

# Residential Efficiency Scorecard Accreditation process summary

## How to get started

The accreditation process is handled through the Scorecard Administration Portal. Once you are ready to commence, please register and enter your profile at:

<https://id.sportal.scorecard.online/>.

You will be asked to verify your email address and you should then complete your profile information before submitting the first list of documents.

Steps in the accreditation process		Completed
<b>Stage 1</b> Applicant registers and supplies required documentation in the Scorecard Administration Portal	<b>1</b> Applicant registers in the Scorecard Administration Portal.	<input type="checkbox"/>
	<b>2</b> Applicant uploads a copy of any completed qualifications: <b>Stream 1</b> Successful completion of all four units from CPP41119:	<input type="checkbox"/>
	Current units	Old units prior to Sept 2019
	<b>CPPHES4005</b> - Assess household energy use and efficiency improvements <b>CPPHES4007</b> - Assess thermal performance of existing residential buildings <b>CPPCOM4001</b> – Manage own work, professional development and ethical behaviour. <b>CPPCOM4002</b> – Implement safe work practices in the property industry.	OR <b>CPPHSA4001A</b> – Assess household energy use, <b>CPPHSA4004A</b> – Assess thermal performance of existing residences using non-rating tools and techniques, <b>CPPHSA4006A</b> – Manage own work, professional development and ethical behaviour as a home sustainability assessor. <b>CPPHSA4005A</b> – Minimise health, safety and security risks when assessing home sustainability.
	<b>Stream 2</b> 21854VIC – Course in home sustainability assessment, or	
	<b>Stream 3</b> CPP41110 – Certificate IV in Home Sustainability Assessment, or	
	<b>Stream 4</b> CPP41119 - Certificate IV in Home Energy Efficiency and Sustainability, including CPPHES4005 Assess household energy use and efficiency improvements, or	
	<b>Stream 5</b> CPP41212 – Certificate IV in NatHERS, including CPPHSA4001A – Assess household energy use, or	
<b>Stream 6</b> Proven, demonstrated and measurable experience by the assessor.		
<b>3</b> Applicant uploads the completed Assessor Application Documented Experience form with all relevant experience and knowledge gained in their career. This must be the applicant’s own real experiences and must not be copied or shared with other applicants.	<input type="checkbox"/>	
<b>4</b> Applicant uploads a copy of their CV or resume.	<input type="checkbox"/>	



Steps in the accreditation process	Completed
<p><b>Stage 5</b> Applicant uploads required documentation and signs Assessor Agreement in the Scorecard Administration Portal</p>	<p><b>8</b> Applicant uploads a copy of OHS unit “CPPCOM4002 – Implement safe work practices in the property industry” or CPPHSA4005A Minimise health, safety and security risks when assessing home sustainability (completed within the last 5 years). <input type="checkbox"/></p> <p><b>9</b> Applicant uploads a copy of valid insurance – Certificates of Currency for:  <b>Public Liability - minimum \$10 million</b>  Public liability insurance cover should be for any death, injury, damage or loss to other persons arising from the carrying out of Scorecard Ratings for an amount of not less than ten (10) million dollars for any single occurrence. <input type="checkbox"/></p> <p><b>Professional Indemnity – minimum \$2 million</b>  Assessor must maintain such insurance current for the duration of their Assessor Agreement and six (6) years thereafter, and for an amount of not less than two (2) million dollars for any single occurrence. <input type="checkbox"/></p> <p>*If an Assessor is covered under an organisation’s policies, please provide a letter or email stating this and attach a copy of the policies. The letter should identify each of the policies, the level of coverage in dollar amount for that policy, the policy number and a statement that the named Assessor is covered by that policy.</p> <p><b>10</b> Applicant uploads a passport style photograph or copy of a Working with Children Card where the face can be seen clearly. <input type="checkbox"/></p> <p><b>11</b> Assessor fills out and signs an Assessor Agreement. The completed Agreement is then signed by the Scorecard team and uploaded. <input type="checkbox"/></p>
<p><b>Accreditation</b></p>	<p><b>12</b> Once Stage 5 is completed, access to the Scorecard tool will be provided along with an assessor number and the assessor will be asked to fill out details of the locations serviced and any other areas of expertise they provide. This is done in the Administration Portal and will automatically link to the website: <a href="https://www.homescorecard.gov.au/find-a-scorecard-assessor">https://www.homescorecard.gov.au/find-a-scorecard-assessor</a>. If an assessor is working in the Victorian Energy Upgrades program, they must be listed on the Scorecard website in order to generate VEECs. For all other assessors it is optional. <input type="checkbox"/></p>