**Energy Master Commercial Building Specialist Referee Form**

***Important – Please read carefully before filling out this form.***

Accreditation as an **Energy MasterCommercial Building Specialist** requires evidence of current competence in the chosen field of the applicant. Part of that evidence is a Competence Self Assessment provided by the applicant.

A referee’s review of the applicant’s *Competence Self Assessment Form* is required for the assessment of each Energy Master application. This *Referee Form* provides the means for a referee to record that review.

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| **Applicants Name**  |  |
| **Referee: (Full name)**  |  |

**Referee’s Declaration**

I declare that I have completed the review of the applicant’s *Competence Self Assessment Form*. This constitutes my personal and independent evaluation of the applicant’s competence in regard to the elements and the statements included in the applicant’s Self Assessment.

Where I consider I am unable to provide a valid evaluation for a specific element my comments are qualified accordingly. I understand that the CEP assessors may contact me personally by telephone or other means, and agree to clarify, expand or provide any additional information required by assessors to complete their assessment of the applicant.

This information is provided to CEP in confidence and will not be divulged to the applicant without my prior permission unless CEP is required to do this by law.

I have not shown or divulged the content of my review to the applicant. However, I reserve the right to disclose some or all of the review to the applicant after submitting it to the CEP.

The nature and extent of my professional contact with the applicant in the last five years is as follows:

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| **Referee’s Signature:** |  | **Date:** |  |
| **Referee’s Email:** |  | **Referee’s Phone:** |  |

Section A: Referee’s review of Applicant’s Competence Self Assessment

Please review each element within the applicant’s *Competence Self Assessment Form* and indicate, in your opinion, the accuracy of the information. Mark the box which matches the most appropriate statement of the candidate’s competence for each of the elements of the standard.

Please also record any concerns you have about the accuracy of the candidate’s self assessment.

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| **Competence Elements** | **Is the applicant’s self assessment accurate?** | **Please tick the most appropriate statement matching your assessment of the applicant’s competence for each element** |
| Yes | No | Unable to comment | Consistently demonstrates competence | Inconsistent (sometimes careless) | Marginal competence | Not yet demonstrating competence but developing | Does not demonstrate competence | Unable to comment |
| 1. Applicant’s ability to comprehend and apply knowledge that underpins good practice in the technical aspects of facilities or commercial buildings energy processes.
 | ***⁯*** | ***⁯*** | ***⁯*** | ***⁯*** | ***⁯*** | ***⁯*** | ***⁯*** | ***⁯*** | ***⁯*** |
| 1. Applicant’s ability to identify and analyse facilities or commercial buildings energy system problems and risks in accordance with sound scientific methods.
 | ***⁯*** | ***⁯*** | ***⁯*** | ***⁯*** | ***⁯*** | ***⁯*** | ***⁯*** | ***⁯*** | ***⁯*** |
| 1. Applicant’s ability to develop well-founded solutions to facilities or commercial buildings energy system problems, by using sound systematic procedures and judgement.
 | ***⁯*** | ***⁯*** | ***⁯*** | ***⁯*** | ***⁯*** | ***⁯*** | ***⁯*** | ***⁯*** | ***⁯*** |
| 1. Applicant’s ability to communicate clearly with others in the course of their work activities.
 | ***⁯*** | ***⁯*** | ***⁯*** | ***⁯*** | ***⁯*** | ***⁯*** | ***⁯*** | ***⁯*** | ***⁯*** |
| Explain any concerns you have here: |

Section B: Holistic Assessment

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| Taking into account the extent to which the applicant demonstrates competence against the four elements, how would you assess their competence to be accredited under the CEP Energy Master Scheme in their chosen energy category? |
| Consistently demonstrates competence | ***⁯*** | Inconsistent (sometimes careless)  | ***⁯*****OR** | Not yet demonstrating competence, but developing | ***⁯*** | Does not demonstrate competence | ***⁯*** | Unable to comment | ***⁯*** |
| Marginal in competence | ***⁯*** |
| Justification for this assessment? |

Is there other relevant evidence that you are aware of but is not included in the applicant’s self assessment that might assist with a successful application? If so please summarise below:

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If you do not consider the applicant suitable to be accredited under the selected CEP Energy Master Scheme, what are your specific concerns?

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Please check that you have completed and signed the first page, then either:

Email to CEP at: info@cep.org.nz, or

Post to at: CEP

PO Box 11508, Manners Street

Wellington 6142