

Topic Summary – Becoming a CBD Accredited Assessor

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This topic summary provides a concise record of what was covered in Topic 2 of 'Becoming an CBD Accredited Assessor' in the Commercial Building Disclosure program module, as well as some legislative references for the requirements of the CBD program. The information and references are provided in this summary to assist assessors but are not intended to constitute a comprehensive resource as to an assessor's obligations under legislation. The assessor is solely responsible for ensuring that they are familiar with, and comply with, those obligations.

Overview of the accreditation process

CBD Accreditation

In order to become a CBD Accredited Assessor, you must complete training and acquire certification¹. CBD accreditation is required if you are to apply for Building Energy Efficiency Certificates (BEECs), conduct Tenancy Lighting Assessments (TLAs) or provide supporting statements for exemption applications on behalf of your client.

Who should apply?

There are no prerequisite qualifications required to become a CBD Accredited Assessor; however, it may be an advantage if candidates have formal qualifications or have skills in the management and operation of commercial office buildings. If you have experience in energy-efficiency projects, you may also be suited. Extensive hands-on experience and technical ability is highly desirable.

Assessors should be comfortable with analysing commercial office buildings and auditing information such as energy consumption, size, and hours of operation. You will need to have the confidence and ability to inspect building plant or lighting systems and to interpret engineering documents, including drawings and plant specifications.

Workplace health and safety is an important component for undertaking energy assessments of buildings. The Commonwealth, States and Territories have legislation, standards and rules that are applicable for working in buildings. You must be familiar with and apply these requirements when undertaking assessments under the BEED Act 2010.

What do you get?

While your accreditation does not guarantee work or fees, as a CBD Accredited Assessor you will be able to conduct TLAs and apply for BEECs for CBD purposes.

¹ Building Energy Efficiency Disclosure (BEED) Act, section 24–27; Building Energy Efficiency Disclosure Regulations 2010, regulations 7–9.

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On application and payment of the required fee, you will receive a unique CBD Accredited Assessor number that identifies you as having met the requirements under the BEED Act. You will not have a signed contract with the Commonwealth as a CBD Accredited Assessor but you must comply with the conditions of accreditation.

What does CBD accreditation involve?

In order to become a CBD Accredited Assessor, you must complete the required training and apply for accreditation. There are two ways you can become a CBD Accredited Assessor.

Existing NABERS Accredited Assessors – If you are an existing NABERS Accredited Assessor then you will need to successfully complete the following training:

- Accredited Assessor Training Course – Lighting; and,
- Commercial Building Disclosure Module.

New to the Industry – If you are not an existing NABERS Accredited Assessor then you must also obtain the [NABERS accreditation](#). The NSW Department of Planning, Industry and Environment (DPIE) is the National Administrator for NABERS and are responsible for NABERS accreditation. Information on how to become a NABERS Accredited Assessor is available at <https://www.nabers.gov.au/training>.

The Department of Industry, Science, Energy and Resources is responsible for CBD accreditation. Further information on the CBD program and required training is available at <https://www.cbd.gov.au/assessors/assessor-training-information>.

CBD Accredited Assessor Training Course and Examination – Lighting

The CBD Accredited Assessor Training Course – Lighting is a one-day course on assessing energy efficiency of office lighting in accordance with the CBD Tenancy Lighting Assessment for Offices Rules. There is a course fee for the training session. Once you have completed the course, you will need to complete and pass a theory examination and learning module.

Registering on the CBD Assessor Portal

CBD has developed an online user interface for CBD Accredited Assessors, this tool assists assessors in creating/managing an online identity used to link to an online assessor portal in order to submit BEECs, TLAs and exemption applications as well as managing accreditation. To register an online identity – in order to become a CBD Accredited Assessor – you must first register and attend the CBD Accredited Assessor Training Course. CBD will verify the list of attendees against those who registered for the session.

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Managing CBD Accreditation via the CBD Assessor Portal

Applicants will need to complete seven components in order to achieve full CBD Assessor accreditation, all can be completed via the CBD Assessor Portal website:

- Complete CBD Training Course
- Pass CBD Lighting Examination
- Complete CBD Online Learning Module
- Verification of current NABERS accreditation
- Complete company application form
- Verification of Insurances
- CBD accreditation payment.

Conditions of accreditation

To be a CBD Accredited Assessor, you must meet certain conditions. Accreditation may be denied if you do not meet these conditions, or due to other specific restrictions.

All CBD Accredited Assessors must meet the conditions of accreditation², including:

- Being covered by professional indemnity insurance that is adequate (no less than \$2 million) to cover claims arising out of assessments the accredited assessor carries out under the BEED Act;
- Being covered by public liability insurance of at least \$10 million in relation to their functions as an accredited assessor;
- Proactive disclosure of any real or potential conflict of interest arising from performing the functions of an accredited assessor;
- Identifying themselves to the owner, lessee or sublessee of the building seeking access, using their CBD registration number;
- Completing any further professional development that is required;
- Maintaining their accreditation as a NABERS accredited assessor; and,
- Agree and adhere to the CBD Identity Management Portal (IMP) and the CBD Assessor Portal Terms and Conditions of Use.

Restrictions to accreditation

A person cannot be accredited if they have not completed the required training. Accreditation will also not be granted if the person has provided false or misleading information in relation to an application for a BEEC, an audit conducted under the BEED Act or an application for accreditation.

A person **may** not be accredited if the person is judged not to have the qualifications or experience, or requires more training to be able to apply the methods and standards properly. For NABERS Energy

² BEED Regulations 2010, Part 4(9)

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ratings, the relevant methods and standards are the **NABERS Rules** ('NABERS Energy and Water for offices – Rules for collecting and using data'). For Tenancy Lighting Assessments, the relevant methods and standards are the **CBD Tenancy Lighting Assessment for Offices Rules**.

Accreditation may be refused if the person has previously been accredited and has failed to comply with a condition of accreditation, such as properly applying the relevant methods and standards.

Register and attend CBD Training Course – The first step is to contact the CBD Team in the Department of Industry, Science, Energy and Resources to register your interest in becoming a CBD Accredited Assessor. Contact details can be found on the [Contact CBD page](#).

Become a NABERS Accredited Assessor – To become a NABERS Accredited Assessor you must:

1. Complete online NABERS Assessor training
2. Pass an exam
3. Sign Assessor contract
4. Carry out two Supervised Ratings and pass at least one.

Existing NABERS Accredited Assessors are not required to repeat their NABERS training, although they are expected to maintain their accreditation whilst applying and during their CBD accreditation.

Undertake and Pass the CBD Lighting Exam and Learning Module – After you have attended the CBD Training Course, you will have access to the CBD Lighting Exam and Learning Module. You will have six weeks to complete these – A 75% pass mark is required for the exam, and 80% for the Learning Module.

Register an online identity on the CBD Assessor Portal – After you have successfully passed the CBD Lighting Exam and Learning Module, you will be asked to register an online identity in order to fulfil further requirements of CBD accreditation.

Fulfil final CBD accreditation components and payment – Upon registering successfully for the CBD Assessor Portal, applicants will be asked to complete/ provide:

- Complete the assessor application section on the CBD Assessor Portal
- Evidence of NABERS Accreditation
- Verify and provide copies of their professional indemnity and public liability insurances
- Pay CBD Assessor Accreditation fee.

Suspension and revocation of accreditation³

Your accreditation may be suspended for a certain period if you breach one of the conditions of accreditation, including the requirement to conduct assessments in accordance with the prescribed

³ BEED Act 2010, section 28–30

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methods and standards. You will be given the opportunity to comment on any alleged breach before being notified of the outcome of any investigation, the period of any suspension, and the circumstances in which it may be lifted.

Your suspension may be lifted where the issues that led to the suspension have been rectified and you have carried out any other action necessary to ensure the proper conduct of assessments.

Your accreditation will be revoked if you are found guilty of an offence in relation to the provision of false or misleading information in connection with your role as a CBD Accredited Assessor under the Act. Your accreditation may also be revoked for repeated or more serious breaches of the conditions of accreditation.

Additional resources

Additional information on the CBD program and the above topics is available on the [CBD website](#).

[Forms and templates](#) are available from the website's Resources area. An [FAQ page](#) is also available and provides answers to specific questions about different areas of the CBD program.

The [Building Energy Efficiency Disclosure \(BEED\) Act](#) and instruments made under the BEED Act can be viewed from the CBD website.