# Instructions

Complete of all questions in this document. Any work copied, shared or created by artificial intelligence (AI) will lead to your application being rejected. Information contained in this application will be assessed by the Scorecard Quality Assurance Panel (SQAP) to consider the applicant’s suitability for entry into training for the Residential Efficiency Scorecard program.

**Information in *blue* provides examples only and must be deleted from your completed application.**

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| **Full name** | |  | | **Date submitted** | |  | | |
| **Phone number** | |  | | **Associated business/es** | |  | | |
| All assessors must have proven, demonstrated and measurable experience by the assessor including:  Excellent customer experience and robust assessment approach - assessments accurately reflect home energy performance, provide consumer focused energy efficiency upgrade advice and prioritise safety and wellbeing in the delivery of assessments.  Tell us if you have any of these qualifications. If yes, please provide evidence. Tick Checkmark | | | | | | | | |
| 1. CPPHSA4001A –Assess household energy use, and )   CPPHSA4004A –Assess thermal performance and ) Please note these units have not been available since  CPPHSA4006A –Manage own work as a home sustainability assessor, or ) 2019. The current units are below in option 2. | | | | | | | |  |
| 1. CPPHES4005 – Assess household energy use and efficiency improvements and   CPPHES4007 – Assess thermal performance of existing residential buildings and  CPPCOM4001 - Manage own work, professional development and ethical behaviour, or | | | | | | | |  |
| 1. 21854VIC – Course in Home Sustainability Assessment, or | | | | | | | |  |
| 1. CPP41110 – Certificate IV in Home Sustainability Assessment, or | | | | | | | |  |
| 1. CPP41212 – Certificate IV in NatHERS, including CPPHSA4001A –Assess household energy use, or | | | | | | | |  |
| 1. CPP41119 – Certificate IV in Home energy efficiency and sustainability, including CPPHES4005 - Assess household energy use and efficiency improvements | | | | | | | |  |
| **Summary of professional experience** **and related qualifications - Field Experience** | | | | | | | | |
| Please detail your field experience in home energy assessments and engaging with householders | | | | | | | | |
| **Dates** | **Organisation** | | **Program Details and Objectives (if applicable)** | | **Required Qualification (if applicable)** | | **Services Delivered** | |
|  |  | | *Private Home Sustainability Assessments, Energy and Water Audits. Assessments are tailored to the aims of each household, their abilities, financial circumstances and the timespan over which they want to achieve their goals.* | | *CPP41110 Cert IV Home Sustainability Assessment* | | *No. of assessments: 100+*  *Deliverable: Verbal advice, written report* | |
|  |  | | *Provided advice and guidance (through building plan reviews) to builders and consumers on sustainable residential building for resource efficiency and health.* | |  | | *No. of assessments: 50*  *Deliverable: Written report* | |
|  |  | | *Green Loans Assessments: to give home owners advice on how to make their homes more energy and water efficient.* | | *GreenLoans Certificate*  *21854VIC Certificate* | | *No. of assessments: 200+*  *Deliverable: Certificate plus additional information via email* | |
|  |  | |  | |  | | *No.:*  *Deliverable:* | |
| **Summary of customer management - Field Experience** | | | | | | | | |
| Provide an example of how you dealt with a specific issue relating to a customer and their particular situation. | | | | | | | | |
| *Your example should describe the situation and how you dealt with it.*  *If you do not have in home assessment experience, choose an example of a customer in one of your previous roles.* | | | | | | | | |
| Please detail your experience in engaging with householders on sensitive issues (eg. financial constraints, renters). | | | | | | | | |
| *Your example should describe the nature of the sensitive issue/s and exactly what you did to manage the sensitivity of the customer. If you do note have in home assessment experience, choose an example from one of your previous roles.* | | | | | | | | |

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| **Health and Safety** | | | | |
| **OH&S Training & Qualification details** | | | | **Date Attained** |
| CPPCOM4002 - Implement safe work practices in the property industry | | | |  |
| Provide three examples of different WHS issues you have experienced as a result of your assessment experience and **what you did to mitigate or control the risk**. If you have no in home assessment experience, choose examples from your previous roles. | | | | |
| 1 | *Example of physical risks when using equipment or dealing with occupants of a home, e.g. ladder, hot water system, pets, wild animals, children.* | | | |
| 2 | *Example of physical risks when entering a home or part of a home, e.g garden, roof space, underfloor space, cupboard.* | | | |
| 3 | *Example of risks around data security, equipment security, managing your health and wellbeing, travel.* | | | |
| **Continued Professional Development** | | | | |
| Provide evidence of continued professional development in the field (e.g. seminars, courses, readings etc. to stay current with technological changes). | | | | |
| 1 | *Attended Design Matters seminar on sustainable residential buildings – Dec 2022* | | | |
| 2 | *Delivered a presentation to adult community members on insulation and draught proofing – Jan 2023* | | | |
| 3 | *Subscriber to Renew Magazine and member of Renew – 2011-2023* | | | |
| **Additional information** | | | | |
| Please add any other information that you believe may support your application. Note this section is not mandatory. | | | | |
| *Max word limit 150 words. Bullet points preferred.*   * *If you are applying under Stream 6 you should include how you learned about conducting in home energy assessments. Don’t forget to upload at least one sample energy efficiency report.* ***Please remove all private information including the customer name and address before submitting****.* * *Other related work that does not fit into the Professional Experience section.* | | | | |
| **Referees** | | | | |
| Please list two professional referees that we can contact to verify your experience in the field and technical skills. | | **Full name** |  | |
| **Phone number** |  | |
| **Email** |  | |
| **Current position and organisation** |  | |
| **Your professional relationship to referee, including project details and organisation** |  | |
| **Length of time you worked with this referee (eg. Jan 2015-March 2017)** |  | |
| **Full name** |  | |
| **Phone number** |  | |
| **Email** |  | |
| **Current position and organisation** |  | |
| **Your professional relationship to referee, including project details and organisation** |  | |
| **Length of time you worked with this referee (eg. Jan 2015-March 2017)** |  | |
| **Declaration** | | | | |
| I declare that all information contained in this document and any attachments are true and correct.  Full Name: Signed: Date: | | | | |

Your application will be assessed within 5 business days, and you will receive an email containing the outcome of your application. We may request further information if there is not enough evidence to support your application.