

Approval Protocol for Accredited Professionals (AP) and Accredited Professional Practitioners (AP+)

Version 1.0
September 2019

Get in touch with the Green Building Council South Africa

Call us on
086 104 2272
Or visit us at
www.gbcsa.org.za

Cape Town Office
2nd Floor, The Old Warehouse Building,
Black River Office Park, 2 Fir Street,
Observatory

Johannesburg Office
4th Floor Rosebank Corner,
191 Jan Smuts Avenue,
Parktown North

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1. About this Document

1.1. Scope of this document

This document, the *Approval Protocol for Accredited Professionals (AP) and Accredited Professional Practitioners (AP+)*, is designed to set out the process which individuals must follow to work as a Green Star or Net Zero AP as well as the pathway to and maintenance of status as AP+.

1.2. Green Star and Net Zero Accreditation Pathways

Tier Name	Target Market	Entry Requirements	Evidence of compliance with entry requirements	Program Completion Requirements	Scoring Requirement
Green Building Certification Candidate	Students	Registered students only	n/a	Attend Green Building Certification Introductory Workshop & Complete Online AP Course of choice & Pass Corresponding AP exam with concessions	No scoring requirement
Accredited Professional with Specialization (NB, EBP, I, SUP, Net Zero)	Interested Individuals	Graduate of relevant degree or diploma from recognized tertiary institution	Evidence to be supplied at request of the GBCSA	Attend AP workshop, AP online course and pass corresponding AP exam in specialization of choice	Required to maintain status by attaining and retaining score of between 5 to 10 in revolving 12 month period. New AP would start with 5 points issued at point of passing exam essentially affording them with 12 months grace period
		No formal qualification but 2 years of relevant work experience	Evidence to be supplied at request of the GBCSA	Attend AP workshop, AP online course and pass corresponding AP exam in specialization of choice	
	Green Building Certification Candidate	Have a GBCC certificate and 6 months work experience	Sign ethical and professional conduct agreement	Attend AP workshop in specialization of choice	

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Tier Name	Target Market	Entry Requirements	Evidence of compliance with entry requirements	Program Completion Requirements	Scoring Requirement
Accredited Professional Practitioner with Specialization (NB, EBP, I, SUP, Net Zero) eg Green Star Accredited Professional Practitioner New Build	Accredited Professionals	Attain required number of points as per scoresheet Gain one year experience as AP	Point system built into CRM system	Be an AP with specialization and meet entry requirements	Required to attain and then maintain status score above 10 points over revolving 12 month period.

1.2.1.

1.3.Green Star and Net Zero Accreditation Types and Specialisations

1.3.1.Green Building Certification Candidates for Students (Candidate)

1.3.1.1.Green Building Certification Candidates for New Buildings

1.3.1.2.Green Building Certification Candidates for Interiors

1.3.1.3.Green Building Certification Candidates for Existing Building Performance

1.3.2.Green Star and Net Zero Accredited Professionals (GSAP or Net Zero AP)

1.3.2.1.Green Star Accredited Professional for New Buildings (GSAP NB)

1.3.2.2.Green Star Accredited Professional for Interiors (GSAP I)

1.3.2.3.Green Star Accredited Professional for Existing Building Performance (GSAP EBP)

1.3.2.4.Green Star Accredited Professional for Sustainable Precincts (GSAP SUP)

1.3.2.5.Net Zero Accredited Professional (NET ZERO AP)

1.3.3.Green Star and Net Zero Accredited Professional Practitioner (GSAP+ or Net Zero AP+)

1.3.3.1.Green Star Accredited Professional Practitioner for New Buildings (GSAP NB+)

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1.3.3.2.Green Star Accredited Professional for Interiors Practitioner(GSAP I+)

1.3.3.3.Green Star Accredited Professional Practitioner for Existing Building Performance (GSAP EBP+)

1.3.3.4.Green Star Accredited Professional Practitioner for Sustainable Precincts (GSAP SUP+)

1.3.3.5.Net Zero Accredited Professional Practitioner (NET ZERO AP+)

1.4. Roles and Responsibilities

The operation of the Green Star and Net Zero Certification Systems in South Africa and other countries in Africa which have prepared approved Local Context Reports for adaptation of the tools to the local markets is contingent on a number of organizations working together to maintain the system and deliver services to Clients. The roles and responsibilities of these organizations, and their interrelationship is provided in the GBCSA certification agreements.

The *Approval Protocol for Accredited Professionals and Accredited Professional Practitioners* applies to all situations where a potential Client is seeking Green Star or Net Zero Certification.

In order to qualify as an Accredited Professional, the applicant must take and pass the Accredited Professional Exam corresponding to their chosen specialization after completing the program, they must have the required professional qualifications and abide by the Accredited Professional Code of Conduct. To work as an Accredited Professional, this status is to be maintained through ongoing participation in certification related activities including but not limited to lead or supporting role in certification or projects and / or continued professional development to demonstrate proficiency in green building practice. This activity is to be measured through scoring built into internal systems of the Green Building Council South Africa. Those Accredited Professionals who demonstrate higher level of engagement and activity will be further recognized as Accredited Professional Practitioners (AP+).

2. Purpose and Role of the Accredited Professional

2.1.The purpose of the Accredited Professional is to improve Project Owner and teams understanding of green design principles, the Green Star or Net Zero Certification Systems and to facilitate certification. The AP is equipped with the knowledge and expertise to become a confident leader in guiding projects through Green Star certification.

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2.2. The scope of the Accredited Professionals' work includes advice to Clients on green design and assistance with preparation of a Client's submission for certification. Within this context, Accredited Professionals may provide informal, basic, training on how to use the Green Star or Net Zero tools as needed, on the understanding that no qualification be granted to participants that complete such a training.

2.3. The scope of an individual Accredited Professionals' responsibilities does not include assessment services, nor issuing certifications. A single individual may never have more than one of the following roles in the context of a particular project: Accredited Professional, Assessor and Moderator

3. Accredited Professional Qualifications

3.1. An Accredited Professional must have **one** of the following educational / professional qualifications:

3.1.1. Higher education qualification in a construction industry related field;
or

3.1.2. Two (2) years' experience working in the construction industry (as a skilled professional or tradesperson) and a higher education qualification (not necessarily in a construction industry related field). Acceptable construction industry roles include but are not limited to:

- Architect
- Architectural Technologist
- Building surveyor
- Civil Engineer
- Contracts manager
- Contractor
- Construction Manager
- Developer
- Electrical engineer

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- Energy/Environmental Engineer
- Facilities manager
- Mechanical engineer
- Planner
- Procurement & Contracts Management
- Quantity surveyor
- Site engineer
- Site manager
- Skilled tradesperson
- Structural engineer

4. Accredited Professional Training Program

4.1. Training is required prior to taking an Accredited Professional Exam. The GBCSA Team shall develop and from time to time update training materials. These materials belong to GBCSA.

4.2. Accredited Professional training may be delivered by the GBCSA team and appointed faculty and may be held in person or via an online learning management system.

4.3. Accredited Professional training may be delivered through a variety of platforms, including classroom instruction, written materials, web-based training and other information and communications technology methods as deemed appropriate by the GBCSA.

4.4. There will be no pre-requisite for anyone to attend Accredited Professional training. Any Interested Parties with no interest in qualifying as an Accredited Professional will be encouraged to do so.

4.5. The scope of the training program shall at a minimum include:

4.5.1. The training shall ensure potential Accredited Professionals gain a thorough understanding of:

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4.5.1.1. The relevant Certification processes

4.5.1.2. The tool, and the local adaptation where applicable, including:

4.5.1.2.1. an understanding of all Categories and Credits;

4.5.1.2.2. the tool logic, methodology, inter-relation of categories and credits, and knowledge of how the project team inputs relate to the points scored results;

4.5.1.2.3. an understanding of the detailed compliance requirements and where to find them as set out in the technical manuals;

4.5.1.2.4. assumptions, standards and methodologies used to calculate the base case;

4.5.1.2.5. the practical application of the tools from hands-on workshops and case study exercises.

4.5.2. The training shall include an overview of the responsibilities and lines of communication across GBCSA, Assessors, Moderators and Project Teams.

4.6. Records of attendance shall be kept for all training, whether delivered face-to-face or using other media. Such records will include attendee feedback, including an overall rating of the quality of the training on a scale of 1 (poor) to 5 (excellent).

5. The Accredited Professional Exam

5.1. All applicants must sit and pass the online, open book exam for their chosen specialisation testing their competency and understanding of the application of the tool of choice.

5.2. The Accredited Professional Exam/s shall be administered and scored by an online learning management system maintained by third party service provider appointed by the GBCSA.

5.3. The Accredited Professional Exam/s shall be developed by the GBCSA who will invite external faculty to provide input.

5.3.1. The Accredited Professional Exam shall test knowledge of the following:

5.3.1.1. The Tool's Certification process;

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5.3.1.2. The tool, including:

5.3.1.2.1. All categories and credits;

5.3.1.2.2. The detailed compliance requirements as set out in the relevant technical manual;

5.3.1.2.3. The responsibilities and lines of communication across GBCSA, assessors, moderators and accredited professionals;

5.3.1.3. Other elements of the training as it may vary from time to time.

5.3.2. The Exam will be offered initially in English.

5.4. The evaluation criteria and the minimum scores required for approval shall be determined by the GBCSA Team.

5.5. GBCSA will capture attendance of workshops and completion of online course material into online learning management system and eligible exam candidates will be automatically allowed access to the relevant online exam.

5.6. If candidates fail the Accredited Professional Exam, they may retake it once again within two months of the first attempt. Retaken exams will be different from the original Accredited Professional Exam.

6. Accredited Professional Approval and Code of Conduct

6.1. If the applicant sits and passes the Accredited Professional Exam, and signs the Accredited Professional Agreement, they shall be approved as an Accredited Professional upon application to the GBCSA Team, who will issue to them a certificate and publish their name on the GBCSA website's Accredited Professional Directory.

6.2. By applying for Accredited Professional status, candidates affirm they have the required professional qualifications as laid out in section 3 above and also agree to adhere to the following Accredited Professional Code of Conduct:

6.2.1. The Accredited Professionals' role is limited to improving Clients' understanding of green design, the Tool and Certification System and to facilitate Clients' certifications;

6.2.2. The Accredited Professional will avoid any actual or apparent conflict of interest, including due to business, family or personal ties, taking on the role of

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more than just Accredited Professional within the Certification System (e.g. the role of Assessor, GBCSA team member or Moderator) in any one project (for the avoidance of doubt, taking on the role of architect, engineer or other adviser in addition to Accredited Professional is not a conflict of interest because those roles do not lie within the Certification System), or any other cause;

6.2.3. The Accredited Professional commits to:

- 6.2.3.1. Compliance with national or international safety codes, whichever is more stringent, when visiting sites;
- 6.2.3.2. Ethical behavior and high professional standards;
- 6.2.3.3. Sharing of concerns of Professionals and Clients with GBCSA to provide a feedback loop to improve the tool;
- 6.2.3.4. Compliance with this Accredited Professional Approval Protocol;
- 6.2.3.5. Reporting instances of use of the GBCSA, Green Star or Net Zero brand by a Client contrary to the guidelines laid out by GBCSA
- 6.2.3.6. Refrain from speaking negatively about other Accredited Professionals, Assessors, Moderators, GBCSA as well as the Green Star and Net Zero Certification and other green building certification programs.

7. Maintaining active status as an Accredited Professional

Accredited Professionals will retain active status so long as they comply with the Code of Conduct and maintain score of 5 to 10 annually as captured by GBCSA systems. Individuals scoring 10 or a above will be further recognized as Accredited Professional Practitioners (AP+)

Scoresheet for maintenance of Accreditation

Activity	Points Per Activity
Project Owner on project certified within last 12 months	3
Lead AP on project certified in last 12 months	5
Support AP role on project certified in last 12 months PER PROJECT	2.5
Professional role on project certified in last 12 months (this includes professional services, modelling inputs and specialist consulting input) PER PROJECT	1.5

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Scoresheet for maintenance of Accreditation

Activity	Points Per Activity
Faculty (including Honary) on AP course	1
Assessment /Moderation completed	1
Attended convention	2
Attended GBCSA course	1
Attended GBCSA member event or building tour	1

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