

Surveyor Training Programme



delivering sustainable development

Overview

<i>Training Phase</i>	Brief Description	Estimated Time	Cost
1. Familiarisation	Follow the user guide and instructions to input a very simple house. Aim is to familiarise yourself with the software.	½ day (in your own time)	NONE – done at home
2. Day Session	Attend a full day training session on the Masterplan, the surveyor process and the software. By the end you should understand all the inputs and will just need to practice as with any new software.	1 day	NONE but you will need to cover your own travel costs
3a. Exercises	Amend pre-inputed surveys with specified changes and additional information and submit for marking. This will introduce you to more complex situations you may encounter.	¼ day (in your own time)	NONE – done at home
3b. Your Home	Carry out a full survey on your home and submit for marking.	½ day (in your own time)	NONE – done at home
4. Practice Survey	Attend a Parity home open day and carry out a practice survey from start to finish with one of our trained surveyors acting as the client.	½ day	NONE but you will need to cover your own travel costs

1. Familiarisation

<i>Training Phase</i>	Brief Description	Estimated Time	Cost
1. Familiarisation	Follow the user guide and instructions to input a very simple house. Aim is to familiarise yourself with the software.	½ day (in your own time)	NONE – done at home

You need to contact us to register your interest in becoming a surveyor. If we are happy that you have the required pre-requisite skills and knowledge (e.g. DEA, Building Surveyor, Architect etc) then we will send you the software, a user guide and instructions.

The first task is to follow the instructions to input a simple box house as per some plans and information. This will give you a quick overview of the all the different screens in the software so that the training day is more worthwhile and we are not starting from scratch.

2. Day Session

<i>Training Phase</i>	<i>Brief Description</i>	<i>Estimated Time</i>	<i>Cost</i>
2. Day Session	Attend a full day training session on the Masterplan, the surveyor process and the software. By the end you should understand all the inputs and will just need to practice as with any new software.	1 day	NONE but you will need to cover your own travel costs

Once you have completed the familiarisation exercise you will be invited to a day long training session which will cover:

- A run through of the finished product – the **Parity home energy masterplan**
- Detailed training on the software
- Explanation of the survey process
- Information on other products and services, partnership relationships and revenues

3a. Exercises

<i>Training Phase</i>	Brief Description	Estimated Time	Cost
3a. Exercises	Amend pre-inputed surveys with specified changes and additional information and submit for marking. This will introduce you to more complex situations you may encounter.	¼ day (in your own time)	NONE – done at home

You will be provided with a series of semi-completed surveys and some additional information. You will need to make the changes required and submit the survey files for marking. The changes you will need to make will introduce you to complex and unusual situations that you may encounter on a survey.

3b. Your Home

<i>Training Phase</i>	Brief Description	Estimated Time	Cost
3b. Your Home	Carry out a full survey on your home and submit for marking.	½ day (in your own time)	NONE – done at home

At this stage you need to carry out a full survey of your house. We will then look at the results and check if there is anything missing or ambiguous. If you complete your training we will produce a full *masterplan* of your house for you after you have carried out 4 real surveys.

4. Practice Survey

<i>Training Phase</i>	Brief Description	Estimated Time	Cost
4. Practice Survey	Attend a Parity home open day and carry out a practice survey from start to finish with one of our trained surveyors acting as the client.	½ day	NONE but you will need to cover your own travel costs

We open some surveyor houses on specific days for you to come and undertake a full survey and demonstrate to us that you are ready.

The dates and locations for Practice Surveys are on our website.

You will need to book to come along as spaces are limited.

You will need to bring all need to carry out a survey i.e. digital camera, pen and paper, tape measures (and a laser measurer if you have one), laptop etc.