask you for some additional things that allow our Assessment Panel to assess work that you have done outside of the training environment. We go into more detail on what this looks like on the next page.

**Completed steps 4,5 & 6?
You're ready to get assessed for certification!**

TIP! There are a few different forms you need to fill out on the way to becoming certified. We recommend you read through each form in full before you start filling it out.

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Get assessed for certification...

For the Assessment Panel to approve your certification, they need to see evidence of work that you've completed outside of the training environment.

IMPORTANT! To be assessed for certification you must complete three insulation installation jobs and submit a Job Assessment Form (JAF) for each one.

The jobs that go on your JAFs need to be completed with the supervision of a trainer or team supervisor, and that person must sign off on them.

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Access the Job Assessment Form

Once your application has been accepted and you've paid your application fee, the EEC Professional Certifications team will provide you with a link to the online JAF.

Depending on which applications of insulation you have told us you want to be certified for (ceiling, wall or underfloor) you'll need to submit a combination of JAFs. We'll let you know which ones you need to complete when we send you the link.

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Download and use the checklist to make sure you have gathered all the evidence you need

We ask for a variety of documentation relating to your installation job. This includes things like:

- Clear, geotagged, timestamped photos
- Safe work method statements
- Certificates of electrical safety

To help you gather all the evidence you need, download and complete the checklist (available at the top of the online JAF) – there's one for each application of insulation (ceiling, wall or underfloor) so make sure you use the right one for the job type you're completing.

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Submit your Job Assessment Forms

Once you've completed the installation work, and have gathered all the evidence, it's time to upload everything (including the completed checklist) via the online JAF.

The completed JAFs will be reviewed by members of the Assessment Panel to decide whether you meet the requirements of the certification.

You can save a partially completed JAF and return to it at another time to complete it, but once submitted you cannot make changes.

Now it's time to wait for an outcome

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Once your assessment is complete...

Once the Assessment Panel completes it's review, we'll notify you in writing of their decision.

If your application is successful

Congratulations, you're certified!

Your details will appear in the directory on the EEC Professional Certifications website. This shows the public that you are a Certified Insulation Installer. Being listed on the directory is a requirement of certification.

You will receive a certification pack, including a certificate, identification number, and promotional materials such as logos and brochures to assist you in communicating your new professional status.

Maintaining your certification

There are a few things you'll need to do in order to maintain your certification. This includes providing us with proof of your (or your employer's) public liability insurance each year and keeping us updated any time it changes – such as if you change employer.

You'll also need to continue to build your skills by attending training and refresher courses from time to time. The EEC Professional Certifications Team will provide you with further guidance when this requirement comes into effect.

Renewing your certification

Your certification is valid for **3 years**, then you'll need to renew your certification.

At this time, you'll need to show evidence of ongoing professional development and continued work in the industry.

The EEC Professional Certifications team will be in touch with you well ahead of your renewal date to advise you of the process.

REMEMBER! Certified Installers are bound by the Code of Conduct, the Framework Rules, and the Certified Insulation Installer Sub-Rules. Breaches of any of these may result in your certification being suspended or revoked.

If your application is not successful

You will be provided with a document that outlines the Assessment Panels reason for their decision.

Got a question?

We might have answered it in the FAQs on the next page.

If not, please get in touch

certifications@eec.org.au | 03 9069 6588

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FAQs

How long does the certification process take?

Certifications are assessed in rounds, so the length of time from application to outcome can vary, depending on when you first apply. We provide information on the current round on the EEC Professional Certifications website, including upcoming cut-off dates for inclusion and when you can expect your outcome.

Who assesses my application for certification?

The Assessors who review your application are experts in the area of insulation installation appointed to the Assessment Panel by the EEC Board. To make sure the process is consistent and fair, Assessors work from a detailed Evidence Guide that sets out how they should assess you.

How do you ensure application assessments are independent?

The EEC Professional Certifications team removes identifying information prior to sharing applications and assessment materials with Assessors, so that Assessors do not know the identity of applicants.

What criteria am I being assessed against?

There are nine areas of assessment, which include:

- Legislation, Regulations and Standards
- Workplace health and safety
- Electrical safety
- Insulation materials and equipment
- Installing insulation
- Insulation installation quality and documentation
- Working safely at heights
- Measurements and calculations
- Prepare for retrofitting within ceiling spaces

If you want more information on the areas of assessment, see Schedule 1 of the Certified Insulation Installer Sub-Rules.

What happens if there's a problem with my application?

If there's a problem with your application (for example, if there's a file missing or one of the photos is not clear enough), a member of the EEC Professional Certifications team will be in touch to let you know what's wrong and what you can do to fix it.

How do I make an appeal or submit a complaint?

If you think the process was unfair, or have a complaint or concern, there is a process in place for you to request a review or lodge a complaint. If you need more information about this, it can be found in the Framework Rules (available on the EEC Professional Certifications website).

Where can I go for more information?

The EEC Professional Certifications website provides more detail on many of the things we've covered in this document <https://eeccertified.org.au/> If you can't find what you're looking for please call or email us certifications@eec.org.au | 03 9069 6588

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The EEC Professional Certifications Framework Code of Conduct

The EEC Professional Certifications Framework Code of Conduct sets out the standards of professional conduct required of certified individuals. Adherence to this Code of Conduct is a mandatory requirement of certification. Certification may be revoked if it is found that a certified individual has not adhered to this code.

Certified individuals shall:

- Maintain high standards of professional ethics at all times.
- Provide objective, accurate and outcome focussed advice, ensuring energy management opportunities are identified, considered and assessed from the earliest stages of project design through to project completion, and support the promotion and identification of opportunities for continuous improvement in energy performance where appropriate to do so.
- Ensure Energy and Related Services activities comply with Applicable Law, and undertake reasonable steps to ensure compliance by employees, sub-contractors, sub-consultants, or other third parties undertaking Energy and Related Services work for or on behalf of the certified individual.
- Undertake reasonable steps to ensure suitably qualified and experienced persons are engaged to undertake project activities.
- Conduct project work in accordance with appropriate frameworks, including all relevant legislation and Australian Standards, for quality assurance and occupational health and safety.
- Ensure that Energy and Related Services projects are developed on the basis of valid and accurate data.
- Ensure that clients are provided with the information necessary to fairly assess Energy and Related Services performance.
- Maintain appropriately detailed records, including accurate Energy and Related Services objectives and outcomes.
- If required, provide documentation to the Framework administrator within a reasonable timeframe when requested (subject to confidentiality requirements).
- Commit to ongoing professional development, including through undertaking any ongoing Continuing Professional Development in accordance with the Rules and relevant Professional Certification Sub-Rules.
- Identify and declare conflicts of interest to clients as soon as possible.
- Not participate in collusive or anti-competitive conduct.
- Adhere to project and client confidentiality requirements.
- Not advertise, present or discuss services in a manner that may discredit the energy management sector, the profession or the Framework.
- Use the name or Logos of the Framework and relevant Professional Certifications in the manner outlined in the Rules.
- Not breach the Rules or Professional Certification Sub-Rules.