



Australian Government

Department of Education, Employment and Workplace Relations

CPPHSA5005A Peer review NatHERS assessments

Release: 1

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Modification History

Version	Comments
1	This version first released with CPP07 Property Services Training Package Version 11.

Unit Descriptor

This unit of competency specifies the outcomes required to participate in individual or panel peer review processes that are designed to ensure the quality and consistency of Nationwide House Energy Rating Scheme (NatHERS) assessments. It includes preparing for the peer review, conducting the peer review, recording and reporting the outcomes of the review, and evaluating the review process.

Application of the Unit

This unit of competency supports the work of NatHERS assessors engaged in assessing, and making recommendations for improving, the thermal performance of planned and existing residential buildings.

Licensing/Regulatory Information

In some jurisdictions, this unit of competency may form part of the accreditation, licensing, legislative, regulatory or certification requirements for NatHERS assessors.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.

Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

1	Prepare for peer review.	1.1	Plan for peer review of NatHERS assessment is established in line with organisational policy and procedures.
		1.2	Information to be provided by candidate is confirmed by reviewers in line with organisational policy and procedures.
		1.3	Risks associated with building design assessed by the candidate are determined to identify areas of data to be reviewed.
		1.4	Specialist support required for peer review is identified in line with organisational policy and procedures.
2	Conduct peer review.	2.1	NatHERS assessment supplied by candidate is evaluated in line with organisational policy and procedures.
		2.2	Supplementary information or clarification of NatHERS assessment submitted by candidate is sought, if required, in line with organisational policy and procedures.
		2.3	Specialist advice is sought, if required, in line with organisational policy and procedures.
		2.4	Professional judgement is applied to evaluate NatHERS assessment based on the available evidence.
		2.5	Peer review decision is made in line with organisational policy and procedures.
		2.6	Outcome of peer review, including clear and constructive feedback , is communicated to candidate in line with organisational policy and procedures.

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| 3 | Record and report outcomes of peer review. | 3.1 | Outcomes of peer review are recorded promptly and accurately in line with organisational policy and procedures. |
| | | 3.2 | Report on peer review is completed and processed in line with organisational policy and procedures. |
| 4 | Evaluate peer review process. | 4.1 | Peer review process is evaluated in consultation with relevant people to improve own future practice. |
| | | 4.2 | Outcomes of evaluation of peer review process are documented in line with organisational policy and procedures. |

Required Skills and Knowledge

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to interact effectively and ethically with participants in peer review processes
- data analysis skills to interpret NatHERS assessment information supplied by peer review candidates
- decision-making and problem-solving skills to evaluate NatHERS assessments that are subject to peer review
- literacy skills to:
 - read and interpret information used in peer review processes
 - prepare reports of outcomes of peer reviews
- numeracy skills to accurately verify data in NatHERS assessments that are subject to peer review
- planning, organising and scheduling skills to arrange peer reviews of NatHERS assessments
- technology skills to:
 - use computer software and hardware to analyse NatHERS assessments
 - prepare reports on outcomes of peer review processes
- time-management skills to efficiently and effectively plan, implement and manage peer review processes

Required knowledge

- commonwealth, state and territory, and local government legislation, regulations and codes of practice impacting on thermal performance assessment relating to:
 - anti-discrimination and equal opportunity
 - building and construction
 - building thermal performance
 - environment protection
 - occupational licensing
 - privacy
 - sale and lease of property
 - work health and safety
- National Construction Code energy efficiency requirements
- NatHERS:
 - accredited software

- administrative and governance arrangements
- assessor accreditation
- assessor accrediting organisations
- regulatory framework
- organisation's quality management system
- peer review:
 - individual and group peer review processes
 - organisational policy and procedures
 - principles of assessment
 - privacy and confidentiality
 - purpose of peer review
 - security of information

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment	This unit of competency could be assessed by candidates conducting peer reviews of NatHERS assessments. This should include providing evidence of preparing for peer reviews, conducting peer reviews, and recording and reporting the outcomes of reviews.
Critical aspects for assessment and evidence required to demonstrate competency in this unit	A person should demonstrate the ability to: • prepare for the peer review, including identifying the risks associated with the building design assessed by the candidate to determine areas of data to be reviewed • conduct a peer review process, on an individual basis or in a panel situation, and make a professional judgement on a NatHERS assessment • provide the outcomes of the peer review process and feedback for the candidate • evaluate the peer review process with a view to indicating aspects for future improvement • demonstrate knowledge of organisation's peer review policy and procedures.
Context of and specific resources for assessment	Assessment of this unit: • must be in the context of the work environment • may be conducted in an off-site context, provided it is realistic

	and sufficiently rigorous to cover all aspects of workplace performance, including task skills, task management skills, contingency management skills and job role environment skills • must meet relevant compliance requirements. Resource implications for assessment include: • relevant codes, standards and government regulations • computer equipment suitable for preparing reports and accessing information relevant to the peer assessment process • technical reference library with current publications on peer review and the administrative and governance arrangements for NatHERS.
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Method of assessment	Assessment for this unit must verify the practical application of the required skills and knowledge, using one or more of the following methods: • written and/or oral assessment • observed, documented and/or first-hand testimonial evidence of the candidate conducting peer reviews of NatHERS assessments.
Guidance information for assessment	This unit could be assessed on its own or in combination with other units relevant to the job function. Reasonable adjustments for people with disabilities must be made to assessment processes where required. This could include access to modified equipment and other physical resources, and the provision of appropriate assessment support. Assessment processes and techniques should, as far as is practical, take into account the language, literacy and numeracy capacity of the candidate in relation to the competency being assessed.

Range Statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Peer review may include:	• group process • individual process.
Specialist support may include:	• NatHERS assessors • policy development experts • regulatory authorities • subject matter experts on: • energy efficiency • building and construction.
Feedback may include:	• discussion of assessment approach • negotiation of agreed assessment procedures for the assessment.

Unit Sector(s)

Home sustainability assessment

Custom Content Section

Not applicable.