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.scportal.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				
Stage 1	1 Applicant registers in the Scorecard Administration Portal.			
Applicant registers and	2 Applicant uploads a copy of any completed qualifications:			
supplies required	Stream 1 Successful completion of all four units from CPP41119:			
documentation in the	Current units		Old units prior to Sept 2019	
Scorecard Administration	CPPHES4005 - Assess		CPPHSA4001A – Assess	
Portal	household energy use and		household energy use,	
	efficiency improvements		CPPHSA4004A – Assess thermal	
	CPPHES4007 - Assess		performance of existing	
	thermal performance of		residences using non-rating tools	
	existing residential		and techniques,	
	buildings	OR	CDDUCA 400CA Managa avva	
	CPPCOM4001 – Manage		CPPHSA4006A – Manage own	
	own work, professional development and ethical		work, professional development and ethical behaviour as a home	
	behaviour.		sustainability assessor.	
	CPPCOM4002 –		•	
	Implement safe work		CPPHSA4005A – Minimise health,	
	practices in the property		safety and security risks when	
	industry.		assessing home sustainability.	
	Stream 2 21854VIC – Course in home sustainability assessment, or			
	Stream 3 CPP41110 – Certificate IV in Home Sustainability Assessment, or			
	Stream 4 CPP41119 - Certificate IV in Home Energy Efficiency and			
	Sustainability, including CPP			
	efficiency improvements, or			
	Stream 5 CPP41212 – Certificate IV in NatHERS, including CPPHSA4001A –			
	Assess household energy use, or			
	Stream 6 Proven, demonstrated and measurable experience by the			
	assessor.			
	3 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.			
	4 Applicant uploads a copy of their CV or resume.			
	4 Applicant uploads a copy of	i meir cv or	resume.	



Steps in the accredit	ation process	Completed
	On receipt of the three sets of documents outlined above the accreditation process will begin. Once the above documents have been received and reviewed, appropriately experienced applicants will be contacted to attend Scorecard training. More information may be requested if the application does not satisfy all requirements, or the application may be rejected due to missing information or lack of demonstrated knowledge or skill.	
Stage 2 Applicant attends Scorecard training day, reviews the training resources provided, and passes the training test	5 Applicant attends the online training course provided by the Scorecard team to learn how to use the Scorecard tool and rules around data entry and evidence collection. The training consists of one webinar session, followed by self-paced online learning modules and a second webinar not less than two weeks later. All course materials will be provided. The applicant must pass a test at the completion of the second webinar to move to the next stage of accreditation. If the applicant does not pass the training test, they will be given feedback and asked to complete further work before undertaking the test again. If the applicant does not pass a second time, they will not be able to proceed for a period of three months and will be given advice on further study options.	
Stage 3 Applicant submits practice assessments	6 After Scorecard training, the applicant should complete a minimum of four to six practice assessments. Two of these are uploaded into the Administration Portal for review by the Scorecard Quality Advisory Panel.	
	The first practice assessment should be completed on a complex house that presents issues and/or questions for the applicant. The applicant uploads the assessment into the portal and feedback on performance is given. The second practice assessment should be completed on a free-standing house or townhouse that has at least three bedrooms or a complex two-bedroom house (not an apartment) and should aim to represent a correct rating, contain all evidence requirements and any notes to justify assumptions or unusual circumstances. There will also be a set of questions to answer about the assessment. This assessment is reviewed to determine whether or not the applicant is ready to undertake the exam. Feedback is given. If the second practice assessment shows a significant lack of understanding	
	of the data entry or evidence rules or incorrect identification of features, feedback will include additional tasks to be completed prior to undertaking the exam. This may include additional study and/or practice assessments.	
Stage 4 Applicant undertakes a two-part examination	7 Part A – Written exam The written exam is a multiple-choice quiz and must be completed within 90 minutes. If the applicant does not pass the quiz, they may be given the opportunity to re-sit a second quiz after completing revision work. An applicant who does not pass the written exam after two attempts will be required to return to Scorecard training and costs may be recovered from the applicant.	
	Part B – Oral Exam The oral exam is conducted online in a MS Teams meeting using a sample Scorecard certificate along with house details and mimics a real in-home assessment with a customer. This will be arranged and supervised by the Scorecard team. Valid photo ID is required to be presented at the exam. If the applicant does not pass, they may be given the opportunity to re-sit the oral exam. An applicant who does not pass the oral exam after two attempts will be required to return to Scorecard training and costs may be recovered from the applicant. The applicant must pass both parts of the exam to become accredited.	

Steps in the accreditation process		
Stage 5 Applicant uploads required documentation and signs Assessor Agreement in the Scorecard Administration Portal	8 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).	
	9 Applicant uploads a copy of valid insurance – Certificates of Currency for: Public Liability - minimum \$10 million	
	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.	
	Professional Indemnity – minimum \$2 million	
	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.	
	*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.	
	10 Applicant uploads a passport style photograph or copy of a Working with Children Card where the face can be seen clearly.	
	11 Assessor fills out and signs an Assessor Agreement. The completed Agreement is then signed by the Scorecard team and uploaded.	
Accreditation	12 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: https://www.homescorecard.gov.au/find-a-scorecard-assessor . 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.	