



EcoSmartElectricians

Programme Guidelines

Introduction

The EcoSmart Electricians programme provides training and accreditation in energy efficient electrical practices for electrical contracting businesses operating in New Zealand.

EcoSmart Electricians are able to represent themselves as appropriately trained in order to provide advice to customers on energy efficient products and solutions suitable to the customer's situation.

There are two tiers to accreditation:

- **Energy Efficiency Certification** for licensed electricians who successfully complete the specified training; and
- **EcoSmart Electricians Accreditation** for electrical contracting businesses who employ electricians with Energy Efficiency Certification.

Use of the brand

Achieving accreditation allows businesses to brand and market themselves as EcoSmart Electricians, using the registered EcoSmart Electricians name and logo.

Statement of intent

These Programme Guidelines describe the roles and responsibilities of both Master Electricians and the EcoSmart Electrician in ensuring accredited businesses provide a high standard of service and that advice is offered, and work undertaken, in a credible and reliable manner.

Obtaining accreditation

To obtain accreditation, a business must employ or be owned by a licensed and registered electrician who has gained Energy Efficiency Certification, and must agree to uphold the EcoSmart Electricians Programme Guidelines.

EcoSmart Electricians are required to uphold the Programme Guidelines and undertake work in an ethical manner. The signing of the Application for EcoSmart Electricians Accreditation confirms acceptance of the Programme Guidelines.

Obtaining Energy Efficiency Certification – Individual only

Electricians

To be eligible for Energy Efficiency Certification the applicant must hold New Zealand registration and a current practising licence.

Training

Satisfactory completion of specified online training and assessment is necessary to obtain certification.

The course is structured as follows:

Modules	Lessons within module	Assessment task
Energy Management	1. Introduction 2. Climate change 3. NZ greenhouse gas emissions 4. The electricity sector 5. Energy efficiency 6. EM systems and standards	1. Energy management quiz 2. Customer report
Lighting	1. Introduction to lighting 2. Light engineering 3. Lamps on the market 4. Lighting design 5. Standards, codes, and regulations 6. Energy saving strategies	1. Lighting quiz 2. Lighting audit
Pumps, fans, and motors	1. Electric motors technology 2. Electric pumps technology 3. Electric fans technology 4. Electric motors and energy 5. Electric pumps and energy 6. Fan system technology 7. Energy efficiency - standards 8. Energy efficiency - pumping systems 9. Energy efficiency - fan systems	1. PFM quiz 2. Electric motor audit 3. HVAC system report
Heating, cooling, and solar	1. Heating and cooling 2. Heating and cooling quiz 3. Solar 4. Solar quiz 5. Photovoltaics (PV) 6. Photovoltaics (PV) quiz	1. Heating, cooling, and solar quiz 2. The photovoltaic (PV) report 3. The solar heating report
Application of LEDs	1. LED technology 2. LED technology quiz 3. LED lighting considerations 4. LED lighting considerations quiz 5. Customers and communication 6. Customers and communication quiz 7. Promoting LED Lesson 8. Promoting LED quiz 9. LED maintenance 10. LED maintenance quiz	1. LED lighting principles quiz 2. LED lighting principles report

Cost

If the applicant has successfully completed the required training, there is no charge for the initial certification. A certification number will be issued.

Duration of Certification

Initial certification is for a period of two years. Certification can be renewed after two years subject to the applicant demonstrating they have undertaken professional development in the area of energy efficiency.

Maintaining certification

To renew Energy Efficiency Certification applicants must self-certify that they have undertaken ongoing professional development in energy efficiency. Self-certification is required to be submitted on the approved form, supported by documentary evidence, and may be subject to audit by Master Electricians.

EcoSmart Electricians Accreditation – Company Only

Applying for EcoSmart Electricians Accreditation

A business owner who has Energy Efficiency Certification, or who employs an electrician who has Energy Efficiency Certification, can apply for EcoSmart Electricians Accreditation.

EcoSmart Electricians are required to uphold the Programme Guidelines and undertake work in an ethical manner. The signing of Application for EcoSmart Electricians Accreditation confirms acceptance of the Programme Guidelines.

Eligibility for Accreditation

To be eligible for EcoSmart Electricians Accreditation, the applicant must be a member of Master Electricians, and must have at least one electrician with Energy Efficiency Certification.

Insurance

It is a requirement for accreditation that the applicant carries and maintains public and products liability insurance with a minimum cover of \$5 million. Master Electricians strongly recommends that each EcoSmart Electrician has adequate indemnity insurance for the full extent of services provided as an EcoSmart Electrician.

Losing accreditation

If the electrician(s) with Energy Efficiency Certification leave the business, the business is no longer accredited.

Obligations of EcoSmart Electricians

EcoSmart Electricians undertake to:

1. Be an advocate for energy efficient electrical practices and solutions at all times.
2. As far as possible, recommend energy efficient electrical solutions and products relevant to the customer's situation.
3. Accept only best practice in all systems and operations.
4. Be completely transparent and honest in all dealings.

5. At all times provide advice to customers on appropriate energy efficient products/technologies relevant and suitable to the customer's needs and situation.
6. Perform all work to meet all legislative and technical standards.
7. Explore each customer's situation in sufficient detail and gather sufficient facts to gain an understanding of the problems, the scope of assistance needed, and the possible benefits your service, technical and energy efficiency recommendations may provide to customers.
8. Protect the health and safety of our communities by sharing knowledge of new environmental developments and technological advancements for the communities we serve.
9. Maintain and update their knowledge and understanding of energy efficient products, technologies and regulatory requirements.
10. Report violations of this code.
11. Upon request, facilitate an audit by Master Electricians or its representatives of work they have undertaken.

Promoting EcoSmart Electricians services

Use of the Ecosmart Electricians logo

The EcoSmart Electricians logo is to be used only by EcoSmart Electricians. It cannot be provided to clients for their use or be used by persons holding Energy Efficiency Certification.

EcoSmart Electricians are authorised to use the EcoSmart Electricians logo on promotional material solely for the purposes of advertising their services as EcoSmart Electricians. Such material must also include reference to Master Electricians.

The conditions of use of the EcoSmart Electricians logo are as follows:

1. The logo must not be used as part of the trade name or corporate name of the EcoSmart Electrician;
2. The logo shall not be used except in association with an EcoSmart Electricians service;
3. The logo must be reproduced in colour or in black and white as specified;
4. Master Electricians retains the right to withdraw its permission for an EcoSmart Electrician to use the logo at any time;
5. The EcoSmart Electrician undertakes to only use the logo and represent themselves and their employees as EcoSmart Electricians while accredited; and
6. Master Electricians retains the right to amend the logo.

Website and advertising services

Master Electricians will construct and maintain a section of its website dedicated to EcoSmart Electricians.

Its purpose will be to promote the EcoSmart Electricians programme, and the benefits of energy efficient electrical practices and solutions. This will include a search facility to enable consumers to locate EcoSmart Electricians in their local area. The website will also contain resource materials and links relevant to energy efficiency and the EcoSmart Electricians programme.

Master Electricians will promote the EcoSmart Electricians programme and the benefits of using EcoSmart Electricians to the community, business, government and electrical and building industry participants.

Indemnity

The EcoSmart Electrician releases and indemnifies Master Electricians, and all officers and agents of Master Electricians, from and against all actions, proceedings, claims and demands whatsoever directly resulting from or arising out of:

- Any negligence or other wrongful act or omission of the EcoSmart Electrician; and
- In connection with, or in the course of, the performance or any breach of these Programme Guidelines.

Issue resolution

Statement of intent

The following summarises the underlying principles for resolving any conflicts which may arise between Master Electricians and EcoSmart Electricians.

Master Electricians is committed to promoting a culture of best management practice. Should disputes arise EcoSmart Electricians have a right to be treated in a manner that is fair, fast and confidential.

Dispute resolution

On receipt of a written complaint about a suspected failure to meet the Programme Guidelines or illegal activity, Master Electricians shall discuss the matter concerned with the EcoSmart Electrician.

If the matter cannot be resolved, Master Electricians shall place the concern in writing to the EcoSmart Electrician and request a response in writing.

If the matter cannot be resolved within four weeks of writing to the EcoSmart Electrician, and it is the opinion of Master Electricians that the Programme Guidelines have been breached, Master Electricians may revoke accreditation. The decision of Master Electricians will be conveyed in writing to the EcoSmart Electrician.

If the decision is to cancel accreditation, the EcoSmart Electrician shall cease representing him/herself as an EcoSmart Electrician from the date that notification is received.

Appeal mechanisms

Should an EcoSmart Electrician appeal a decision of Master Electricians, an independent mediator will be sought from a relevant professional association with the intention of reaching an agreement acceptable to both parties.

Amendments to the Programme Guidelines

Master Electricians may review the EcoSmart Electricians Programme Guidelines every three years and may amend the Programme Guidelines from time to time. Furthermore, Master Electricians reserves the right to amend the Programme Guidelines as and when the need arises.

Any amendments to the Programme Guidelines will be advised to EcoSmart Electricians as soon as reasonably practicable and will override all previous versions of the Programme Guidelines for EcoSmart Electricians.