



Level 3 Certificate in Domestic Energy Assessment (6361-01)

Pre-Course Information

Title:	Level 3 DEA (6361-01)
Dates:	3 rd – 7 th June 2013
Venue:	Huddersfield

Thank you for booking your place on the Domestic Energy Assessor (DEA) Qualification being held at our training centre in Huddersfield on Monday 3rd June to Friday 7th June 2013. We are confident the course will provide you with the required knowledge to pass your qualification and to further your career as a DEA.

In order to get the most out of this course, we request that you read the following material in preparation. Then, if you have any further question in the meantime, please feel free to call us.

Course Overview

The DEA qualification is run as a 5 day course. The Awarding Body for the qualification is City & Guilds. Our aim is to ensure that you have completed all requirements for the qualification during this 5 day period. This will require significant effort on your part and you will be required to study at home in the evenings to prepare for assessments, as well as completing two written assignments at home during the week.

Full course notes will be provided by C12 Sales.

Training times will be Monday to Friday, 9:00am to 4:30pm. Please arrive on time. It is anticipated that the course will have the following structure.

Day 1

Unit 331: Conduct energy assessments in a safe, effective and professional manner

Unit 332: Prepare for energy assessments of domestic property

Day 2

Unit 333: Undertake energy inspections

Day 3

Unit 334: Produce and explain Energy Performance Certificates relating to domestic properties



Day 4

Assessment of Portfolio properties.

Day 5

Final assessments and completion of Portfolio.

Should you fail to complete your portfolio or any of the assignments or assessments during the week, you will be required to complete these on your own over the weekend for submission on the following Monday.

Please note: All portfolio properties are provided by C12 Sales as part of the course.

Assessment

Assessment of the course is by three closed and two open book exams, two written assignments to be completed at home, verbal assessment, and completion of a portfolio of five assessed properties.

Certificate

Upon successful completion of all the requisite components of the qualification, including passing all exams and completion of your portfolio, you will be told that you have passed the qualification. Your certificate is then produced by City & Guilds which can take up to 3 to 5 weeks.

Venue

The course will be held at our training centre in Huddersfield. Assessment of the portfolio properties are completed off site at properties in the local area.

Our training centre is equipped with modern learning facilities including projector screens, writing desks, refreshment area and toilet facilities.

The training centre address is:

Waverley House
Waverley Road
Huddersfield
HD1 5NA





Parking

Parking is restricted outside Waverley House to 1 hour on weekdays. There is unrestricted on-street parking available on Wentworth Street, above Waverley Road and on Cedar Avenue, which is left off New North Road just before Birkby Road traffic lights.

Late arrival

If you are late arriving on any of the training days, please call mobile: **07743 477900**. There is a digital lock on the front door that will prevent access, please do not ring the driving test centre door bell.

Disabilities

Please make us aware in advance of any disabilities or special requirements you may have that need to be brought to our attention.

What do I need to bring with me?

You will be required to bring the following materials with you:

- Pen and notepaper (Course notes will be provided)
- Calculator
- Tape measure and/or laser measure
- Digital camera with memory card containing sufficient memory to capture up to 100 images
- Clip board
- Your own laptop, iPad or similar device (see below for further requirements).

Download the Stroma RSAP+ Software

If you intend to use Stroma as your Certification Body you will need to download the Stroma RSAP+ Software with EPC Module. This can be downloaded to your desktop or laptop if it uses Windows as its operating system.

To download, please visit:

http://stromamembers.net/downloads/rsap_training



Travel & Accommodation

Our training centre has easy access from the M62. Please exit at Junction 24 (Ainley Top) and follow the signs for Huddersfield (A629). The training centre is also a short walk from the main train station in Huddersfield.

Overnight accommodation is available at a number of local hotels.

For further questions or information, please contact:

Jake on 07743 477900 or email: info@c12sales.co.uk