



# Energy Conservation Auditing ACCREDITATION



## *Introduction and Application*

The Australian Organisation for Quality – Queensland Incorporated (AOQ-QLD™) provides members with the opportunity to become Certified Practising Energy Auditors. AOQ-QLD™ will maintain a register of Certified Practising Energy Auditors and may, when requested, provide the Register of Certified Practising Energy Auditors (name and qualification only) to enquirers.

Appropriate qualifications may be demonstrated by completion of the defined activities listed below or by Recognition of Prior Learning (RPL) conducted by AOQ-QLD™.

An application form for accreditation or renewal of accreditation may be obtained from AOQ-QLD™ and must be completed and submitted with the relevant documentation.

This application for accreditation is open to members who have attained the relevant level of qualification in Energy Conservation Auditing principles and who have achieved a demonstrable level of competence in the practical implementation of those principles.

## **Accreditation**

AOQ-QLD™ accreditation provides the following benefits:

1. Be a stand out candidate for prospective employers and/or clients.
2. Facilitate desired career transitions in the area of business improvement.
3. Benchmark yourself against the best practitioners in Australia.
4. Achieve status and recognition amongst your professional peers.
5. Access to an exclusive peer network.
6. Benefit from active promotion of your status as a Certified Practising Energy Auditor.

**Three levels of accreditation are available:**

1. CPEA1 = Certified Practising Energy Auditor Level 1
2. CPEA2 = Certified Practising Energy Auditor Level 2
3. CPEA3 = Certified Practising Energy Auditor Level 3

## **Post-Nominal Designation**

**CPEA1:** The letters and numeral 1 as shown to the left, are an example of post nominal designation for the accreditation of Certified Practising Energy Auditor Level 1.

Successful applicants will be issued an annual membership card in accordance with the acquired level of accreditation complete with a post-nominal designation.

## Accreditation Levels

### **CPEA1 = Certified Practising Energy Auditor Level 1**

This is the foundation level and requires successful completion of a course and assessment addressing the requirements to conduct energy conservation audits to AS/NZS3598:2000 Level 1, plus submission and acceptance of a recent project report that has delivered benefits to an organisation and is commensurate with Level 1. The course shall be an AOQ-QLD™ accredited training course.

### **CPEA2 = Certified Practising Energy Auditor Level 2**

Requires successful completion of a course and assessment addressing the requirements to conduct energy audits to AS/NZS3598:2000 Level 2, plus submission and acceptance of a recent project report that has delivered benefits to an organisation and is commensurate with Level 2 requirements. The course shall be an AOQ-QLD™ accredited training course.

### **CPEA3 = Certified Practising Energy Auditor Level 3**

Requires successful completion of a course plus assessment addressing the requirements to conduct energy audits to AS/NZS3598:2000 Level 3, plus submission and acceptance of a recent project report that has delivered benefits to an organisation and is commensurate with Level 3 requirements. The course shall be an AOQ-QLD™ accredited training course.

## Application/Annual Fee

The application fee, payable in advance, is:

CPEA 1	\$ 150.00 plus GST
CPEA 2	\$ 200.00 plus GST
CPEA 3	\$ 250.00 plus GST

The application fee is not refundable if the application is withdrawn or if the applicant is unsuccessful.

## Ongoing Professional Development and Renewal of Accreditation

All accreditations become subject for renewal on 1<sup>st</sup> July of each year.

Applicants for renewal on the Register of Certified Practising Energy Auditors must submit the relevant fee and submit to the AOQ-QLD™ Energy Conservation Auditing Review Panel, evidence of the following:

### **CPEA1**

Attendance at one Energy Conservation Division networking meeting,

Or

Attendance at an AOQ-QLD™ sponsored conference.

And

Submission and acceptance of a current project report that has delivered benefits to an organisation.

### **CPEA2**

Presentation of a relevant paper at an AOQ-QLD™ sponsored conference.

Or

Publication of a relevant paper in Progressing Business eZine

Or

Attendance at an AOQ-QLD™ sponsored conference and attendance at one Energy Conservation Division networking meeting,

And

Submission and acceptance of one current Level 2 Project Report that has delivered benefits to an organisation.

### **CPEA3**

Presentation of a relevant paper at an AOQ-QLD™ sponsored conference and

Publication of a relevant paper in Progressing Business eZine

and

Attendance at two Energy Conservation Division networking meetings,

And

Submission and acceptance of one current Level 3 Project Report that has delivered benefits to an organisation.

## **Ownership of Certificates**

AOQ-QLD™ remains the sole owner of any Certificates issued to registered Certified Practising Energy Auditors.

## **Determination of Accreditation**

AOQ-QLD™ may at its discretion withdraw accreditation in the event that the registered Energy Conservation Auditing Practitioner breaches the criteria set out herein and/or any Code of Conduct stipulated by AOQ-QLD™.

## **Complaints Process**

Any complaint shall be submitted in writing and shall be determined according to AOQ-QLD™ Complaints and Dispute Resolution process.

## **Suspension**

AQO-QLD™ reserves the right to deregister any registered Energy Conservation Auditing Practitioner that breaches its criteria for accreditation and/or any Code of Conduct provisions as set by AOQ-QLD™ and in such an event any fees paid by the registered person shall not be refunded.

He or she shall immediately return all Certificates to AOQ-QLD™ and shall cease using the post-nominal designation.

# **Accreditation Register for Certified Practising Energy Auditors**

## **Operating Procedures**

All applications for elevation to the Register shall be made in writing, by completing the Energy Conservation Auditing Register Application Form, and forwarding to AOQ-QLD, PO Box 15205, CITY EAST, 4002.

The CEO shall track and monitor the progress of the application.

On receipt of an application, it shall be forwarded to the members of the Energy Conservation Auditing Review Panel. The Panel shall review the application and evaluate it against the stipulated criteria.

Where the applicant does not meet the requirements of the Energy Conservation Auditing Review Panel, the applicant shall be informed in writing, with feedback listing deficiencies in meeting the requirements. The applicant may at the discretion of the Panel be requested to re-submit either/or part of the project report.

Where the applicant has clearly failed to meet requirements in the view of the Energy Conservation Auditing Review Panel then the applicant will be informed of such and be required to reapply.

The Energy Conservation Auditing Review Panel shall ensure that all documentation is maintained on file at the AOQ-QLD™ office.

### **Approval of Applicants**

The award of Energy Conservation Auditing Practitioner accreditation (Level 1, or 2, or 3) shall be made by the Energy Conservation Auditing Review Panel.

AOQ-QLD™'s Energy Conservation Division Committee shall appoint the members of the Energy Conservation Auditing Review Panel. The Panel shall consist of 3 members drawn from the Division. These members shall be suitably qualified and accredited at least one level above the applicant unless the applicant is applying for Level 3.

### **Code of Conduct**

The applicant and subsequently registered Energy Conservation Auditing Practitioner is required to meet AOQ-QLD™'s Code of Conduct and will be provided with a copy of same.