

How long is the programme?

- 8 day programme spread over 4 weeks on a two day a week basis.

Does this mean I only have to attend one or two days a week?

- Yes, it is a modular programme which means that you attend the centre two days a week on Mondays and Tuesdays. The exact dates for our November 2009 – March 2010 courses are listed below. During the four weeks you will complete four modules, each module covers the key knowledge requirements for domestic energy assessing.

Am I required to complete a portfolio of evidence?

- Yes. With the FCT training model you build your portfolio as you progress through the course, over 60% of it will be completed by the end of the classroom-based training, but you are responsible for submitting all of the required evidence for independent assessment and verification. On top of the classroom training, you will be given an additional three months to complete your portfolio.

Are there any exams?

- Yes, you will sit the C&G online exam on the final day of the programme – you will be required to answer 50 questions in 75 minutes. The exam must be passed in order to complete the programme. If you are not successful on the first attempt, a second attempt will be funded, however where subsequent attempts are required this will attract a charge.

When will it start?

- Courses start on the first Monday of every calendar month and run on Mondays and Tuesdays. The programmes will be run with small classes (up to 12 candidates; minimum 5 candidates) to ensure you are fully supported throughout the course.

March 2010 – May 2010 Course Dates (Mondays & Tuesdays):

- **March** 1st, 2nd, 8th, 9th, 15th, 16th, 22nd, 23rd
- **April (Group1)** 6th, 7th, 12th, 13th, 19th, 20th, 26th, 27th
- **April (Group2)** 12th, 13th, 19th, 20th, 26th, 27th, 4th (Tue), 5th (Wed) (May)
- **May** 4th, 5th, 10th, 11th, 17th, 18th, 24th, 25th

March 2010 – May 2010 Learner Support Dates (Wednesdays):

- **March** 10th

How much will it cost?

- £2,250 + VAT
- Minimum of £300 deposit must be paid prior to the commencement of the course, and the outstanding balance must be paid before the end of the course.
- **Funding is available – funding is dependent on fulfilment of set funding criteria.**
- **A £300 fully refundable deposit is required for candidates eligible for funding to secure a booking. The deposit will be refunded on the successful completion of the Domestic Energy Assessor qualification.**

What are the funding criteria?

Employed (part-time/full-time) or Self-Employed

What support will be provided?

- FCT will provide you with a programme manual to take you through all the modules.
- You will be able to make contact with your trainer by e-mail or telephone outside of classroom time.
- Access to FCT's training facilities outside of classroom training (advanced booking will be required).

What are the minimum requirements to start the programme?

Ability to:

- use the internet;
- upload and download information from the Web;
- compose professional letters;
- save own work on memory stick.

Will I need experience in the building environment?

- An advantage, but not essential, we will provide full guidance.

What does 'accreditation' mean?

All qualified DEAs must be a member of an accreditation scheme before they can issue Energy Performance Certificates (EPCs). The accreditation scheme proves you are professionally qualified and competent to do the job and also that you are properly insured.

FCT has negotiated an agreement with ECMK (an approved accreditation body) to exempt FCT delegates from the annual accreditation fee for the first year (this does not include EPC issuing costs).

What does the accreditation include?

Accreditation with an approved accreditation body provides with the following:

- authorisation to carry out EPC assessments
- software to create EPCs.

This needs to be renewed annually.

What other costs are there?

- Nothing during the course – the course fee covers all costs, including the criminal records bureau (CRB) certificate. (note: if you are eligible for funding, you will be required to cover the cost of your CRB certificate – approximately £23)
- £300 (if eligible for funding) fully refundable deposit is required to secure a booking.
- £300 deposit (if not eligible for funding) is required to secure a booking, this will be deducted from the course fee.
- Once you are qualified, there will be an annual cost for the renewal of accreditation as a DEA – this is an industry standard.
- For each EPC produced, approximately £6 plus VAT is payable to accreditation bodies, such as ECMK to cover the cost of insurance and authorisation to use the software.

What software do I need and how much will it cost?

You will need specialist software to create the EPCs which will be provided by your accreditation body. If you accredit with ECMK, they will provide the software to FCT delegates free of charge.