



Become a NABERS Accredited Assessor

This fact sheet outlines training and accreditation procedures for NABERS Accredited Assessors.

CONTENTS

- What is a NABERS Accredited Assessor and why should you become one?
- Prerequisites – is NABERS Accreditation right for you?
- What does the NABERS training involve?
- Assessment – do you make the grade?
- Accreditation fees
- Contracts and working with OEH NSW
- The role of an Assessor
- Marketing your services
- Further information

The information in this fact sheet was correct when printed, August 2011. We suggest you check details and fees on our website, www.nabers.gov.au.

WHAT IS A NABERS ACCREDITED ASSESSOR AND WHY SHOULD YOU BECOME ONE?

The National Australian Built Environment Rating System (NABERS) is a Government initiative to measure and compare the environmental performance of Australian buildings.

There are NABERS tools to measure energy, water, waste or indoor environment performance. Ratings are available for offices, hotels and shopping centres, with other building types under development. NABERS ratings are voluntary and building owners use ratings to measure, manage, report and promote their performance. Many Government departments require a minimum NABERS rating for space that they occupy. The Federal Government's Commercial Building Disclosure (CBD) program requires NABERS Energy ratings to be disclosed when office space over 2,000 m² net lettable area is offered for sale or lease.

While anyone can use the self-assessment calculator online, only Certified NABERS ratings can be reported or promoted, or used for disclosure. Certified ratings can only be performed by Accredited Assessors, who collect and verify all the data for a rating. Accredited Assessors have undergone training, have passed an exam and two supervised ratings, and agree to abide by the NABERS Code of Practice. To understand what a NABERS rating involves, you can try the self-assessment calculator on the website: www.nabers.gov.au.

NABERS enjoys tremendous industry support throughout Australia. Buildings containing 14.5 million m² of office space, and 60% of the national office market, have rated their energy efficiency using NABERS Energy. The take-up of NABERS is stronger than ever, with twice as many ratings this financial year compared to last year. More than 1,100 NABERS ratings were completed in the 2010/11 financial year and demand for ratings, and for NABERS Accredited Assessors, will continue to grow strongly with CBD.



NABERS is a national initiative managed by the New South Wales Government

Published August 2011
OEH 2012/0039

PREREQUISITES – IS NABERS ACCREDITATION RIGHT FOR YOU?

Ideal candidates for the NABERS Assessor Accreditation Course will have formal qualifications, or be skilled in the management and operation of buildings such as commercial offices, hotels or shopping centres. If you have experience in energy efficiency or water efficiency projects, waste management or monitoring of indoor environment quality in buildings, you may also be suited.

Extensive hands-on experience and technical ability is highly desirable. The NABERS scheme relates to existing buildings and applicants should be comfortable with analysing these buildings and auditing information such as energy and water consumption, size, occupancy levels and hours of operation.

Every assessment includes at least one site visit to confirm data. You will need to have the confidence and ability to inspect building plant and to interpret engineering documents including drawings and plant specifications. You must be competent in the use of Excel, and you must also understand your responsibilities under the OH&S Act within the state you are operating in. Many existing assessors are engineers, architects and facility managers.

To attend the Accredited Assessor Course, you must first attend the NABERS Introductory Seminar. If you want to take the additional Shopping Centre Rating module, you must first have passed the NABERS Accredited Assessor Theory exam or be an existing NABERS Accredited Assessor.

WHAT DOES THE NABERS TRAINING INVOLVE?

The NABERS training program is offered in two stages. You need to complete both before you can become accredited. The additional Shopping Centre module is optional. See Figure 1 on page 5 for a diagram illustrating the stages of training, assessment and accreditation.

The Introduction to NABERS Seminar

\$275* GST included

This is a prerequisite for the Accredited Assessor Training Course, and can be attended by anyone wanting to know more about NABERS. This seminar gives an overview of the NABERS scheme.

Who should attend:

- Office, hotel and shopping centre building owners
- Tenants
- Property managers
- Building managers
- Estate agents and leasing agents
- Policy makers
- Property industry lawyers
- Fund managers and investors
- Building designers and consultants
- ESD consultants, and
- People who are seeking NABERS Assessor Accreditation.

It will cover:

- Principles and objectives of NABERS
- How is NABERS used?
- Benefits of a performance rating
- Explanation of the star ratings

- Current and future rating types and program development
- Minimum NABERS energy targets for government and industry
- How to undertake self assessments and accredited NABERS ratings, and
- The NABERS auditing process.

The training is offered throughout the year in all capital cities. The seminar runs for three hours and includes morning or afternoon tea.

The NABERS Introductory Seminar is a compulsory pre-requisite for the NABERS Accreditation Course. Trainees must register to attend the seminar (or have attended an introductory seminar during the last two years), in order to register for the Accreditation Course. You will need to register for the Accredited Assessor Course separately.

*All costs quoted in this fact sheet were correct at the time of printing, August 2011.

Accredited Assessor Training Course

\$2,200* GST included

This training course is for those seeking NABERS Assessor Accreditation. Only NABERS Accredited Assessors are able to perform accredited NABERS performance ratings on existing office buildings and hotels.

The Introductory Seminar is a compulsory prerequisite for those attending the Assessor Course.

The Assessor Course will cover:

- What NABERS Accreditation means to you and what you need to know, including becoming an assessor, contracts, insurances, procedures, the Code of Conduct and the role of an assessor.
- Knowing the rules – Rules for Collecting Data and Validation Protocols – and how to apply them, understanding the rating spreadsheet and collecting the data.
- Performing NABERS Rating Applications – you will have an opportunity to perform NABERS rating applications; taking you through an analysis of the data required, the data calculations made, right up to performing the final rating online.
- About the NABERS Theory Exam and Supervised Ratings Process.

The Assessor Course runs for two days. Once you have completed the course, you will receive your exam. Be aware that you are required to pay for the training before you attend. If payment is not received, your exam results will be withheld.

Shopping Centre Module – online

\$150 exam fee* GST included

The Assessor course now includes an optional Shopping Centre Module for people also seeking accreditation to perform NABERS Energy and Water ratings for shopping centres.

Prerequisite – You must pass the NABERS Accredited Assessor Theory exam, or be an Accredited Assessor to attend the Shopping Centre Course.

A note about refunds

A full refund will be paid for any of the courses if you cancel ten or more working days before the training date, in writing to nabers@environment.nsw.gov.au. No refund is available if you cancel less than ten working days before the training date. You can choose to send someone in your place so long as the replacement meets any prerequisite requirements. If you miss a session due to illness, you can transfer to another session on provision of a medical certificate.

* All costs quoted in this fact sheet were correct at the time of printing, August 2011.

ASSESSMENT – DO YOU MAKE THE GRADE?

You will be required to attend the training, pass the Theory exam and enter into a contract to qualify as a Trainee Accredited Assessor. As a Trainee Accredited Assessor you can then undertake the required two supervised ratings. You must pass at least one of the two supervised ratings to qualify as an Accredited Assessor.

NABERS theory examination

Trainees will be tested on their ability to perform rating applications. The theory assessment includes a multiple choice quiz and a take-home exam. The quiz will be undertaken during day two of the training course (trainees should allow for 2 hours to read materials on the completion of day one), and the take home examination will be completed within four weeks of the training.

The exam will take 2–4 days to complete, and you should make sure you set aside enough time. Simply being busy at work will not be considered an acceptable reason to grant an extension.

If sickness or circumstances beyond your control prevent you from completing the examination, you can request an extension of time to complete the exam. Requests must be in writing and are at the discretion of the National Administrator.

If you choose to attend the Shopping Centres module, you will be given an additional take home examination to complete within four weeks. The Shopping Centres exam will take around 3–5 hours.

What happens if I don't pass?

The exam pass mark is 80%. If you receive less than 80%, but greater than 75%, you will be offered the chance to resit the exam free of charge. If you score between 50% and 74%, you can opt to resit the exam for a fee of \$330 including GST. If you score below 50%, you must attend training again, at your own cost, before you will be permitted to resit the exam.

Practical assessment – the Supervised Rating

Training and assessment does not end with the examination. As a Trainee Assessor, your first two rating applications must be mentored by a NABERS Supervisor. Before you commence your Supervised Ratings, you will need to contact the National Administrator to request that a Supervisor be allocated to you. Your rating applications will be graded, and you must pass one of your two Supervised Ratings to qualify as an Accredited Assessor. The cost of this mentoring is included in the training fee. If the National Administrator decides that you need to complete further supervision, this will be at your own cost.

It is best to perform your supervised ratings soon after completing the training, although there is no time limit. Supervised ratings can be performed in the area you are most interested in – this may be, for instance, Energy for offices, Indoor Environment, or Hotel ratings – and if you have completed the Shopping Centre training, you are strongly encouraged to do a supervised rating of a Shopping Centre. For further details of the Assessment policy, refer to the NABERS Accredited Assessor Assessment Procedure, on the NABERS website.

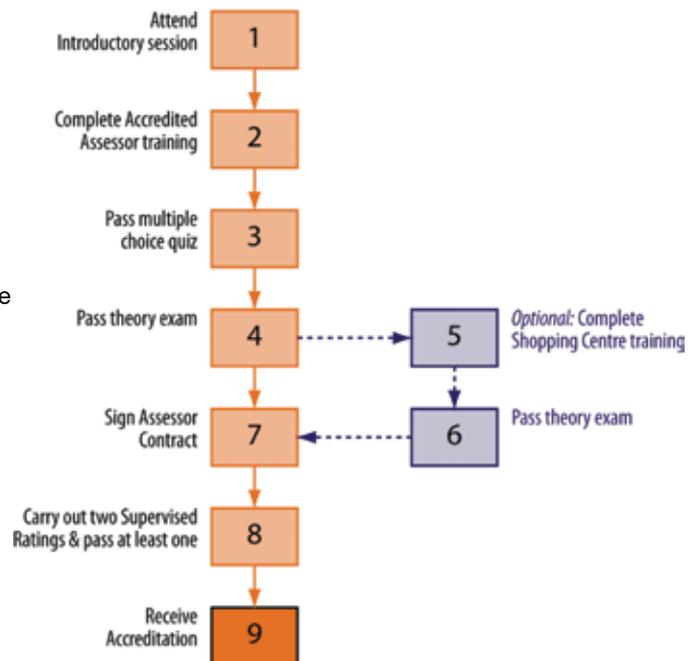


Figure 1: The NABERS Accreditation process

ACCREDITATION FEES

If you pass the exam, you will be given a contract to complete and return to the National Administrator (that is the Office of Environment and Heritage NSW). You will then be invoiced for your first year's accreditation fee of \$660*.

* All costs quoted in this fact sheet were correct at the time of printing, August 2011.

CONTRACTS AND WORKING WITH OEH NSW

To work as an Accredited Assessor, you will need to sign a contract with the National Administrator. Your employer will also need to sign a contract. Be aware that, although your Company also signs a contract, you are being accredited, not your company. So if you change companies your accreditation goes with you. You will simply need to inform the National Administrator of your new contact details. If the company that you move to is new to NABERS they will need to complete and return the Company agreement. If you are acting as a sole trader that's fine - you just need to have the insurances required.

The contract is not negotiable. It is not a sub-contract for work. Rather, it gives you the right to work as an Assessor under the NABERS scheme. It states that you agree to follow the processes and procedures of the scheme. The contract contains a clause on insurance – essentially you must be covered by your (if a sole trader) or your employer's insurance which must include as a minimum:

- A broad form public liability policy of insurance in the amount of not less than ten million dollars for any one period of cover
- Workers compensation insurance in accordance with the applicable legislation in respect of the Accredited Assessor, and
- Professional liability policy of insurance in the amount of not less than two million dollars in respect of each and every occurrence for any one period of cover.

The insurance requirements are not negotiable – if you don't have insurance you can't be accredited.

THE ROLE OF AN ASSESSOR

A NABERS Accredited Assessor is a representative of the program, and is expected to uphold the values and principles of the program. Assessors are expected to be highly competent, up to date with any program changes, and to read all communications from the National Administrator. All Assessors agree to comply with the Code of Practice.

The NABERS Accredited Assessor Code of Practice:

- is designed to ensure all Accredited Assessors act consistently with the NABERS standards and procedures
- details the rights and obligations of Accredited Assessors as individuals working for NABERS and the National Administrator
- must be accepted in writing by all Accredited Assessors - it is attached as a schedule to the contract that you sign.
- can be amended by the National Administrator – when this occurs you will be notified in writing.

MARKETING YOUR SERVICES

As a NABERS Assessor, you are responsible for finding your own work. There are many ways you can promote your services. Any materials that you produce describing NABERS should use wording from NABERS materials, and will need to be approved by the NABERS Communications Officer.

Once you are fully accredited as a NABERS Assessor, you will be permitted to use the Accredited Assessor logo on materials promoting your services. Your contact details will also be available to potential customers on the NABERS website.

There are a number of opportunities to find new business – the CBD Program will require some buildings to be rated for the first time. The CitySwitch program commits its signatories to rating their tenancies with NABERS Energy. Many Governments around the country have set their own NABERS targets, and will be seeking NABERS Ratings for their own premises. There are also an increasing number of green provisions included in leasing arrangements, which often commit signatories to obtaining NABERS ratings.

You should also be aware that NABERS Ratings are unlikely to provide full time employment, and should be considered only one of your areas of work.

FURTHER INFORMATION

Go to the NABERS website for further information on Accredited Assessor Training: www.nabers.gov.au. On the website, you will also be able to find the following documents, which you may find useful:

- NABERS Accredited Assessor Assessment Policy
- NABERS Accredited Assessor Code of Practice
- NABERS Accredited Assessor Contracts
- Preparing for a NABERS rating fact sheets.

If you have any questions, email nabers@environment.nsw.gov.au or phone 02 9995 5000.

Published by:

Office of Environment and Heritage NSW
59 Goulburn Street, Sydney NSW 2000

PO Box A290, Sydney South NSW 1232

Phone: (02) 9995 5000 (switchboard)

Phone: 131 555 (environment information and publications requests)

Phone: 1300 361 967 (national parks, climate change and energy efficiency information, and publications requests)

Fax: (02) 9995 5999

TTY: (02) 9211 4723

Email: nabers@environment.com.au

Website: www.nabers.gov.au

Every effort has been made to ensure that the information in this document is accurate at the time of publication. However, as appropriate, readers should obtain independent advice before making any decision based on this information.

August 2011

© Copyright State of NSW and Office of Environment and Heritage