



Level 5 Diploma in Retrofit Coordination and Risk Management

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WELCOME

The Retrofit Academy CIC is at the heart of delivering leading-edge training and professional development to a new generation of retrofit professionals in the UK.

Adopting a central role in the future of retrofit, we are driving PAS 2035 compliance by shaping retrofit best practice, training skilled retrofit professionals, sharing our technical expertise with industry peers, and advancing the sector through our membership and network.

To fulfill our vision of a world where every home is warm, healthy and low carbon, we need skilled operatives and managers in vast numbers. With over 27 million homes to treat and just 29 years to do it, the volume of skilled professionals in both blue and white collar roles is simply not adequate to meet the demand and hence numbers must swell rapidly.

The Retrofit Coordinator plays a pivotal role in delivering the UK's net zero ambition. Central to PAS 2035, the role protects homeowners and clients by managing projects in compliance with the Standard. Without Retrofit Coordinators, there is no assurance that the high standards required and vast volume of installs will be reached, and the effects of that would be felt globally.



David Pierpoint FRSA, MBA, MPhil

Chief Executive
The Retrofit Academy CIC





WHAT IS A PAS 2035 RETROFIT COORDINATOR?

To create the warm, comfortable, and energy efficient homes needed to meet our emissions goals it is essential we develop exacting retrofit standards; advance best practices; and develop the processes, roles, and skills needed to achieve this.

PAS 2035 is a publicly available specification which outlines the necessary standards for the future of domestic retrofit. It is designed to enhance retrofit standards, improve processes and introduce new skills, capabilities and roles. PAS 2035 was written by Dr Peter Rickaby, and is fully supported by the Department for Energy Security and Net Zero (DfESNZ).

The built environment professionals responsible for facilitating, managing and delivering retrofit work to the PAS 2035 standard are called Retrofit Coordinators.

The role of the Retrofit Coordinator was introduced by PAS 2035, and is mandatory on all domestic retrofit projects delivered under TrustMark. TrustMark is the recognised Quality Mark for the energy efficiency sector and compliance with TrustMark and PAS 2035 is required by government-funded schemes such as:

- The Energy Company Obligation (ECO)
- Local Authority Delivery (LAD) scheme
- Social Housing Decarbonisation Fund (SHDF)
- Home Upgrade Grant (HUG) scheme
- Sustainable Warmth

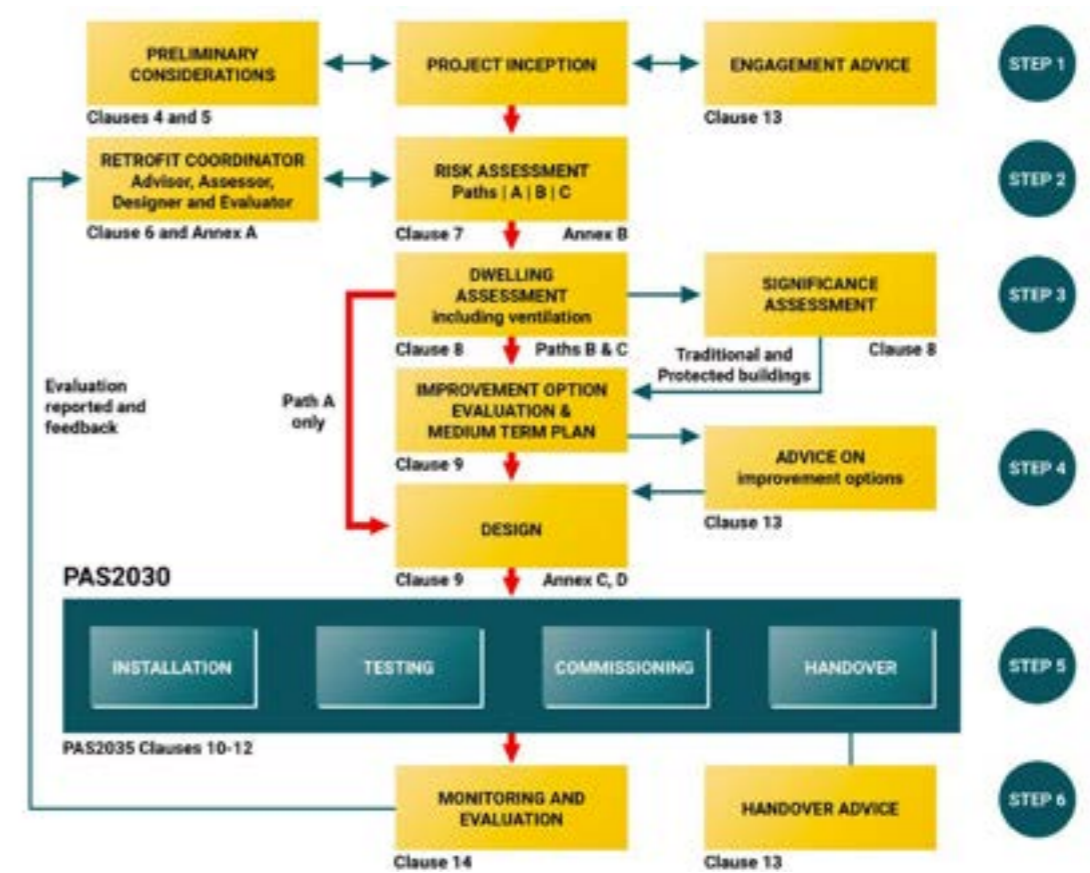
What does a Retrofit Coordinator do?

Retrofit Coordinators manage the PAS 2035 process throughout a project. Crucially, the Retrofit Coordinator ensures compliance with the procurement, specification, and delivery of measures in all domestic retrofit projects.

Guiding the decision-making process, the Retrofit Coordinator protects the resident or homeowner's interest from survey to handover.

The PAS 2035 Process Map

The Retrofit Coordinator contributes throughout the PAS 2035 process. The role is end to end spanning steps 1 to 6, below.



CAREER OPPORTUNITIES FOR RETROFIT COORDINATORS

- New Economics Foundation research has estimated the need for 36,000 Retrofit Coordinators before 2030.
- Retrofit schemes accounted for over £2bn of investment in 2021 alone, with the promise of rapid and continuing increases over the next decade.
- Retrofit Coordinators are being regularly employed on salaries in excess of £45,000 per annum.
- Many Retrofit Coordinators set up new businesses or operate independently.
- Prospective employers include local authorities and social landlords plus managing agents, energy companies and utilities.

Who should become a Retrofit Coordinator?

To become a Retrofit Coordinator you need to have a qualification in a built environment subject that is at least Level 3 with a minimum of 12 credits (your credits should be detailed on your certificate). Level 3 qualifications are equivalent to an A Level certification.

If you hold a university degree relevant to the built environment this would easily meet the entry requirements for this course.

Retrofit Coordinators can be currently operating in a wealth of jobs and disciplines. Some of our most recent graduates include:

- Asset Manager (Registered Providers of Social Housing)
- Housing Director (Local Authority)
- Architect (RIBA)
- Building Surveyor (RICS)
- Technical Manager (Retrofit supply chain)
- Consultant Engineer (CIBSE)
- Project Manager (ECO Installer)

If you are looking for a challenging, rewarding career managing retrofit projects that make a difference to people's lives, the built environment and the climate, a career as a Retrofit Coordinator could be the perfect fit.

FIND A WAY TO STUDY

THAT SUITS YOUR NEEDS



ABOUT THE COURSE

THE LEVEL 5 DIPLOMA IN RETROFIT COORDINATION AND RISK MANAGEMENT

The AIM Qualifications Level 5 Diploma in Retrofit Coordination & Risk Management gives you the knowledge and skills needed to become a Retrofit Coordinator; a crucial new role required by the PAS 2035 standards. It is ideal for built environment professionals looking for a career defining and managing retrofit projects.

If you are looking to practice as a Retrofit Coordinator on domestic retrofit projects, you must be registered and accredited by TrustMark. To achieve this accreditation, you must already have the Level 5 Diploma in Retrofit Coordination & Risk Management.

The Retrofit Academy CIC was instrumental in the development of the diploma. We developed the course with the Open College Network West Midlands, now AIM Qualifications, in consultation with the experts and technical authors behind the PAS 2035 specifications.

Course Structure

The course features twelve modules along with a comprehensive case study. Each module features extensive teaching materials, expert presentations, case studies and activities that are designed to give you an in-depth understanding of both theory and practice.

Course Modules

1. Introduction to Domestic Retrofit
2. Retrofit Quality Assurance and Risk Management
3. Building Physics – Thermal Efficiency
4. Building Physics – Managing Moisture Risk
5. Assessing Dwellings for Retrofit
6. Improvement Option Evaluation and Medium-Term Retrofit Plans
7. Improving the Building Fabric – Floors and Roofs
8. Improving the Building Fabric – Walls and Windows
9. Improving Air-Tightness and Ventilation
10. Improving the Building Services – Heating, Hot Water, Lighting and Power
11. Improving the Building Services – Renewable Energy Systems
12. Post Retrofit Testing, Monitoring and Evaluation

PAS into Practice

So that you learn more than just the technical knowledge required to be a Retrofit Coordinator, the course also includes content designed to support you in your transition to being a practising Retrofit Coordinator. The course includes in-depth case studies designed to illustrate both what can go wrong and how to do it right.

In addition, all learners are taught how to use The Retrofit Academy's PAS 2035 Retrofit Software, which you will later find invaluable in practice.

Assessment Methods

All learners are assigned to one of The Retrofit Academy's skills coaches who will provide guidance and feedback on all of your assessments. All skills coaches are graduates from the Level 5 Diploma, hand-picked for their experience and expertise.

The course is assessed via:

- End of module multiple choice tests
- Short written assignments relating to the key learning objectives
- A verbal presentation relating to the case study

Certification

All learners successfully passing the assessments will be recommended for the award of the Level 5 Diploma in Retrofit Coordination and Risk Management from AIM Qualifications, an Ofqual-regulated Awarding Body.

TrustMark Accreditation

On successful graduation of the Level 5 Diploma in Retrofit Coordination and Risk Management, learners enrolled from the 1st July 2024 will be awarded TrustMark Accreditation for the role of Retrofit Coordinator through the new TRA / Sterling Accreditation Scheme.



METHODS OF STUDY AND COURSE COSTS

When you sign up to the course you will gain access to our state-of-the-art eLearning platform where you can access the course materials, be allocated a skills coach to support you in your learning journey, and where your assessments are submitted. The eLearning modules are enhanced by our unique expert-led sessions which give you a crucial peer learning experience supported by our expert tutors. Our expert-led sessions are available online via virtual learning or in a Retrofit Academy training centre depending on your preference.

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What are skills bootcamps?

Skills Bootcamps offer funded flexible courses, giving people the opportunity to build up sector specific skills and fast track or launch their career in retrofit. They are designed to ensure adults are able to retrain and upskills whatever their starting point, providing clear line of site to a new role, opportunity or contract.

The bootcamps are flexible and will involve online guided learning designed to work around your schedule, workshops and assignments.

Your pathway to retrofit excellence:



**From £1700
+VAT**

- Self-guided eLearning with four half-day expert-led sessions
- Dedicated learner support and progress monitoring
- Learn from peers and expert tutors to finish your studying in up to 13 weeks
- Includes learner membership plus additional 12-months membership as a graduate (up to 15 months total)
- Includes a copy of the PAS 2035 standard

Duration:

There are 103 guided learning hours plus assessments to complete, across the 13 week duration of the course. Over the 13 weeks, learners will need to complete a minimum of 8 hours of learning and submit at least 1 assignment a week.

What will you learn?

- The requirements of PAS 2035
- The background to domestic retrofit in the UK
- The technical requirements of whole house retrofit
- The work required of Retrofit Coordinators

Our course features:



24/7 Access



Unlimited support from
Skill coach



12-month membership



Peer learning



In-depth
training modules



State of the art digital
learning platform



Expert led training



Complete in your own
time

POST-GRADUATION SUPPORT

On enrolment, all learners will be welcomed into The Retrofit Academy as a "learner member". This will give you access to a range of materials to help you as you study. On graduation, you will receive enhanced membership of The Retrofit Academy for 12 months to support you as you transition to becoming a professional Retrofit Coordinator. You will then be able to subscribe continued membership of The Retrofit Academy to ensure continuity of learning and ongoing support.

Membership of The Retrofit Academy features:

- Invitation to the Retrofit Professionals Forum, an online summit that brings together professionals from across the retrofit industry to share knowledge and best practice to achieve safe, high-quality retrofit.
- Access to extensive CPD videos and technical guidance
- Access to an online Knowledge Base containing over 100 relevant assets
- An annual license to use The Retrofit Academy PAS 2035 Software
- Access to guidance from The Retrofit Academy's Technical Team
- Access to the Retrofit Careers Hub, our virtual careers and events platform
- Excellent opportunities for networking within the industry

MEET THE TUTORS



CLIVE ROWLAND

LEAD TUTOR

Clive has over 15 years' experience in the retrofit industry, including energy assessments of existing and new build dwellings, thermal imaging, air pressure testing, building forensics, post occupancy evaluation and building performance monitoring. He co-wrote and delivered the training for one of the modules for the PAS 2035 Retrofit Co-ordinator qualification and was part of the advisory panel for the Green Deal Advisor National Occupational Standards.



JUSTINE MALLINSON

RETROFIT SKILLS COACH

Justine is a qualified domestic energy assessor with a background in building pathology. Involved in the energy efficiency industry since 2008, she has assessed thousands of properties for energy agencies, housing associations, local authorities and homeowners as a consultant, retrofit assessor and retrofit coordinator. She has six years' experience in supporting learners and delivering training to communities and individuals to help them understand the nuances of retrofit.

COURSE ELIGIBILITY

As a regulated qualification, the Level 5 Diploma in Retrofit Coordination and Risk Management has some specific eligibility criteria.

The minimum requirements for all methods of study include the following key criteria:

- Hold 12 Level 3 credits* in a built environment subject; AND
- Display built environment professional competencies as defined by PAS 2035 (e.g. project management, risk assessment, contract administration, etc); AND
- Have a minimum of 2 years of experience working on retrofit or energy efficiency projects (as evidenced by a CV or letter of endorsement from your employer)
- Be able to commit to at least 1 day of study per week for 12 weeks

(*) Proof of all qualifications and/or any professional body memberships you may hold will be required upon application. Decisions on eligibility are solely down to The Retrofit Academy. For further information on our eligibility requirements, please see our FAQ page on our website.



“ Being a Retrofit Coordinator requires one to come out of the silos of traditional roles and get a good understanding of how different trades and processes need to come together. ”

Design Manager, Willmott Dixon

“ The training, content, technical information and learning experience was great. ”

Recent Fast-Track Graduate



“ The course demonstrates the necessity for standardised training for anybody involved in housing retrofit. ”

Doctoral Researcher, University of Northampton

“ The training is invaluable to anyone working, managing or specifying building projects – especially in energy retrofit. ”

ERDF Project Manager



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