



Passivhaus Designer/Consultant: Frequently asked questions

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General

What does the Passivhaus Designer/Consultant course cover?

- The course teaches you how to design real low-energy buildings, and prepares you to sit the Certified European Passivhaus Designer/Consultant exam. The course is split into 6 modules as follows:

Week 1: (four days)

- Fundamentals of Passivhaus (1 day)
- Science of Passivhaus (2 days)
- Construction of Passivhaus (1 day)

Week 2: (five days)

- Building Services for Passivhaus (2 days)
- Passivhaus Planning Package PHPP (2 days)
- Revision session (1 day)

- The course is predominantly focused on domestic examples but will also cover core issues that need to be understood and addressed for all buildings. Our trainers themselves have all worked on non-domestic projects and will be able to answer specific questions.
- We also design our training so you can take back and apply your learning to your work from day one, whether or not you choose to sit the exam.

When and where can I do the course?

- We run the course roughly 4 times a year, usually in London, Hereford and Plymouth.
- Venues and dates are listed on the [Passivhaus Training website](#)

How long is the course? What if I don't have the time to take it in one go?

- The full PH designer course lasts 9 days in total, held over two separate one-week sessions (4 days in the first week, and 5 days in the second week), usually a week apart.
- The exam takes an additional ½ day, one or two weeks after the end of the course.
- It is possible to book individual modules if you are not able to sit the whole course. However, there is a discounted price for taking it all in one go and booking in advance.

What time does it start/finish each day?

- Each module starts at 9am and finishes at 5pm, with a lunch break and coffee breaks in the morning and afternoon.
- Please ensure you arrive in good time **before** 9am to ensure teaching can start on time.
- We arrange two optional visits for the Science and Services modules which take place in the early evening, usually after 4 or 5pm.

Is there any free time for networking?

- Networking is often cited by delegates as a key benefit of our course. We arrange two evening meals, one after each of the site visits. The cost of the meal is **not** included in the course fee and it is up to each delegate if they would like to join us. Previous delegates find the meal is a very useful and enjoyable time to get to know other future Passivhaus Designers and the trainers.

Who runs the AECB Carbonlite course?

- The course is run on behalf of AECB by the Carbonlite consortium of trainers, all of whom are highly experienced in the low-energy building industry. The course is managed by WARM: Low Energy Building Practice, who provide all the administration and finance support for the course.

What does the course fee include?

- All module fees include a full day (or two days) of teaching, printed manuals, plus lunch and refreshments.
- All exam fees and our revision session are included in this cost.
- Site visits to relevant local Passivhaus projects, usually during the Science and Building Services modules.
- The full course fee also includes access to our online THERM course. Whilst it does not form part of the Designer/Consultant course syllabus, many delegates find it a very useful add-on to help you understand 2D thermal bridges in more detail. This is an additional 2 days learning, but you have up to a year to complete this.

Course fees and how to pay

How much does it cost?

- The course can be taken as individual modules, or as the full two-week course:

Full course

- Standard cost £2,800 + VAT (including Revision session, exam fees and Online THERM)
- Discounted prices for AECB/PHT members are available:
 - £2100 + VAT for AECB/PHT members **EARLY BIRD booking at least 6 weeks in advance.**
 - £2500 + VAT for AECB/PHT members.
- Secure your place with a 10% deposit.

Individual modules

- One-day modules cost £350 +VAT for AECB/PHT members / £400 + VAT for non-members.
- Two-day modules cost £700 +VAT for AECB/PHT members / £800 +VAT for non-members.

Online Thermal Bridging course

- Included free of charge for full course bookings.
- If booked separately, the online course costs £200 + VAT for one year's access to the Moodle course and a nominal 2 hours support by email. THERM software is free online.

Are there any additional costs?

AECB membership

- If you would like to join the AECB to reduce your course costs, membership costs from £50+VAT. Please visit the [AECB website](#) to join *before* completing your booking with us – you will need to quote your membership number.

PHPP software

- Required for the PHPP module and to register for the exam.
- PHPP9 software costs from £135 + VAT. You can purchase your copy directly from the AECB website [here](#).

Please note course fees are subject to change.

How do I pay?

- Once we have received all your booking information an invoice will be sent to you by WARM (managing agent for the Carbonlite courses)
- Registration fees are payable in **advance**. WARM currently accepts BACS and cheque payments.
- You can secure your place with a 10% deposit.

Are there any discounts?

- There is an Early Bird discount of £400 on the cost of the full Passivhaus Designer course for AECB/PHT members if you book up to 6 weeks in advance.
- For companies booking 2 or more delegates on to the full course at the same time, we offer a discounted bulk pricing offer. Please contact Warm on 01752 542546 or training@peterwarm.co.uk to find out more.

Can I pay in instalments?

- Yes, within reason, we will accept payment in instalments, if pre-arranged with the booking team. The full amount must be paid at least 1 month before the course begins.

Booking

How do I book?

- You can:
 - download the [booking form](#) from the training website,
 - contact Ingrid Bravo or Emma Braun on 01752 542546,
 - or email training@peterwarm.co.uk.
- We need your full contact details, company name if applicable, mobile phone number and membership number if you are a member of the AECB or PHT.
- We also need to know which modules you want to do and any special dietary requirements.
- Once we have received all your booking information an invoice will be sent to you. Registration fees are payable in **advance** to confirm your place. Please let us know if your invoicing details are different to your contact details.

When do I need to book by?

- Ideally at least 6 weeks before the course begins (also entitling you to the Early Bird discount). If you book after this time, we won't be able to offer the reduced fees and there is risk you may not get a place.

Course pre-requisites

Are there any pre-requisites for delegates?

- This course is aimed principally at building professionals in the UK – architects, builders, building engineers, self-builders, energy consultants and others who want to learn how to design and deliver real low-energy-use buildings.
- For delegates intending to sit the exam, you will need to have some knowledge of UK construction systems, an ability to read building plans and an understanding of algebra (including using basic formulae in MS Excel).
- If you need support with your maths skills, we can recommend some excellent tutorials online including: <http://www.mathtutor.ac.uk/algebra>, or you can have a look on YouTube. We can also put you in touch with a maths tutor.

Is there any pre-course reading?

- We will email you a pre-course algebra quiz, which you will need to complete before the course – this helps us know if you might have difficulties.
- If you are doing the Construction module you will be sent some pre-course reading.
- We also recommend that delegates take a look at www.passipedia.de

What do I need to bring?

- Delegates need to bring a scientific calculator to **ALL** modules.
- For the PHPP module **ONLY** a laptop with PHPP installed and your PHPP manual. The course is taught using PHPP9. Please note that PHPP is not Mac compatible, unless you can run a Windows operating system, through Boot Camp or Parallels with Windows. An iPad is not suitable.

Why choose Carbonlite?

How does your course content compare with others?

- Our courses are taught with UK examples and experience very much in mind – it prepares you not only for passing the exam but for your future work in this sector.
- The course is delivered by some of the most experienced practitioners in the UK, working at the forefront of Passivhaus design and construction, who can offer delegates the benefit of their experience in projects ranging from small-scale domestic builds to multi-million-pound developments. Read our trainer profiles [here](#) to find out more.
- Unlike other training providers, we include at least two site visits to the latest Passivhaus projects during the course.
- We offer online Thermal Bridging training which most other providers do not. This course is very useful taken alongside the Designer/Consultant course, as there are frequently situations where it is not practical to remove all the thermal bridges and you will have to calculate or estimate them.

How does your price compare with others?

- When booked in advance the price is £2100 + VAT for AECB or PHT members, which compares favourably with the BRE discounted rate for RIBA members.

PassivHaus Planning Package software

Do I need PHPP?

- You will need your own copy of PHPP software if you intend to design Passivhaus buildings and in order to register for the exam.
- All delegates taking the PHPP module, whether as part of the full course or as a stand-alone module, will need to bring a laptop on the PHPP days with PHPP software loaded (the course is taught using PHPPv9).

How do I get PHPP?

- You can purchase the software directly from the AECB website [here](#).
- The software is on disc which will be posted out to you with the manual.

Does PHPP work with Windows and on a Mac?

- PHPP is a Microsoft Excel spreadsheet.
- On Windows PHPP works as well as any Excel spreadsheet, any issues you may have should not be related to the software itself.
- Please note that PHPP is **not** Mac compatible, unless you can run a Windows operating system, through Boot Camp or Parallels. Please ensure you bring a PC, or a Mac running Windows.

Course materials

- You will receive printed manuals on each day of the course. These manuals are updated on a regular basis.
- Please note we do not send out electronic copies of the manuals.

Online Thermal Bridging course

- The online Introduction to Thermal Bridging course does not form part of the Passivhaus Designer Course, but many delegates find it a very useful addition.
- The course is taught via an online Moodle platform, to which delegates are given access after booking the module.
- The course takes approximately 2 days to complete. One year's access is provided to the course material online, allowing delegates to study at their own speed and in their own time.
- Full instructions are given online, but we also offer up to 2 hours' assistance if you get stuck.

Exam

- Full details can be found in the Exam Regulations document which we send to all candidates prior to taking the exam.
- You need to register with the Passivhaus Institut to sit the exam. We send full details on how to do this along with the Exam Regulations.

How long does the exam take?

- Three hours.

Can I take any materials into the exam?

- You may take in course manuals and other material and non-programmable calculators.

What help can I get to prepare for the exam?

- We send out practice exam questions and a Mock exam to all candidates during the course, so that you can get an idea of what to expect and talk to the trainers if you have any particular issues.
- Exam tips and techniques also form part of the Revision module.

What is the pass mark for the exam?

- 50%

How long before I get my results?

- You will get your results **8-10 weeks** after taking the exam.
- As first markers, Warm have four weeks to mark and return the exams to the Passivhaus Institut (PHI). The PHI then has four weeks to cross check and inform examinees of their final mark.
- You will receive your mark by email directly from the PHI.

If I pass the exam, would I be awarded the Designer or Consultant status?

- On successful completion of the exam, delegates are listed on the Passivhaus Designer database where they will be awarded either Passivhaus Designer or Passivhaus Consultant status, depending on existing academic qualifications.
- If you are actively involved in the design and specification of a building and produce drawings for local authority approval (Architect/M&E Engineer/Structural Engineer) you will receive the 'Designer' designation, if you input via reports or consultation then you will receive the 'Consultant' designation.
- **Both designations sit the same exam and have equal professional standing.**

Do I need to renew my qualification at any point?

- Your qualification is valid for 5 years.
- To retain your qualification, you need to work on a Passivhaus project, and submit this to PHI or to WARM before your Certificate expires.
- You can also renew through credit points. For further information visit the [Passivhaus Institut](#) website.
- Please note, you **cannot** renew your qualification by sitting the exam or this course again.

Cancellations, substitutions and deferrals

What if I need to cancel my place?

- You may cancel your place on the course, but depending on how long before the course you cancel you will lose some of the fee:
 - More than one month before the course: 90% refund.
 - More than one week before the course: 50% refund .
 - Less than one week before the course: No refund available.

Can my colleague attend instead of me?

- You can make a substitution at any time, but the person taking the exam must have completed the whole course.
- Please notify training@peterwarm.co.uk of any change in name.

I can no longer make it on the date I'm booked, but I still want to do the course, can I defer?

- If you are unable to attend the course you have booked and paid for, you may defer to the next available course. Please note we can only allow one deferral per delegate.
- WARM reserve the right to pass on any costs which may be incurred by last minute changes to bookings.