

Applying to be certified

WHAT	ADVICE
<p>Register: by registering on the site you will create your profile. You will be asked to authorize this link in an email sent to you. Clicking on this button will redirect you to the Certified Professional homepage.</p>	<p>If you do not receive an authorization message, please check your junk folder!</p>
<p>Apply: Click on the apply button. This will direct you to the <i>Personal Details</i> tabs 1 and 2. In tab 1 you will also be asked to complete the eligibility check. When you are done, click: 'Submit'. In tab 2 you will have the opportunity to upload a copy of your degree, if this forms part of your eligibility. Please 'Validate' to proceed.</p> <p>A green message on top of the screen will ask you to click 'here', if you would like to move on.</p>	<p>Make sure you are eligible. Only if you fulfil all eligibility criteria, will we be able to assess you.</p> <p>If you wish to check for any mistakes, please click 'Verify'.</p>
<p>Certificate Selection: Read through the description for each certificate. Once you are certain which one to select, click 'Apply'.</p>	
<p>Preparation of the dossier: to submit a good dossier, we recommend you prepare your documents before starting to upload the data. <u>For each working area, please describe a project you contributed to in a leading role (Context & Role). Preparing this in a word document before uploading is strongly recommended.</u></p>	<p>Read and familiarise yourself with the competency framework. Select projects you actively lead that evidence your experience in the five working areas. Select one to two supporting documents per working area Select 9 of the competencies to be assessed in, bearing in mind that you must select at least one competency from each working area. To pass you must pass seven competencies, covering four of the five working areas.</p>

<p>Completing the dossier form: <i>build your dossier by selecting items on the menu on the left of the screen.</i> <i>You must select 9 competencies from the Competency Framework – at least one competency per working area.</i> <i>For each of the working areas, always:</i></p> <ul style="list-style-type: none"> • <i>Complete and save the context and roles screen before moving on to another page</i> • <i>Complete and save each competency screen before moving on to another page (you will be able to edit the content until you submit after reviewing the dossier)</i> 	<p>Context and Roles: <i>In the context box, give a short project description, including the main goals of the initiative/project/programme, the main stakeholders involved, describe the institutional structure, the duration of the initiative/project/programme, the size of the team you worked with, etc.</i> <i>For the your role box, please indicate your role and your main tasks in the context given above. Include job title, task description, relationship to other stakeholders, personal goals, etc. Make sure to use 1st Person Singular, wherever it applies. Explain how each respective project demonstrates your competencies.</i> <i>Upload 1 or 2 documents showing your involvement (see below)</i> Competencies: <i>Show how you demonstrated each competency, also relate to the performance evidence statements and to the context you provided in the working area (how you dealt with obstacles, how you learned from your practical experience, how you applied your theoretical knowledge, etc.)</i></p>
<p>Evidence of Role: <i>for each project you describe, please provide 1 or 2 documents as evidence of your experience (ca. three pages each, and no more than ten pages, if the information provided is significant).</i> <i>Uploading at least one document is mandatory, as it will help your assessor appreciate the description of your experience and of your competencies.</i></p>	<p><i>Evidence of role can be: a summary of project reports or papers, reference letters, certificates, public interviews, articles, presentations, pictures, business plans, etc.</i> <i>The more objective a document the better evidence it provides. Therefore documents that are co-written and/or have been through a quality check process (e.g. publications) are preferable.</i> <i>Before uploading a document, please rename it: start with your surname and initial and only use pdf or doc formats. Please provide a short summary in English if a document is in another language. (Type of document, date, purpose, origin and a summary of content of 5-10 sentences). This also applies, if all evidence is confidential. In this case, please add an explanation of the project and explain why you cannot share any printed evidence.</i></p>
<p>Submission: <i>when you finished completing your dossier, you can review your competency descriptions. It is possible to complete additional competencies, should you wish. Before submitting you must select 9 competencies; please tick.</i> <i>Once you are happy with your final selection, you are ready to submit your dossier.</i></p>	<p><i>Ensure that you are satisfied with your dossier, before clicking on the "Submit" button. Once you submitted, you will not be able to change any of the information.</i> <i>Once you submitted, you will be asked to indicate your preferred time slots for an interview.</i></p>

A Checklist for the DOSSIER

1. The Context

For each working area please describe a project you contributed to in a leading role (Context & Role).

- Did you clearly describe the main goals of the initiative you (co-)lead? Please remember, we accept candidates who worked full time in a leading role on a project for approx. five months, to be applied in at least 3 working areas. An exceptionally intense work experience (lasting less than 5 months) may be used to cover 2 of the 5 working areas.
- Did you specify the duration of the initiative?
- Did you identify the main stakeholders?
- What was the size of your team?
- Experience shows that at least 100 words are required to clearly explain a project/initiative to an external third person.

A **good example** of context description focusing on a precise task:

From 2005 to 2010 I worked full-time for XYZ Service, an innovative community based energy project and I have continued to advise them since 2010. The scheme uses volunteer energy surveyors working on a peer to peer basis in their own locality backed up by a professional energy officer plus a volunteer coordinator, admin staff and a promotion team. Whilst the main framework for the scheme had been developed before I joined, the details had still to be fleshed out and I was a central member of the team that brought the project to fruition, leading to us becoming joint winners of XX Award in 2010. We also developed ways of spreading the system to other communities and to work in a similar way with businesses.

A **bad example** of context description because it remains vague and superficial:

I was a trainer in several Climate-KIC workshops. I was a consultant for a company, with the task to identify and plan strategies. Between 2007 and 2011 I was teacher of chemical innovative solutions at the University of XXX. I have been working for many years as project manager in a number of EU wide initiatives. I always tried to be innovative during my working experiences and I strongly believe in creation processes.

2. The Role

Indicate your role and your main tasks in the context given above. Include job title, task description, relationship to other stakeholders, personal goals, etc. Explain how each respective project demonstrates your competencies.

- What was your job title?
- Did you describe your main tasks?
- Were you at least co-managing?
- What was your relationship to other stakeholders?
- Did you coordinate/manage a team?
- Again: experience shows that at least 100 words are required to clearly explain a project/initiative to an external third person.

A **good example** of a role description detailing the candidate's activities:

I was the Energy Officer for XYZ Service and assisted in managing a team of 5 people. I developed the templates for the energy survey and report, developed and delivered training for the volunteer surveyors, and developed new strands, including our re-surveying project, a business energy survey, a farm energy scheme and 'XYZ tasters'. I was also responsible for reporting on progress towards our targets and was heavily involved in on-going discussions about improvements and additions to the service, including working in communities very different to our core area. I had to organise meetings with other departmental heads, and support them to make the budget decisions.

A **bad example** of a role description because it does not focus on one particular role and remains superficial:

During my working experience, I had many roles: coach, trainer, consultant. I had the chance to carry out many tasks, such as: identification of environmental problems; creation of innovative solutions; draft of researches for innovative products; coordinating teams; consulting for feasibility studies. I now manage my own company and I am responsible for its development, as well as for its business plan. I was teacher for three years at the university, where I provided students with knowledge and information on innovative solutions

3. The Competency

Show how you demonstrated each competency, also relate to the performance evidence statements and to the context you provided in the working area (how you dealt with obstacles, how you learned from your practical experience, how you applied your theoretical knowledge, etc.)

- Did you take into account all the four performance indicators in your description?
- Did you provide suitable examples of experiences?
- How did you apply the theoretical knowledge?
- How did you deal with obstacles?
- How did you learn from the practical experience?
- Very brief information only raises questions – be clear and informative!
- Do not provide information which is not related to the competency
- Do not describe methodology and knowledge, but your PRACTICAL experience
- Do not describe the projects you were involved in, EXPLAIN how they prove the competency
- Do not repeat the performance indicators statements – chose relevant evidence from your experience

A **good example** of competency description:

A2 - Identifying needs and thinking in opportunities

I helped communities address issues of energy bills and carbon emissions. I was based in a very rural area with a high proportion of solid walled homes, no mains gas and low average incomes. XYZ Service worked on a number of levels, the peer to peer contact made the advice more accessible, the professional back up gave the advice credibility, connections to installers and to people who had already experience provided practical solutions, the use of re-surveys allowed for measurement of the impact of the changes people had made. We also used the scheme as a political tool by involving our

local authorities and encouraging them to back up our local action with support for changes in Government schemes and regulations. It is noticeable that a lot of the Government support for energy efficiency has now disappeared, which makes the work of XYZ Service much more difficult. The problems of high energy bills and inadequate energy advice was turned by XYZ into an opportunity to build community cohesion and confidence. The innovative nature of the scheme and the number of similar communities throughout the country was used as an opportunity by developing a taster package, which was taken up by several other communities and provided a useful income stream. When Energy Performance Certificates (EPCs) were introduced in 2007 I argued that this was an opportunity as an additional income and a good compliment for our existing service. This met with some opposition from others involved in ACME who saw EPCs as too remote from our core aims. I eventually managed to persuade the board that I should be trained to produce EPCs.

A bad example of competency description no practical evidence or focus on one example:

The demonstration of this competency is given by my experience in identifying needs and thinking in opportunities. I had many experiences in finding opportunities for my company and for the companies I consulted. This is confirmed by the good results and success of the initiatives I took part in. I strongly believe this competency is required for achieving success, and feasibility and market studies can always help identify possible opportunities in the market.

4. Evidence of Role

Select one to two documents per working area that show that you worked in the role you describe. Uploading at least one such document is mandatory. The more objective a document, the better evidence it provides. Therefore documents that are not written (only) by you and/or have been through a quality check process (e.g. publication) are preferable. Please provide a short summary in English if a document is in another language. (Type of document, date, purpose, origin and a summary of content of 5-10 sentences). This approach is also useful if you are referring to an experience, information on which is confidential.

Documents evidencing your role can be divided into two categories:

1. Evidence of the given project/initiative, as: summary of project reports or papers, public interviews, articles, presentations, speeches, newsletter, graphics, business plans, etc.
2. Evidence of the title, role, study, as: degree/PhD transcript, certificates, awards, membership, etc.

The size of a document should be ca. three pages, but must not exceed ten pages.

Bad evidence of role includes: a list of publications or speeches at conferences; a final report of a project/programme (unless it is a brief summary); technical papers, demonstrating the knowledge but not necessarily the required competencies; any document in a language other than English without translation; a document written by the candidate that has not gone through a quality check/peer review; a document with general content that is not specifically related to the competency; evidence of the success of a project, not mentioning the role/tasks of the candidate