**Referee Form  
Energy Master Continuous Commissioning Specialist**

Accreditation as an Energy Master Continuous Commissioning Specialist requires evidence of current competence in Continuous Commissioning. Part of that evidence is a Competency Self Assessment provided by the applicant.

A referee’s review of the applicant’s *Competency 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 Full Name:** |  |
| **Referee’s Full Name:** |  |
| **Referee’s Job Title:** |  |
| **Referee’s Relationship to Applicant:** |  |
| **Referee’s Phone No:** |  |
| **Referee’s email:** |  |

**Referee’s Declaration:**

I declare that I have completed the review of the applicant’s *Competency 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 EMANZ 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 Office.

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:** |  |

Section A: Review of Applicant’s Competency Self Assessment

Please review each element within the applicant’s *Competency 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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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Competency 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 | Mostly demonstrates competence | Some demonstration of 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 industrial processes. |  |  |  |  |  |  |  |  |  |
| 1. Applicant’s ability to identify and analyse industrial systems problems and risks in accordance with sound scientific methods. |  |  |  |  |  |  |  |  |  |
| 1. Applicant’s ability to develop well-founded solutions to continuous commissioning problems, by using sound systematic procedures and judgement. |  |  |  |  |  |  |  |  |  |
| 1. Applicant’s ability to communicate clearly with  others in the course of their work activities. |  |  |  |  |  |  |  |  |  |
| **Specifically explain any concerns:** | | | | | | | | | |

Section B: Holistic Assessment

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| --- | --- | --- | --- | --- |
| Taking into account the extent to which the applicant demonstrates competence against the four competency elements, how would you assess their competence to be an *EnergyMasters Continuous Commissioning Specialist* overall? | | | | |
| 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 know of that is not included in the applicant’s self-assessment that would assist a successful application? If so please summarise below:

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If you do not consider the applicant suitable to be an accredited *EnergyMasters Continuous Commissioning Specialist*, 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](mailto:info@cep.org.nz) or post to:

Carbon and Energy Professionals New Zealand  
PO Box 11508, Manners Street  
Wellington 6142

If you have any questions please phone the CEP Office on 04 385 2839.