

ACCREDITATION SCHEME ANNUAL REPORT

Basic Reporting Template

The Annual Report should cover the activities of the Accreditation Scheme, a review of the period and, set out a summary of applications received, participants in the scheme and their activities. It is designed for publication. However it is recognised that not all the material supplied to CLG, notably financial and business sensitive, is appropriate for publication. An annex should be supplied containing such material which will not be published.

The report presentation and format is a matter for the individual Accreditation Scheme to decide, but should follow the basic reporting template below, setting out the Scheme's degree of achievement, of customer satisfaction and, to have integral to it, clear indicators of performance against the Department's standards and any other published performance criteria.

Statistics should be incorporated within the relevant sections of the report, with commentary as appropriate thereafter consolidated into a statistics table covering the full range of the scheme's activities. Any performance targets should also be included.

The first report will cover the period from the commencement of the Schemes activities to 1 October 2009 and be published by no later than 31 December 2009.

Reports should indicate where the implementation and operation of a scheme has differed from what was stated in the original application and explain why.

The Annual Report should be signed off by the senior operating executive of the Accreditation Scheme,

Contents	Foreword/Introduction Review of Period: <ul style="list-style-type: none">• Membership• Applications• Lodgements• Quality Assurance• Finance The Future Who's Who Contacts Commercial Confidential Annex <ul style="list-style-type: none">• Compliance/Conformity Statement• Statistics Table• Future Plans/Strategy/Development
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Foreword/ Introduction	The following information is a true and concise report of the activities of Architectural EPC, the On Construction Accreditation Scheme devised by the Chartered Institute of Architectural Technologists (CIAT) and the Royal Institute of British Architects (RIBA).			
Review of the period	<p>Summary of the Accreditation Scheme's activities during the preceding year leading into the reporting of headline activities below.</p> <p>Architectural EPC was approved by CLG in April 2008. The Scheme currently has 13 members.</p> <p>The scheme was accredited in April 2008. At that time, it was open to CIAT members, having mapped the competences of its Chartered Architectural Technologists and professionally qualified Architectural Technicians to the On Construction DEA National Occupational Standards. The scheme was also open to RIBA members but their competences had not been mapped at that stage.</p> <p>Since the scheme was approved, Architectural EPC has tried to expand its operations to allow entry to other construction professionals and the RIBA mapped practicing Architects' competences to the NOS. RIBA members and unaligned Architects must be registered by the Architects Registration Board (ARB) to be able to practice, which requires a Master's level of post-graduate qualification, a minimum of 24 months of practical experience completion of a post-Masters professional practice exam and PI Insurance.</p> <p>This mapping exercise was submitted for approval in December 2008. CLG employed Asset Skills to review the work. However, CLG would not accept this work as it was mapped to draft NOS (The NOS were not approved until February 2009). RIBA re-mapped the competences to the approved NOS as advised by Asset Skills and submitted it to Asset Skills on 22 July 2009.</p> <p>The APEL route has been suspended following a AECOM audit as Architectural EPC had no assessors. We are awaiting feedback on our APEL procedures and have had APEL training postponed twice. In summary, the only available routes to membership are for those with a QCA recognised qualification or Chartered Architectural Technologists and professionally qualified Architectural Technicians.</p>			
Membership	<p>Lead in commentary to headline figures. Include detail of routes to accreditation available. All statistical information to the end of the reporting period 1 October.</p> <table border="1" data-bbox="497 1742 1390 1901"> <tr> <td data-bbox="497 1742 922 1901"> Accreditation Scheme Total Membership at start and finish of reporting period Year 1 Oct 2008 to 1 Oct 2009 </td> <td data-bbox="922 1742 1390 1901"> Commentary as appropriate None accredited in October 2008 13 accredited by 1 October 2009 </td> </tr> </table>		Accreditation Scheme Total Membership at start and finish of reporting period Year 1 Oct 2008 to 1 Oct 2009	Commentary as appropriate None accredited in October 2008 13 accredited by 1 October 2009
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	Accreditation Scheme Membership – breakdown by qualification route Year Qualification APEL 1 Oct 2008 to 1 Oct 2009	Commentary as appropriate 19 RIBA members (suspended) 3 CIAT Associate members (suspended) 1 Industry expert (suspended)
	Accreditation Scheme Membership – breakdown by assessor level and type Year 200* 1 2 3 4 5	Commentary as appropriate N/A as scheme only open for OCDEA
Applications	Total number of applicants Start and finish of reporting period Qualification APEL 200*	Commentary as appropriate. To include details of qualifications accepted and APEL route applied. Total Number of applicants 75 23 RIBA members 7 Associate members 1 Industry expert 31 Chartered Members
Lodgements	Domestic 16 EPCs Non Domestic EPCs DECs	Commentary as appropriate. Total numbers plus mean and median per EA.
Quality Assurance/Customer Satisfaction	Overall sample rate % and variances/reasons. Include headline information e.g. number of QA inspections/failure rate; customer complaints together with commentary on outcomes and mitigating actions as appropriate. Schemes are expected to provide robust / in depth reporting of their application of QA and the way they have used QA to uncover trends and how they have reacted to correct undesirable trends and specific instances of errant assessments and assessors. Information should be given on the number of inspections and methods used; pass and failure rates; actions taken; and monitoring of the success of those actions. Information should also be given on policies and monitoring of CPD. Wider quality control duties for the scheme should also be included e.g. data handling, information security and conflicts of interest. Where multiple levels of QA are carried out this should be specified. During the course of the year Architectural-EPC developed and implemented further procedures regarding: <ul style="list-style-type: none"> • Identity Checks for applicants to the scheme • Complaints procedures, dealing with complaints from the public about the scheme or its members and complaints from members about the scheme • CPD guidance Architectural-EPC will develop detailed procedures for membership audits and the training of auditors when the level of activity of the scheme merits, as discussed during the audit by AECOM	

Finance	<p>Where an organisation is part of a group or is structured as to publish annual accounts an introduction with headline details should be included here supported with an appended copy of their latest published accounts. Other detailed scheme specific financial information is required under the Commercial Confidential Annex (see below)</p> <p>Please confirm if you require CIAT and RIBA's annual accounts or information directly related to Architectural-EPC.</p>
The Future	<p>Include broad commentary on the Scheme's plans for the future, Detailed commercially sensitive information relating to future plans including and assessment of the market place, development plans and strategies should be included in the Commercial Confidential Annex (see below)</p> <p>Future plans for the scheme are dependent upon CLG decisions to approve Architectural-EPC's APEL process and crucially the RIBA's competence mapping.</p>
Who's Who	<p>Include main officials and areas of responsibility</p> <p>Tara Pickles –Architectural EPC Scheme Director, CIAT Education/International Director</p> <p>Steve Harrison – Just Ask Ltd – providing IT infrastructure, including registration on scheme and link to Landmark Central Database as well as SAP calculator</p> <p>Richard Atkins – MD Home Energy and Data Services – providing top-up training and assessment.</p> <p>Amina Khanum – Scheme Administrator – providing day to day support and moving applicants from one stage to another during assessment process.</p>
Contact Details	<p>As appropriate</p> <p>Tara Pickles tara@ciat.org.uk</p> <p>Steve Harrison steveh@just-ask.co.uk</p> <p>Richard Atkins richard.atkins@home-data.co.uk</p> <p>Amina Khanum amina@ciat.org.uk</p>