**Energy Master Commercial Building Specialist   
Competence Self Assessment Form**

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| **Applicants Name:** |  |
| **Email Address:** |  |
| **Date Completed:** |  |

Accreditation as an Energy Master Commercial Building Specialist requires evidence of current competence in commercial building energy management activities as referred to in the Energy Master Commercial Building Specialist Applicant’s Guide.

Completing the Competence Examples

* The form seeks information in relation to four elements of competence, against which your application for Accreditation as an Energy Master Commercial Building Specialist will be assessed. Under each element you are asked to describe your competence through use of an example (or examples) of your recent compressed air systems work.
* Describe your competence in ‘first person’ i.e., ‘I undertook…’; ‘I developed…’, ‘I completed….’. Do NOT use ‘we’ in the description of your activities – the purpose is to determine your personal competence, not that of your company or colleagues.
* The information you provide should be clear and comprehensive, and should include the name of the company and site of the project, some measure of its scale (e.g. size and cost), your role in the project and the key issues and outcomes.
* Large amounts of detail are not required, but you should note the technical complexity of the project and most importantly the nature and level of your contribution and responsibilities.
* You may use the same project across all or some of the elements.
* Your answer for each element should not exceed one A4 page.

*NB: You will need to send this form to your two Referees along with the Referee Forms.*

*The Referees will then return both the Competency Self Assessment Form and Referee Form directly to CEP.*

**Current Competence**

Please complete the sections below. Your answer for each element should not exceed one A4 page.

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| ELEMENT ONE – KNOWLEDGE AND APPLICATION **To test your ability to comprehend and apply knowledge that underpins good practice in the technical aspects of commercial buildings.** |
| Describe how one of your recent projects demonstrates your understanding and application of commercial building energy process knowledge.  Your example should relate to your chosen accreditation qualification. You may focus on a specific technology, for example, HVAC, lighting, BMS, boiler, motor etc. The description should demonstrate your understanding of the technology and its application, comment on best practice design and operation, and maximising performance. |
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| ELEMENT TWO – ANALYSE PROBLEMS AND RISKS **To test your ability to identify and analyse commercial building problems and risks in accordance with sound engineering methods.** |
| Describe how one of your recent projects demonstrates your use of a clear and technically sound method in your approach to analysing problems and developing solutions.  Include a description of how you identified the root cause of the identified problems and the logic used in any corrective action you recommended. |
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| ELEMENT THREE – DESIGN OR DEVELOP SOLUTIONS **To test your ability to develop well-founded solutions to commercial building by using sound systematic procedures and judgement.** |
| Using an example relevant to your chosen accreditation qualification, describe where and how you developed and recommended a solution to a design or operational problem. Include reference of any alternative solutions considered.  If the recommendation involved a change in technology or use include a sketch of the existing and proposed layout. |
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| ELEMENT FOUR– COMMUNICATION **To test your ability to communicate clearly with others in the course of your work activities.** |
| Describe what you consider to be the important communication skills that an Energy Master Commercial Building Specialist needs and the key strategies you use (or will use) to ensure that you are an effective verbal and written communicator.  If the In-depth assignment report does not adequately demonstrate your communication skills, identify an additional piece of written work in which you have explained detailed energy or engineering matters to others with less knowledge. |
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