



**GREEN
BUILDING
COUNCIL**
SOUTH AFRICA

GBCSA ACCREDITED PROFESSIONAL PROTOCOL DOCUMENT

**Transforming the built environment
for people and planet to thrive.**



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WHAT IS AN AP?

A GBCSA Accredited Professional (AP) is someone who has worked through a training programme and qualified to become a certified AP. They are proficient in certain Green Star or Net Zero rating systems used by the GBCSA to certify green buildings.

If a building wishes to achieve a Green Star or Net Zero rating and certification, very specific documentation must be collated and submitted to the GBCSA by a relevant AP.

The appointment of an AP to ensure certification of a building project is a process that takes place independently of the GBCSA. It is a contractual agreement between the AP and the building owner/developer.

HOW TO BECOME AN AP?

To qualify as an Accredited Professional you will need to complete a course with the **GBCSA ACADEMY** and submit a final assessment.

Individuals can choose the tool or focus area they would like to become an AP in i.e. existing buildings; new buildings and or net zero. An individual can be an AP in more than one tool.

FAST FACT:

The GBCSA has certified over
2 200 APs since 2009



PURPOSE AND ROLE OF THE AP

The purpose of the Accredited Professional is to improve a project owner and professional 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 confidently lead and guide projects through Green Star and Net Zero certification.

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.

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.

The GBCSA expects that, as a minimum, the AP's scope of work includes, but is not limited to:

- Clarifying of the scope of works, fees and documentation programme associated with the submission.
- Working with the client and project team to develop the Green Star or Net Zero strategy, to determine which points will be targeted and what star rating/Net Zero level will be targeted, and what the order of magnitude costs will be for these (each professional or quantity surveyor (QS) responsible for determining the cost of various initiatives). For Green Star this should include a buffer of points beyond the rating threshold. This is typically done through an initial workshop with the project team.
- Identify risks and mitigation plans for credits at risk of not being achieved.
- Registration of the project with GBCSA: assisting the client for a signed certification agreement and payment of GBCSA registration fees.



AP TIERING

To recognise the maturing of the green building sector in South Africa, the GBCSA has introduced tiers to the AP status given to professionals who are accredited with the GBCSA to work on Green Star or Net Zero projects. The purpose of the tiering is twofold: a) to assist building owners in identifying APs who have experience and b) to allow for knowledge transfer and upskilling of newly qualified APs by fostering relationships between AP's & AP+.

An AP+ is an indicator to the market of APs who regularly advise clients and are actively working on Green Star and Net Zero projects in South Africa and Africa. This makes the process more transparent and accessible to those inside and outside the industry.



Accredited Professional Practitioner (AP+)

Practicing APs (AP+): individuals who maintain high levels of activity and engagement with the GBCSA through their professional work and by participating in knowledge sharing opportunities measured over a 12-month period, gain AP+ accreditation status. This reflects their standing as having fulfilled the criteria for one or more areas of AP specialisation with a yearly point count of 10 or more.

An AP+ is an indicator to the market of individuals who regularly advise clients and are actively working on Green Star and Net Zero projects in South Africa and Africa, and are actively working on Green Star and Net Zero projects in South Africa and Africa.

AP+

- Require 10+ points on a 12-month rotation.
- Displayed on the GBCSA website in AP Directory, with AP+ denoted.
- Experienced APs with more than two years experience as a qualified AP.

Accredited Professional (AP)

Accredited Professional (AP): These are industry professionals who have completed an Accredited Professional Programme through the GBCSA Academy in their chosen specialisation (new buildings, existing buildings, interiors, sustainable precincts or net zero). Individuals with two years' or less experience as a qualified AP.

APs retain active status when they maintain a score of 5 -10 points over a 12 month period.

AP

- Require 5-10 points on a 12-month rotation.
- Displayed on the GBCSA website in AP Directory as AP.
- Individuals with two years or less experience as a qualified AP.

Accredited Professional Candidate (APc)











Accredited professional candidate (APc): Students can take their first step towards a sustainability focused career by completing the GBSCA Green Building Certification Programme while at university. With this qualification current students or recent graduates with less than six months industry experience will find it easier to transition towards a fully-fledged AP.

APc

- Require 0 points on a 12-month rotation.
- Not displayed on the GBCSA website in AP Directory.
- Current students or individuals with less than 6 months industry experience.

POINTS AND HOW THEY ARE CAPTURED

APs will retain active status if they accumulate a set number of points with the GBCSA. APs are required to maintain a score of 5 to 10 points each year, and those scoring more than 10 will be recognised as Accredited Professional Practitioners (AP+).

	Activity	Points Per Activity	Data Capture
	Successfully Complete GBCSA AP training (complete online course, live webinar and submit final assessment)	5	Automatic on Hub profile upon qualification
	Project Owner on project certified within last 12 months	1	AP to complete on case study
	Lead AP on project certified in last 12 months (the AP who signed the AP declaration, submitted the submission and as noted as Lead AP on the Certification Engine) A maximum of 1 Lead AP per project is allowed. (Note that the Lead AP must be an AP in the specific Tool)	5	AP to complete on case study
	Support AP role on project certified in last 12 months (PER PROJECT) This information must also be noted on the Certification Engine Project Team details, where appropriate. A maximum of 3 Support APs per project are allowed. (Note that the Support AP must be an AP in the specific Tool)	2.5	AP to complete on case study
	Professional role on project certified in last 12 months (this includes professional services, modelling inputs and specialist consulting input) PER PROJECT	1.5	AP to complete on case study
	Faculty on AP course	1	Automatic on hub profile
	Assessment /Moderation completed	1	GBCSA Manual upload (case manager)
	Attended convention	2	GBCSA Manual upload (admin)
	Attended GBCSA course	1	Automatic on hub profile
	Attended GBCSA member event or building tour	1	Automatic on hub profile

THINGS FOR APs TO REMEMBER TO SMOOTH THEIR AP STATUS MAINTENANCE:

It is the responsibility of the individual to maintain the public information displayed on their profile that is viewed on the GBCSA website AP Directory.



Make sure your GBCSA hub dashboard profile details are correct, especially your email address.



Fill in the case study information for certified projects accurately.



RSVP to all events via hub profile.

MAINTAINING ACTIVE AP STATUS

Accredited Professionals will retain active status so long as they maintain a score of 5 to 10 points annually as captured by GBCSA systems. Individuals scoring above 10 points will be further recognised as Accredited Professional Practitioners (AP+).

When you receive points after successfully completing one of the activities mentioned above, the points are valid for 12 months. You will receive automatic notification of points obtained, or upon expiration of points.

To maintain your status as an active AP, you will need to earn between 5 and 9 points in a rolling 12-month period through involvement in certification as AP, supporting AP or in a professional role, through acting as assessor, moderator or faculty member or through attending events, courses, tours or knowledge sharing sessions. Should you not meet this requirement, you will lose your active status until such time as you are able to accumulate sufficient points to warrant reinstatement. You will not be required to take refresher training or re-submit a final assessment. If you have AP status in more than one tool type, you do not need to maintain them separately, 5 to 9 points requirement apply whether you are AP in one or many specialisations.

An AP+ will retain status for as long as they maintain 10 points and above in a rolling 12 month period. Should they not do so they will drop down to active AP status until they meet the AP+ requirements once more.

Please take note of how the information is captured, to ensure you provide the adequate information in the Project Case Study document and ensure that you register for events through the Hub. Your Hub profile will provide you with your AP points and a summary of the total make up. Of importance is the email address linked to your Hub profile.

Please ensure that this is always up to date. Visit <https://hub.gbcsa.org.za/> to check.

HOW DO I ACCUMULATE POINTS?



Completing AP or Insights training through GBCSA Academy.



Attending GBCSA events.



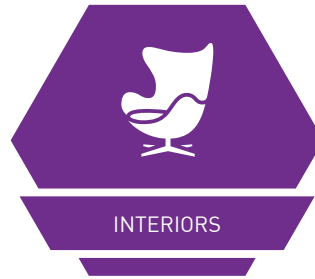
Working on Green Star and Net Zero certifications as an AP or supporting AP.



Being a faculty member, moderator or assessor.



AP TRAINING PROGRAMME OPTIONS



AP training is run by the GBCSA ACADEMY and the focus of the course material is the rating tools that are used by the GBCSA to certify green buildings.

The AP programmes are divided into three parts, and an individual can only complete the final assessment once they have first completed the online training material and then attended the live webinar workshop.



Online Training Material



Live Webinar



Final Assessment

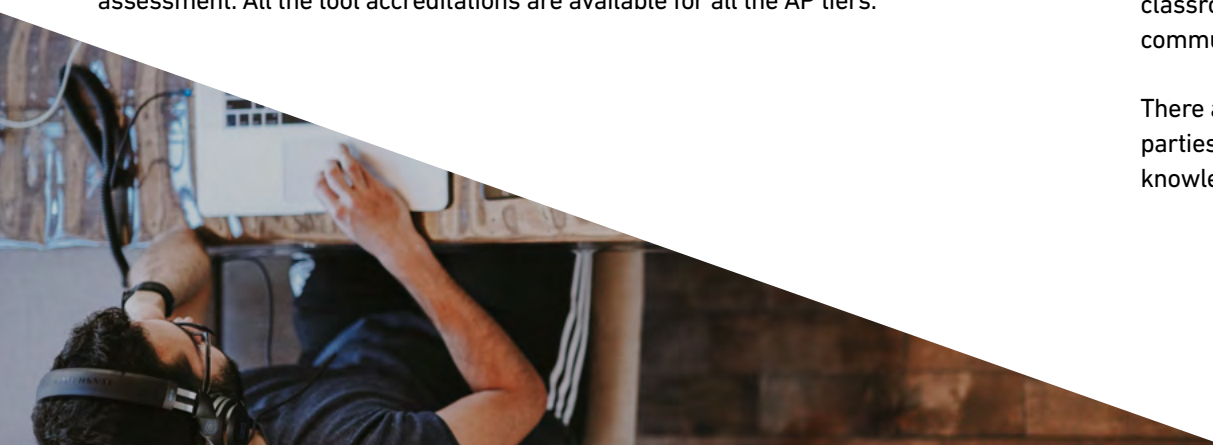
To qualify as an APc, AP or AP+ the individual needs to have completed all the online training material, have attended the live webinar workshop and pass the associated AP final assessment. All the tool accreditations are available for all the AP tiers.

The GBCSA has developed this training material to equip the individual with information on

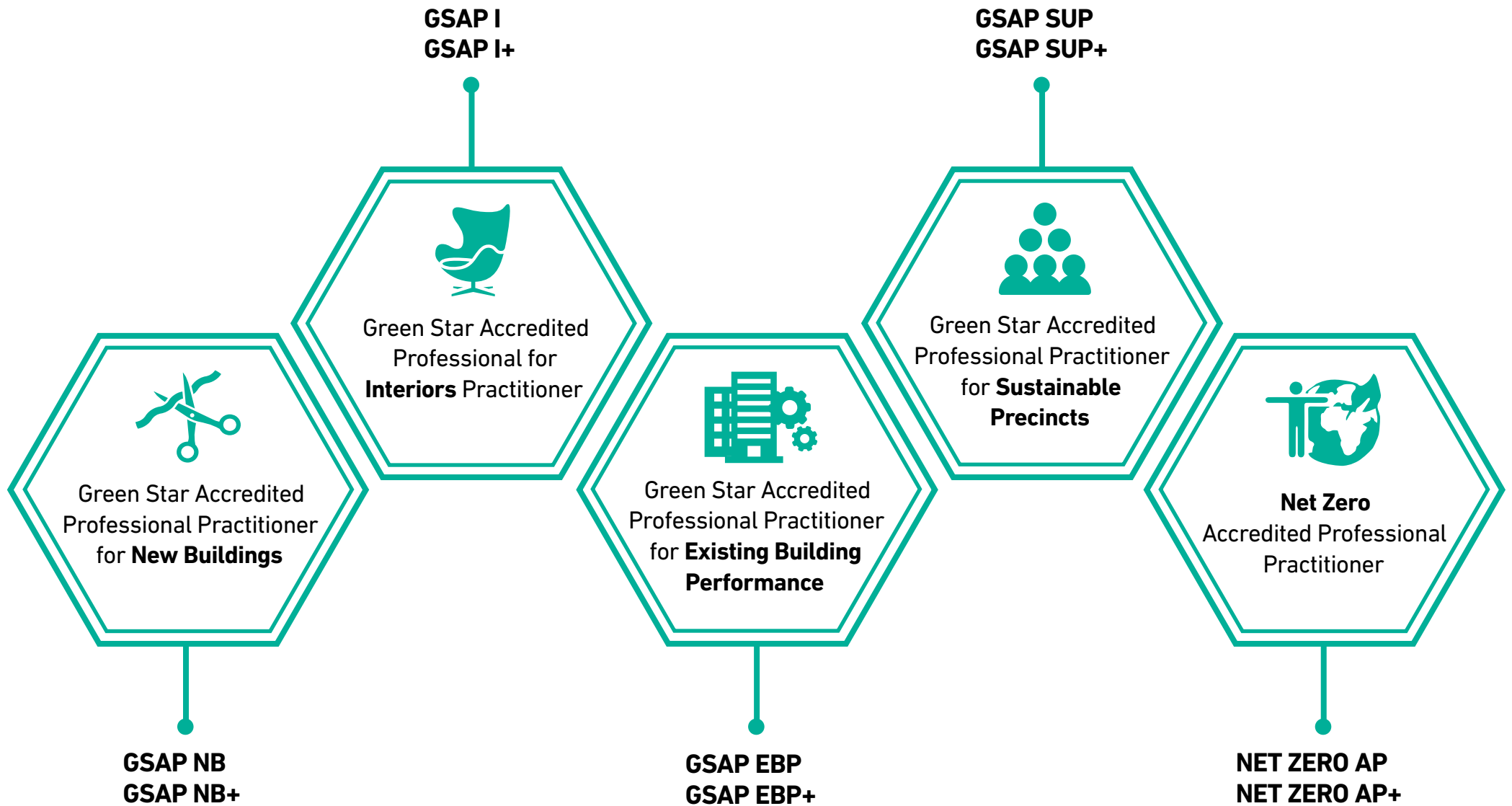
- The certification processes.
- Detail of the selected tool including:
 - an understanding of all categories and credits;
 - the tool logic, methodology, inter-relation of categories and credits, and knowledge of how the project team inputs relate to the points scored results;
 - an understanding of the detailed compliance requirements and where to find them as set out in the technical manuals;
 - assumptions, standards and methodologies used to calculate the base case;
 - the practical application of the tools from hands-on workshops and case study exercises.

Accredited Professional training can 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.

There are no pre-requisites to attend Accredited Professional training. Any interested parties with no interest in qualifying as an Accredited Professional, but seeking background knowledge, are also encouraged to attend training.



APC, AP AND AP+ CAN PURSUE GREEN STAR AND NET ZERO ACCREDITATIONS.





Thank you

to the dedicated APs striving to achieve our vision of climate resilient communities.

Together, we can transform the built environment for people and planet to thrive.