

# SEAI Registered Energy Auditor

## CORE COMPETENCIES

### COMPETENCY ASSESSMENT

Appendix B1: Previous Experience				
<p>The applicant is required to provide information for <u>minimum 3 (maximum 5) no. of relevant projects</u> (pertaining to energy auditing services) in order of precedence in the table below. The projects must have been completed within the last 5 years. This table will act as a certificate of satisfactory execution for the projects described. The applicant will use the core competency dictionary given in Appendix A to indicate which core competencies have been engaged in each of these projects. Applicants must demonstrate that they have used each of the core competencies at least once through the projects selected for assessment. SEAI will assess this criterion on a pass/fail basis subject to the provision of a minimum number of projects and the ability of the Applicant to meet all of the core competencies outlined in Appendix A. It is the responsibility of the market/buyer to assess the suitability of the applicant in this section.</p>				
Project 1				
Project 1 Title	Start Date	Completion Date	Sector/Business Type	Core Competencies engaged
Description of Applicant's Role (100 words Maximum)				
<b>Client</b>	Large Company Ltd.			
<b>Referee Contact Name</b>	Joe Bloggs			
<b>Contact Address</b>	19 Mary Street, Little Lane, Roscommon			
<b>Contact Number</b>	019029394			
<b>Email Address</b>	xxx@largecompanyltd.com			
Project 2				
Project 2 Title	Start Date	Completion Date	Sector/Business Type	Core Competencies engaged
Description of Applicant's Role (100 words Maximum)				
<b>Client</b>				

<b>Referee Contact Name</b>				
<b>Contact Address</b>				
<b>Contact Number</b>				
<b>Email Address</b>				
<b>Etc...</b>				
<b>Project 3</b>				
<b>Project 2 Title</b>	<b>Start Date</b>	<b>Completion Date</b>	<b>Sector/Business Type</b>	<b>Core Competencies engaged</b>
<b>Description of Applicant's Role (100 words Maximum)</b>				
<b>Client</b>				
<b>Referee Contact Name</b>				
<b>Contact Address</b>				
<b>Contact Number</b>				
<b>Email Address</b>				
<b>Project 4</b>				
<b>Project 2 Title</b>	<b>Start Date</b>	<b>Completion Date</b>	<b>Sector/Business Type</b>	<b>Core Competencies engaged</b>
<b>Description of Applicant's Role (100 words Maximum)</b>				
<b>Client</b>				
<b>Referee Contact Name</b>				
<b>Contact Address</b>				
<b>Contact Number</b>				
<b>Email Address</b>				
<b>Project 5</b>				
<b>Project 2 Title</b>	<b>Start Date</b>	<b>Completion Date</b>	<b>Sector/Business Type</b>	<b>Core Competencies engaged</b>
<b>Description of Applicant's Role (100 words Maximum)</b>				

<b>Client</b>	
<b>Referee Contact Name</b>	
<b>Contact Address</b>	
<b>Contact Number</b>	
<b>Email Address</b>	

**Appendix A: Reference Document – Core Competencies**

Ref	Core Competency	Example of Competence
1	Understanding operational context of the organisation being assessed.	<ul style="list-style-type: none"> <li>▪ Review potential issues and drivers that could affect implementation of opportunities</li> <li>▪ Identifying legal requirements, guidelines, codes of practice and standards applicable to energy efficiency assessments.</li> <li>▪ Reviewing opportunities for improvement identified in the light of legal requirements, guidelines etc.</li> </ul>
2	Familiarity with, and ability to apply, the requirements of energy efficiency assessment methods.	<ul style="list-style-type: none"> <li>▪ Using collected energy data, and other relevant data, to understand energy use in order to identify opportunities for improvement.</li> <li>▪ Using the relevant technical and non-technical knowledge and skills to check any assumptions made, explain the energy data, and check the applicability of identified opportunities for improvement.</li> <li>▪ Developing a concept and cost for the potential implementation of opportunities.</li> <li>▪ Applying energy efficiency assessment principles, processes and techniques so that energy assessments are planned, conducted and reported in a consistent and systematic matter</li> </ul>
3	Scoping an energy efficiency assessment, as applicable to the organisation being assessed.	<ul style="list-style-type: none"> <li>▪ Working with clients/organisation/other internal personnel to:                             <ul style="list-style-type: none"> <li>▪ Identify the different groups in organisations that can have an effect on energy consumption;</li> <li>▪ Identify the diversity of expertise, knowledge, skills and attitudes required to achieve an improvement in energy performance;</li> <li>▪ Establish two-way communication with all of the identified groups of ideas, and to engage the different groups to implement energy efficient behaviours.</li> </ul> </li> <li>▪ Define the scope of the energy efficiency assessment to be undertaken including an overview of the energy use and agreeing the scope with the organisation</li> </ul>
4	Understanding, in detail, energy use and energy systems applicable to the organisation being assessed.	<ul style="list-style-type: none"> <li>▪ Understand the operating principles and common opportunities for improvements in energy systems relevant to the scope of the assessment</li> <li>▪ Applying the operating principles to analyse the applicable energy use and consumption</li> <li>▪ Identify, discuss and agree with the organisation the competencies required for the assessment.</li> <li>▪ Assess and document the relevant competencies of the assessment team</li> </ul>
5	Managing energy efficiency assessment teams and budgets, and managing working relationships	<ul style="list-style-type: none"> <li>▪ Maintain an overview of assessment activities, schedules and budgets</li> <li>▪ Identify the resources required for the assessment including likely contingencies</li> <li>▪ Organise information and knowledge to support effective planning of the assessment consistent with required outcomes</li> <li>▪ Apply systems thinking to optimise the outcomes, balance new ideas with tried and tested solutions and balancing risk</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Take corrective action to deal with deviations from planned resource use</li> <li>▪ Develop roles and delegate responsibilities to the assessment team</li> <li>▪ Change existing plans to take account of unexpected organisational events</li> </ul>
6	Understanding the techniques of measuring, sampling, sub-metering and establishing an energy balance.	<ul style="list-style-type: none"> <li>▪ Optimise the use of energy data including measuring devices and instruments and third-party data</li> <li>▪ Interpret, identify and challenge energy data to ensure meter accuracy and identify repeatability issues to ensure accurate and consistent results</li> <li>▪ Define sample size, sampling period and frequency for energy and other data for representative results</li> <li>▪ Define trials and/or laboratory analysis that might be required for the assessment</li> <li>▪ Interpret energy data and relate to observed operating conditions</li> <li>▪ Construct appropriate energy balances for different energy types at appropriate levels such as for whole organisation, individual site or individual unit operation.</li> </ul>
7	Data interpretation, including analysis and scrutiny of energy use, energy consumption, and energy performance data.	<ul style="list-style-type: none"> <li>▪ Analyse energy use, consumption and efficiency</li> <li>▪ Identify trends, and investigate anomalies</li> <li>▪ Complement analysis with benchmark data as appropriate</li> <li>▪ Identify and quantify variables influencing energy consumption and efficiency</li> <li>▪ Identify and calculate energy performance indicators for the organisation and/or the scope of the assessment (which could include external as well as internal sources)</li> </ul>
8	Identification, quantification, ranking and prioritising of opportunities for improvement.	<ul style="list-style-type: none"> <li>▪ Use collected energy and other relevant data to understand energy use in order to identify opportunities for improvement</li> <li>▪ Use relevant technical and non-technical knowledge and skills to check assumptions, explain data and check applicability of identified opportunities for improvement</li> <li>▪ Develop a concept and cost for the potential implementation of opportunities</li> </ul>
9	Preparing and presenting a technical and non-technical report for an energy efficiency assessment	<ul style="list-style-type: none"> <li>▪ Produce a technical and non-technical energy efficiency assessment report (a minimum of 2 must be submitted as part of your application)</li> <li>▪ Produce a business case for improving energy performance</li> <li>▪ Make presentations of energy efficiency assessment findings to both technical and non-technical staff in the organisation being assessed (at least one example required - evidence can be PowerPoint or similar presentation plus client reference)</li> </ul>
10	Managing working relationships.	<ul style="list-style-type: none"> <li>▪ Relationship Building - Builds positive relationships with team members. Communicates regularly and effectively and promotes the benefit of accountability while introducing a positive attitude/learning experience around energy.</li> <li>▪ Trust-building: Able to earn trust in relationships with others by consistently demonstrating integrity (honesty, consistency, and reliability) and professional competence. Is squarely focused on</li> </ul>

		<p>helping others to achieve their agendas--their goals and aspirations. Always meets commitments.</p> <ul style="list-style-type: none"> <li>▪ Empathy: Able to tune into other's feelings, thoughts, and daily context. Acts in socially appropriate ways. Shows a genuine interest in other people. Asks good questions, and listens keenly. Able to adjust and adapt social style and communications (e.g., pace, flow, focus of a presentation).</li> <li>▪ Selfless Independence: Balances dedication to clients with objectivity and independence. Always acts in the client's best interest (except when to do so would cause significant harm to the firm). Willing to say "no" or to disagree on important issues.</li> <li>▪ Executive Relationships: Has a track record of building strong relationships with executive decision makers and influencers. Has been able to evolve relationships.</li> <li>▪ Coaching and mentoring: Works with individual team members to encourage, motivate, and teach.</li> </ul>
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