

Register of Professional Energy Consultants (RPEC) – some Frequently Asked Questions

- 1 Who is the Register aimed at?
- 2 How does it differ from the existing Register of Energy Consultants or Consultant Database?
- 3 When will it be launched?
- 4 What are the requirements to be registered?
- 5 How much will it cost?
- 6 I am an accredited consultant on the Carbon Trust register. How can I join RPEC?
- 7 What are the benefits of joining the Register?
- 8 How can I apply?
- 9 How does my company apply?
- 10 What are the roles of the EI and ESTA in this Register?
- 11 What is the relationship of the Register to the Carbon Trust register?
- 12 My membership of the CT register lapsed in 2011. How can I join RPEC?
- 13 What is the benefit of RPEC over other similar registers?
- 14 Do I have to be an EI/ESTA member?
- 15 Who will be assessing consultants to go on the Register? Can I become involved in this?
- 16 My name was missing from the printed listing of Registered Energy Consultants that was issued by the EI recently. Does this mean that I need to re-register?
- 17 Why does the application form distinguish between independent consultants and those affiliated to equipment manufacturers and suppliers?

1. Who should be applying to the Register?

The Register has been created to replace the previous Register of Energy Consultants that the Energy Institute ran from 2002 to 2006 and which was then transferred to the Carbon Trust. It is aimed at anyone who works in the area of energy efficiency, sustainability and low carbon and who offers their services on a consultancy basis.

2. How does it differ from the existing Register of Energy Consultants (REC) or Consultant Database

Both these listings are still available on the EI website: the REC offers a list of accredited consultants who were formerly accepted to the original REC (from 2002-2006) and who remain as members of the EI. Many of these consultants will also be on the Carbon Trust register which ceased operation in March 2012. The Consultant Database is a listing of those who offer consultancy services on a range of energy topics, predominantly in the oil and gas sector, but who have not been subject to any accreditation procedure. This list will ultimately be replaced by an accredited list as part of our wider Register of Energy Expertise of which RPEC is also a part.

3. When will RPEC be launched?

We will be able to accept applications to the Register immediately. There will be three opportunities a year to apply to the Register and the closing dates are included on the application form. The closing date for the first tranche is 1 July 2012. The completed Register will be ready to launch to the public later in 2012. The full timetable for processing applications is included in the application forms but it is anticipated that applications would normally take up to 9 weeks to process from each closing date.

4. What are the requirements to be registered?

All consultants on RPEC will be required to demonstrate their competence in relevant skills, technologies and sectors. This will be achieved by a combination of assessment of client reports against the stated criteria and a telephone interview. Both elements of the assessment will be carried out by other qualified consultants by means of a peer review process.

The usual level of qualification expected of a Registered Consultant is Chartered status or equivalent. If an applicant is not already Chartered he/she is strongly recommended to acquire Chartered status in a relevant discipline. As part of the application process consultants can also apply simultaneously for Chartered status with the EI. For those without relevant accredited qualifications (where necessary) this will be via the Individual Route to qualification. This requires demonstration of how your experience as a consultant meets the Learning Outcomes for the relevant level of qualification required for Chartered status. Whether applying for Chartered status or not, this same process will be required if a consultant chooses only to demonstrate equivalence to Chartered status. More advice on this option is available from our membership department membership@energyinst.org.

5. How much will it cost?

There will be an application fee of £100 for the assessment process with reduced rates for accredited Carbon Trust register consultants joining in 2012 – see question 6. The annual registration fee, payable on election to the Register, will be £300 per annum. Members of the Energy Institute or ESTA will pay a reduced fee of £200 per annum. VAT is payable on all charges.

6. I am an accredited consultant on the Carbon Trust register. How can I join RPEC?

First, obtain your Capability Profile from the Carbon Trust. Then submit that and the application form to register@energyinst.org. Applications received **before 1 July 2012** will be processed **free of charge**. Those received from 1 July until 31 October 2012 should submit a reduced joining fee of £50, after which time standard rates will apply. As a special offer, the annual fee payable by those elected in 2012 will run through to the end of 2013 (ie up to 18 months for the usual cost of 12 months).

7. What are the benefits of joining the Register?

If you join the Register, you will benefit from:

- Recognition from a professional body as a Registered Consultant – to enhance the level of recognition provided by the Carbon Trust
- Online directory – free of charge for customers to access and which is searchable to ensure that you can be found by location, name or specialism
- Printed directory – for circulation at relevant industry events and exhibitions attended by the EI and ESTA to offer the widest exposure to potential customers
- Ability to list your other accreditations on the Register – to demonstrate all your professional accreditations in one place
- Extranet accessible only to registered consultants – to enable you to access relevant news items, share information, explore opportunities for joint tendering etc
- Assistance with identifying suitable Continuing Professional Development (CPD) opportunities for registered consultants and their trainees – to ensure that your knowledge is not only up to date but allowing you to expand your accredited skills base for future work
- Mentoring programme for trainees – to reduce the cost to you of developing your future staff
- Telephone helpline for customers – to assist them in using the Register and access the right skills for their needs quickly and effectively
- Regular updating sessions – to enable you to meet with your fellow professionals and discuss issues of interest
- ID card – to display your credentials and currency of registration to prospective customers
- Promoting your services to over 500 company members in the EI and ESTA combined.

8. How can I apply?

Initially there are two strands to applications – one for those previously accredited by the Carbon Trust and another for those who were not on the CT register up until March 2011.

For those not previously on the CT scheme as at March 2011:

An assessment procedure is available which requires you to complete an application form, provide evidence of your claimed competences and undergo a formal assessment by a Validation Panel and telephone interview.

For those who were CT accredited as at March 2011 or later:

Simply complete the application form (apart from sections 6-12) and submit it with a copy of the letter supplied by CT which demonstrates your last assessed competences. This will enable us to 'grandparent' your application into the new Register with minimal reassessment. A full reassessment will only take place as part of your annual demonstration of Continuing Professional Development (ie within 18 months of joining the Register).

9. How does my company apply?

There is no provision in RPEC for accreditation of companies. Within a consultancy, employees wishing to join the Register should either register as individual Registered Consultants or join a mentoring scheme towards eventual registration.

10. What are the roles of the EI and ESTA in this Register?

The EI is the professional body that will be responsible for the application and assessment process, as well as recognition of the Registered Consultant and provision of the searchable database.

The EI will be solely responsible for your data which will be treated in the strictest confidence and dealt with in accordance with the Data Protection Act 1998.

ESTA will lead on the promotion and marketing of the Register and will also oversee the guarantee scheme (to resolve customer complaints).

11. What is the relationship of the Register to the Carbon Trust register?

There is no formal relationship, other than that it is expected many of those on the CT register will form the basis of the new Register. The existence of CT data and availability of that to their existing consultants will enable an easier process of transfer for CT-accredited consultants. However the onus for obtaining and submitting that data lies with the individual consultant as CT will not release consultant data direct to the EI even if the consultant agrees.

12. My membership of the CT register lapsed before 2011. How can I join RPEC?

You will need to submit a full application.

13. What is the benefit of RPEC over other similar registers?

- RPEC covers the whole of the energy efficiency sector – both buildings and industry.
- It is set at a high standard to ensure that those on it are qualified and experienced to the highest level.
- There is no examination requirement to join, nor is any prescribed form of training required.
- It has a guarantee scheme backed by all the members of the Register so that if there is a failure by any one member a mechanism exists to resolve the problem.

14. Do I have to be an EI/ESTA member?

It is not a requirement to be an EI/ESTA member but we would strongly recommend that you are for two reasons:

- You will benefit from the additional qualification that membership provides (including Chartered status in a variety of specialisms from the EI and networking with other independent consultants from ESTA)
- You receive a substantial discount on the annual registration fee.

15. Who will be assessing consultants to go on the Register? Can I become involved in this?

The Validation Panel will be populated with a variety of consultants who have volunteered their time to make the assessment process as robust and fair as possible, as well as ensuring that consultants are recognised by their peers. We very much welcome assistance from anyone wishing to take part in this process for which training will be given. Please apply to register@energyinst.org.

16. My name was missing from the printed listing of Registered Energy Consultants that was issued by the EI recently. Does this mean that I need to re-register?

The printed list was taken from the existing REC (which RPEC is replacing) and consists currently of those EI members who were on the original REC (2002-2006) and who have maintained their EI membership. The next time this list is printed it will contain those who have joined the RPEC only, whether by transferring their CT registration or submitting a new application to the Register.

17. Why does the application form distinguish between independent consultants and those affiliated to equipment manufacturers and suppliers?

We believe that consultants providing energy efficiency advice may be either independent or working within organisations that also supply solutions and that independent advice can be provided by either. We would not wish those giving good energy efficiency advice to be excluded from the Register by requiring all consultants to be independent. However we believe that it is fair that the user of the Register is aware of any such ties so that they can make a more informed decision about the independence of the advice received. To achieve this, we recommend that consultants who are not independent declare this on their application, make this clear to their potential clients and ensure that they are conforming to all the requirements of the Code of Professional Conduct.