

How to register as an SEAI listed training provider



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1. Introduction

The documents in the table below set out the minimum programme requirements to attain recognition as a suitable Building Energy Rating (BER) assessor training programme for the purposes of individuals becoming registered as domestic or non-domestic BER assessors and describes the standard of knowledge expected of a registered BER assessor.

Domestic	Non-domestic
Domestic training specification document	Non-domestic training specification document
Domestic Occupational Standard	Non-domestic Occupational Standard

2. Registering as a domestic training provider

Training providers who wish to have an SEAI approved BER training programme listed on SEAI's website should send the following information to Info@ber.seai.ie

1. A letter to SEAI on headed notepaper signed by an authorised signatory indicating:
 - a. Acceptance of both the domestic training specification and domestic Occupational Standard documents and confirming that all domestic BER training programmes will be run in accordance with these documents.
 - b. The name of the National Education and Training Accreditation body that authorises you to provide a BER assessor's training programme.
 - c. The name of the body that will confer the BER assessment award to learners who have completed your programme.
 - d. The level of the award, as recognised under the National Accreditation body, issued on the successful completed of the programme.
2. An outline of your processes and procedures that assure compliance with the various obligations set out in the both the relevant Training Specification and the Occupational Standard documents.
3. A copy of your documented procedure for determining equivalence and for recognising prior learning.
4. An outline of your Quality Assurance processes to ensure high standard of training delivery and marking regimes.
5. An outline of how all programme trainers meet SEAI minimum requirements.
6. A copy of your BER training programme material.
7. Complete the [Training Providers Information Form](#) and return to info@ber.seai.ie

Current SEAI listed training providers who wish to add additional trainers should also follow the instructions above.

3. Registering as a non-domestic training provider

Training providers who wish to have an SEAI approved non-domestic BER assessor training programme listed on SEAI's website should send the following information to Info@ber.seai.ie

1. A letter to SEAI on headed notepaper signed by an authorised signatory indicating:
 - a. Acceptance of both the non-domestic Training Specification and non-domestic Occupational Standard documents and confirming that all non-domestic BER training programmes will be run in accordance with these documents.
 - b. The name of the National Education and Training Accreditation body that authorises you to provide a BER assessor's training programme.
 - c. The name of the body that will confer the BER assessment award to learners who have completed your programme.
 - d. The level of the award, as recognised under the National Accreditation body, issued on the successful completion of the programme.
2. An outline of your processes and procedures that assure compliance with the various obligations set out in both the relevant Training Specification and the Occupational Standard documents.
3. A copy of your documented procedure for determining equivalence and for recognising prior learning.
4. An outline of your Quality Assurance processes to ensure high standard of training delivery and marking regimes.
5. An outline of how all programme trainers meet SEAI minimum requirements.
6. A copy of your BER training programme material.
7. Complete the [Training Providers Information Form](#) and return to info@ber.seai.ie

Current SEAI listed training providers who wish to add additional trainers should also follow the instructions above.

4. Review of training course content and delivery

SEAI will review periodically training course content and delivery. Training providers must make material available for review when requested by SEAI. Review may include course content, examination papers and assignment briefs, marked submissions and results. (All training material will be treated confidentially and will not be disclosed to any third party without written consent from the training provider)

5. Current list of SEAI training providers

A list of SEAI listed training providers can be found [here](#).

6. Pre-qualification criteria for BER assessors.

Candidates who wish to register as BER assessors and before advancing to complete the training course provided by an SEAI listed training provider must ensure that they fulfil the pre-qualification criteria found [here](#).