

ASTCEA05

Explain and promote energy efficiency and carbon reduction options to clients



Overview

This standard is about the preparation of a set of proposals to improve energy efficiency and reduce carbon emissions. It is about establishing the benefits of change, explaining costs and required changes to practice and reviewing alternatives with clients. It also covers agreeing an overall energy and carbon reduction plan and agreeing the next steps in its implementation.

This standard is for professionals in energy management and advice.

**Performance
criteria**

You must be able to:

- P1 provide information on current energy performance and potential improvements to energy use and carbon emissions
- P2 prepare a set of proposed changes to activities, products, processes, procedures and behaviours and check that the proposals meet compliance requirements
- P3 provide clients with indicative costs, a clear statement of potential benefits and an impact assessment statement
- P4 identify the appropriate level and nature of communication needed to convey information and recommendations clearly and persuasively to the client
- P5 provide information on financial schemes available to support energy efficiency and carbon reduction and how to access them
- P6 present recommendations for energy saving and carbon reduction and the changes needed in processes or technologies
- P7 clarify the nature and level of financial backing required to implement recommendations
- P8 provide information on current energy initiatives and incentives and how they can be accessed
- P9 review proposals with clients explaining initial capital investment, cost benefits, implications and consequences of proposed changes and implementation requirements
- P10 explain the paybacks, costs, internal rates of return and net present values of implementing proposed changes in terms of impact on carbon reduction
- P11 maintain impartiality when promoting energy efficiency and carbon reduction options to clients
- P12 obtain feedback on capacity and interest of client to introduce changes
- P13 provide additional information to clients to assist in the decision making process
- P14 review and modify proposals in the light of feedback
- P15 re-present proposals and seek agreement on required actions and timescales

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- P16 agree an overall energy and carbon reduction programme with the client and provide outline/indicative costs or proposed changes
- P17 agree next steps with the client including the identification of specialist advice, support services, appropriate suppliers and ways of gaining employee engagement and support
- P18 provide information, advice and suggestions within the context of the national legislative framework

Knowledge and understanding

You need to know and understand:

- K1 how to present information on current energy performance
- K2 the types of technologies, activities, products, processes and procedures that could bring about improvements in energy performance and lead to carbon reduction
- K3 the activities, products, systems and processes of the organisation and their impact on energy and carbon consumption
- K4 strategies and practices related to energy and carbon reduction in relation to energy purchase and supply, heating, lighting, air conditioning, small power, refrigeration, building fabric, passive strategies, processes and ventilation
- K5 how to carry out financial appraisal of energy efficiency and carbon reduction options
- K6 the financial incentives and schemes available to support energy efficiency and carbon reduction and how to access them
- K7 how to estimate accurately the nature and level of financial backing required to bring about changes
- K8 current energy initiatives and incentive schemes including the carbon reduction commitment energy efficiency scheme
- K9 how to present alternatives and recommendations in a manner appropriate to the client and their needs
- K10 how to balance clients' needs with the requirements of own organisation
- K11 how to quantify and present the costs of proposed changes
- K12 how to produce a cost/benefit analysis in relation to proposed changes
- K13 how to create and present a full impact analysis of proposed changes
- K14 the types of information and support required by clients to explore options and decide on a specific course of action
- K15 the components of an overall energy and carbon reduction plan and how to provide outline costs, internal rates of return, net present values and payback values for each of its components

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Developed by	Asset Skills
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Version number	2
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Date approved	April 2012
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Indicative review date	April 2017
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Validity	Current
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Status	Original
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Originating organisation	Asset Skills
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Original URN	ASTCEA05
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Relevant occupations	Construction, Planning and the Built Environment; Associate Professionals and Technical Occupations; Managers; Managers and Senior Officials; Operations Managers; Property Managers; Environmental Managers; Service Development Managers; Quality and Customer Care Managers; Corporate Managers and senior Officials; Building Maintenance
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Suite	Commercial energy advice; Facilities Management
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Key words	Commercial Energy Advice; Carbon Reduction
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