



**Level 3 Award in Understanding Energy
Management Audits**

Qualification Specification

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Introduction

The **Level 3 Award in Understanding Energy Management Audits** qualification is aimed at the general workforce who work for businesses where energy consumption will become a key issue and without control will impact on the bottom line.

The awarding organisation for this qualification is ProQual Awarding Body and the regulatory body is the Office of Qualifications and Examinations Regulation (Ofqual). The specification for the qualification has been approved by the Welsh Government for use by centres in Wales and by the Council for the Curriculum Examinations and Assessment (CCEA) for use by centres in Northern Ireland.

This qualification has been accredited onto the Regulated Qualifications Framework (RQF).

Qualification Profile

Qualification title	ProQual Level 3 Award in Understanding Energy Management Audits
Ofqual qualification number	601/5361/1
Level	Level 3
Total qualification time	50 hours
Guided learning hours	30
Assessment	Pass or fail Internally assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	1/1/15
Qualification end date	

Entry Requirements

Candidates should have completed the following two qualifications prior to registration:

ProQual Level 1 Award in Understanding Carbon Awareness and Energy Management
ProQual Level 2 Award in Understanding Carbon Awareness and Energy Management

Centres should carry out an **initial assessment** of candidate skills and knowledge to identify any gaps and help plan the assessment.

Qualification Structure

Candidates must complete the Mandatory unit.

Mandatory			
Unit Reference Number	Unit Title	Unit Level	GLH
K/506/9123	Understanding Energy Management Audits	3	30

Centre Requirements

Centres must be approved to offer this qualification. If your centre is not approved please complete and submit form **ProQual Additional Qualification Approval Application**.

Staff

Staff delivering this qualification must be appropriately qualified and occupationally competent.

Assessors/Internal Quality Assurance

For each competence-based unit centres must be able to provide at least one assessor and one internal verifier who are suitably qualified for the specific occupational area. Assessors and internal verifiers for competence-based units or qualifications will normally need to hold appropriate assessor or verifier qualifications, such as:

- Award in Assessing Competence in the Work Environment
- Award in Assessing Vocationally Related Achievement
- Certificate in Assessing Vocational Achievement
- Award in the Internal Quality Assurance of Assessment Processes and Practices
- Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices

Support for Candidates

Materials produced by centres to support candidates should:

- enable them to track their achievements as they progress through the learning outcomes and assessment criteria;
- provide information on where ProQual's policies and procedures can be viewed;
- provide a means of enabling Internal and External Quality Assurance staff to authenticate evidence

Assessment

Candidates must demonstrate the level of knowledge described in the unit. Assessment is the process of measuring a candidate's knowledge and understanding against the standards set in the qualification.

Each candidate is required to produce evidence which demonstrates their achievement of all of the learning outcomes and assessment criteria for each unit.

Evidence can include:

- assignments/projects/reports
- worksheets
- portfolio of evidence
- record of oral and/or written questioning
- candidate test papers

Learning outcomes set out what a candidate is expected to know, understand or be able to do.

Assessment criteria specify the standard a candidate must meet to show the learning outcome has been achieved.

Learning outcomes and assessment criteria for this qualification can be found from page 7 onwards.

Internal Quality Assurance

An internal quality assurance verifier confirms that assessment decisions made in centres are made by competent and qualified assessors, that they are the result of sound and fair assessment practice and that they are recorded accurately and appropriately.

Adjustments to Assessment

Adjustments to standard assessment arrangements are made on the individual needs of candidates. ProQual's Reasonable Adjustments Policy and Special Consideration Policy sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that ProQual provides for some of these arrangements.

Centres should contact ProQual for further information or queries about the contents of the policy.

Results Enquiries and Appeals

All enquiries relating to assessment or other decisions should be dealt with by centres, with reference to ProQual's Enquiries and Appeals Procedures.

Certification

Candidates who achieve the requirements for qualifications will be awarded:

- A certificate listing the unit achieved, and
- A certificate giving the full qualification title -

ProQual Level 3 Award in Understanding Energy Management Audits

Claiming certificates

Centres may claim certificates for candidates who have been registered with ProQual and who have successfully achieved the requirements for a qualification. All certificates will be issued to the centre for successful candidates.

Replacement certificates

If a replacement certificate is required a request must be made to ProQual in writing. Replacement certificates are labelled as such and are only provided when the claim has been authenticated. Refer to the Fee Schedule for details of charges for replacement certificates.

Learning Outcomes and Assessment Criteria

Unit K/506/9123 Understanding Energy Management Audits

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the role of energy audits within energy management systems	1.1 Explain the value of energy management systems in terms of energy efficiency 1.2 Explain the role of energy audits within an energy management system
2 Understand the processes of an energy audit	2.1 Plan an energy audit 2.2 Negotiate management support and approval for an energy audit
3 Be able to conduct an energy audit	3.1 Plan the data collection process for an energy audit 3.2 Collect data for an energy audit 3.3 Analyse and present data for an energy audit
4 Be able to produce an energy audit report	4.1 Develop recommendations and conclusions from an energy audit 4.2 Create an energy audit report
5 Be able to present an energy audit report	5.1 Present an energy audit report to an appropriate audience 5.2 Evaluate the energy audit process and its outcomes

Assessment

There must be valid, authentic and sufficient evidence for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Candidates are required to produce an energy audit as part of their evidence.



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