Level 4 Award in Domestic Retrofit Assessment
WELCOME

The Retrofit Academy is the UK’s leading developer and provider of domestic retrofit courses and qualifications.

We are at the heart of the industry, shaping, sharing and advancing retrofit best practice. We have trained over 1700 Retrofit Coordinators nationwide to comply with the requirements of BSI PAS 2035 - the new standard that is putting quality at the heart of the energy efficiency sector.

Our vision is a world where every home is warm, healthy and low carbon. Our mission is to train over 200,000 competent retrofitters by 2030 to create the workforce we need to deliver this.

One of the most important roles in the PAS process is that of the Retrofit Assessor. The PAS requires a step-change in the way in which we conduct surveys and collect data about people’s homes. We know that bad retrofit always starts with bad assessment and we want to ensure that happens by training people appropriately.

It is therefore necessary to upskill Domestic Energy Assessors to better understand retrofit and ensure they are skilled to carry out the task to the required standards.

That is why we have developed the Open College Network West Midlands Level 4 Award in Retrofit Assessment. Working with leading experts, we have created an entirely new course that should transform your knowledge and skills in this field. It is entirely aligned with PAS 2035 and the Retrofit Coordinator qualification.

This is the right course for you if you want to develop a career as a PAS 2035 Retrofit Assessor - if you want to be part of the change and do it right. I hope you will take a closer look and enjoy the course.

David Pierpoint FRSA, MBA, MPhil
Chief Executive, The Retrofit Academy CIC
WHAT IS A PAS 2035 RETROFIT ASSESSOR?

The Retrofit Assessor will play a key role as the UK reduces its carbon emissions by improving energy efficiency and retrofitting many of 27 million homes. The role of the Retrofit Assessor is laid out in PAS 2035; the standard to which the professional roles involved in retrofit projects have to work.

Their job is to visit properties and carry out the survey that is required to inform the decision making about what measures should be installed. Working under the supervision of a Retrofit Coordinator, this will involve assessing the condition, occupancy and significance of the building in line with the PAS.

What does a Retrofit Assessor do?

This is one of the most important roles in the PAS 2035 process, practically everything the Assessor does is relied on by others to help them make important decisions.

Assessors carry a great deal of responsibility. If the assessment is flawed, others in the retrofit process are likely to get things wrong. The role involves:

• Providing information about the home, to be used by the Retrofit Designer
• Carrying out an appraisal of the dwelling’s heritage and architectural features
• Determining the construction and condition of the home, including the building services such as heating, hot water, ventilation, and lighting
• Identifying any constraints on the building that may prevent any energy efficiency measures (EEMs) being installed
• Identifying any defects, and structural issues, including damp and mould
• Identifying any EEMs already installed
• Carrying out a measured survey of the building and providing a report

The Roles of PAS 2035

PAS 2035 introduces six distinct roles and outlines the responsibilities of each role as determined by the assessed level of project risk. The PAS also clarifies what accreditations and qualifications the individual must have to become accredited in each role.
CAREER OPPORTUNITIES FOR RETROFIT ASSESSORS

Retrofit Assessors work in a range of organisations such as housing associations, local authorities, energy and utility companies and specialist retrofit companies. Many are self-employed or setup their own businesses. The role might vary depending on the organisation, but in all organisations Retrofit Assessors conduct an assessment of a property and provide the Retrofit Coordinator and/or Designer with the data required to make informed decisions about retrofit measures.

Retrofit Assessors typically earn salaries of £18k - £25k when training. With experience and once qualified, they can expect salaries of £25k - £50k. There are also career progression routes within the retrofit sector, such as Retrofit Coordinator, subject to further training.

Who should become a Retrofit Assessor?

The role of a Retrofit Assessor is to survey properties and prepare a report in-line with a Retrofit Coordinator’s requirements.

The report includes a full EPC, a ventilation and occupancy assessment and a condition survey. Whilst this is not a full structural survey it does however look for any signs of defects that may affect any future energy efficiency improvements, as these would need to be fixed before any improvements are made.

ABOUT THE COURSE

Successfully completing the course leads to the Level 4 Award in Domestic Retrofit Assessment.

It is a blended approach, which means the knowledge content is delivered through eLearning and a half day bootcamp, where there will be a specialist tutor on hand to answer any questions.

There’s also a virtual assessment of a property, followed by the completion of a report based on a Retrofit Academy assessment report template. This is to help prepare you for the end assessment.

Course Structure

The course is made up of nine modules that cover all aspects of retrofit assessment. Each module features extensive learning materials, expert presentations, case studies and activities that are designed to give you an in-depth understanding of both theory and practice.

Course Modules

The modules are as follows:

Module 1 PAS 2035 and retrofit assessments
Gives an overview of PAS 2035 and how this impacts on the Retrofit Assessor’s role. It also covers the roles and responsibilities of others in the PAS 2035 retrofit process.

Module 2 Context of dwellings
‘Context of Dwellings’, is, in essence, looking at the areas that need to be addressed in preparation for carrying out a retrofit assessment. So, knowing what you need to have in order to do the assessments, as well as the information that will underpin them.

Module 3 Assessing the condition of a dwelling and recording any defects
This is the assessment of the condition of the dwelling and includes the recording of defects. It is critical that defects, including leaks and cracks, are addressed prior to the installation of new measures.

Module 4 The requirements of occupancy assessments
The occupancy of a dwelling; the number of people who live there, ages, lifestyle patterns, etc. is a key part in the successful planning of a retrofit. The occupants are often incorrectly left out of the process, so it is important this information is recorded.

Module 5 Ventilation requirements of a dwelling
Ventilation is an essential requirement for any home. It is needed to ensure there is fresh air for breathing, as well as for removing and reducing pollutants in the home. Adequate ventilation will also help to control the amount of moisture in the air and thus reduce the risk of condensation and problems such as mould growth. So, the key to a healthy home is a functional ventilation strategy, and for a design to facilitate this, a comprehensive understanding of a dwelling’s existing ventilation system should be recorded by the Assessor.
Module 6 Energy performance of a dwelling
This module covers estimating energy usage and cost, and carbon dioxide emissions using industry models, such as the Standard Assessment Procedure (SAP) or the Passive House Planning Package (PHPP). A Retrofit Assessor should be familiar with the use of SAP or PHPP software to support their work.

Module 7 Significance of a dwelling
This module covers the classification of a building, i.e. ‘traditional’ or ‘protected’ and reporting on its age, built form, setting and so on.

Module 8 Retrofit assessment reports
This module includes a virtual retrofit assessment of a domestic dwelling, including being able to inspect for defects. Followed by the completion of the assessment report.

Module 9 Retrofit advice to customers
PAS 2035 spells out what retrofit advice needs to be provided on a project, and by whom, so this module sets out what the Retrofit Assessor’s responsibilities are in this respect.

Assessment Methods
All learners are assigned one of The Retrofit Academy’s assessors, who will provide guidance and feedback on all of your assignments. All assessors are experienced in the retrofit industry and hand-picked for their experience and expertise.

The course is assessed via:

- Short written assignments relating to the key learning objectives
- Invigilated multi-choice assessments
- Property assessment
- End point assessment and professional discussion

Duration
There are 25 guided learning hours plus assessments to complete. You can expect to need 60 hours across the six-week duration of the course.

Over the first two weeks, learners complete the eLearning. This is followed by an online Bootcamp with one of our tutors. Learners then complete two property reports over the following month before completing an End Point Assessment.

Certification
All learners successfully passing the End Point Assessment will be recommended for the award of the Level 4 Award in Domestic Retrofit Assessment from the Open College Network West Midlands, an Ofqual-regulated Awarding Body.

METHODS OF STUDY AND COURSE COSTS

When you sign up to the course you will get access to The Retrofit Academy Learner Management System; our state-of-the-art eLearning platform through which the course is delivered. The eLearning modules are enhanced by our unique bootcamps which gives you a crucial peer learning experience supported by our expert tutors. This course is delivered through our blended learning approach, which is both e-learning and virtual bootcamp.

Blended
- Self-guided eLearning with an expert-led Zoom Bootcamp
- Must be completed within 6 weeks
- Includes learner membership to The Retrofit Academy
- Includes a copy of the PAS 2035 standard

Our course features:
- State-of-the-art digital learning platform
- Expert-led retrofit training
- Peer learning and support
- Leading-edge learning and technical resources
- Specialist mentor support

COURSE ELIGIBILITY

As a regulated qualification, the Level 4 Award in Domestic Retrofit Assessment has some specific eligibility criteria. The minimum requirement for all methods of study is a Level 3 Domestic Energy Assessor qualification.
MEET THE TUTORS

ALAN PITHER  
TECHNICAL DIRECTOR

Alan Pither has been professionally involved in energy efficiency assessment and advice since 1985. This includes the development of energy efficiency and climate change strategies as well as building surveys and recommendations for energy efficiency improvement measures. The latter covers all types of buildings with the majority being large domestic properties that are being refurbished and/or extended, usually off the mains gas grid, so advice on alternative heating options is also needed. In addition to training he offers a range of consultancy services to local authorities, housing associations and individual building owners.

CLIVE ROWLAND  
LEAD TUTOR

Clive has over 12 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.

COLIN KING  
TECHNICAL DIRECTOR

Colin was previously a Director for the BRE and was the lead officer on the energy performance of retrofit, refurbishment and the hygrothermal performance of buildings. He was one of the Technical Directors on the DECC project “Understanding Heat Loss from External Walls” leading on the unintended consequences and thermal performance of walls. He sits on numerous technical groups including the DBEIS Moisture Advisory Group. He also sits on BS5250 Code of Practice for the control of condensation in Buildings, PAS 2030, PAS 2035 and PAS 2038 Steering Groups, and is the Chair of CB401; the BSi Committee for new energy efficiency standards.
LOOKING FOR MORE INFORMATION?

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