Level 5 Diploma in Retrofit Coordination and Risk Management Skills Bootcamp
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 Centre of Excellence.

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
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 The Retrofit Academy CIC’s Technical Director, Dr Peter Rickaby, and is fully supported by the Department for Business, Energy and Industrial Strategy (BEIS).

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 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.
FIND A WAY TO STUDY
THAT SUITS YOUR NEEDS

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 have 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.
ABOUT THE COURSE

THE LEVEL 5 DIPLOMA IN RETROFIT COORDINATION AND RISK MANAGEMENT

The Open College Network West Midlands 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 practise 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, in consultation with the experts and technical authors behind the PAS 2035 specifications.

The Retrofit Academy CIC is the only approved provider of the diploma in the UK.

Holding this qualification is required by all of TrustMark’s Accreditation Scheme providers in order to become a registered Retrofit Coordinator.

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 assessors, who will provide guidance and feedback on all of your assignments. All assessors 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 the Open College Network West Midlands, an Ofqual-regulated Awarding Body.
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:

• State-of-the-art digital learning platform
• Expert-led retrofit training
• Peer learning and support
• Leading-edge video, podcast and technical resources
• Specialist mentor support
• Membership of the Retrofit Academy
• The BSI PAS 2035 standard
• Access to The Retrofit Academy’s Retrofit Software

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:

• Quarterly Retrofit Coordinator Summits – all the big issues and opportunities for Retrofit Coordinators
• Monthly PAS Club – bringing you together with technical experts and peers to discuss the challenges of practice
• 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 Directors
• Savings on all Retrofit Academy courses, tools and materials
• Excellent opportunities for networking

Graduate members will also be able to add their profile to Retrobook, a match-making service that connects local authorities and social landlords with qualified retrofit professionals. This will help freelance and independent Retrofit Coordinators access the market for their services.
**MEET THE TUTORS**

**David Pierpoint**
Chief Executive

David is the founder and chief executive of The Retrofit Academy. He has led the development of the Retrofit Coordinator qualification from its very start. David is a member of several key committees relating to whole house retrofit and PAS 2035, supporting Trustfolds, BBS and the accreditation schemes in the sector. Prior to setting up The Retrofit Academy, David was chief executive of the Centre of Refurbishment Excellence (CoRE) and was heavily involved in both the Handbook and the Each Home Counts Review.

**Dr Peter Rickaby**
Technical Director

Peter studied architecture at Cambridge University and holds a doctorate in energy studies from the Open University. He has over 35 years’ experience in energy and sustainability consultancy. In recent years, he has specialised in domestic retrofit, and he played an integral role in the Retrofit for the Future programme as well as helping to develop the Retrofit Coordinator qualification for the Centre of Refurbishment Excellence (CoRE) and The Retrofit Academy. He was a member of the Each Home Counts Implementation Board, chairs the BSI Retrofit Standards Task Group, and was BSI’s Technical Author for the first editions of PAS 2035 and PAS 2050:2019, as well as for the new non-domestic retrofit standard, PAS 2038.

**Colin King**
Tutor

Colin was previously a Director for the BBE and was the lead officer on the energy performance of retrofit, refurbishment, and the hyperthermal 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 DECC Master Advisory Group. He also sits on US350’s Code of Practice for the control of condensation in Buildings, PAS 2030, PAS 2035 and PAS 2050:2019, as well as the Climate Change Group of the UK Domestic Energy Supply Committee.

**Dr Zack Gill**
Tutor

Zack is a building performance expert, working and challenging the field of low-energy domestic buildings for over 13 years. He undertook his PhD on the contribution of user behaviour to building performance. While working with Willmott Dixon, he worked with Willmott Dixon Energy Services on the delivery of performance feedback approaches, with an emphasis on the use of LIME for energy performance monitoring. Since then, he has used this experience to inform the design and execution of a number of retrofit projects and has contributed to the publication of a number of technical papers on this subject.

**Clive Rowland**
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 Coordinator qualification and was part of the advisory panel for the Green Deal Advisor National Occupational Standards.

**Alan Pither**
Tutor

Alan Pither has been professionally involved in energy efficiency assessment and advice since 1990, running a small company based in Shropshire since 2002. Alan Pither Ltd is an ABEE and City & Guilds approved centre for all of the energy assessor qualifications and regularly delivers training courses for BEIS and NHSR. He also leads the Energy Advice Training Consultancy which has developed a range of courses for energy advisors of different levels. In addition to training he offers a range of consultancy services to local authorities, housing associations and individual building owners.

**Dr Robert Prevette**
Tutor

Robert is a director at Prewett Bizley Architects, a practice that has strong focus on low-energy design. In 2009 he led the design and execution of a deep retrofit project in a conservation area in Hackney. Since then the practice has completed a number of retrofit projects and has established itself as specialising in this field. Robert has co-authored a number of low carbon retrofit guides, published by the Institute for Sustainability, in which he set out the case for the role of the Retrofit Coordinator. Prewett Bizley is a founding member of the UK Passivhaus Trust.

**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 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 a minimum of 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