



## Level 4 Award in Domestic Retrofit Assessment

## CONTENTS

- 3 Welcome
- 4 What is a PAS 2035 Retrofit Assessor?
- 6 Career opportunities for Retrofit Assessors
- 7 About the course
- 9 Methods of study and course costs
- 9 Eligibility
- 10 Meet the tutors

## 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.

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 by 2050, 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.

One of the most important roles in the PAS 2035 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.

That is why we have developed the Aim Qualifications 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 improve the properties energy efficiency. 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?

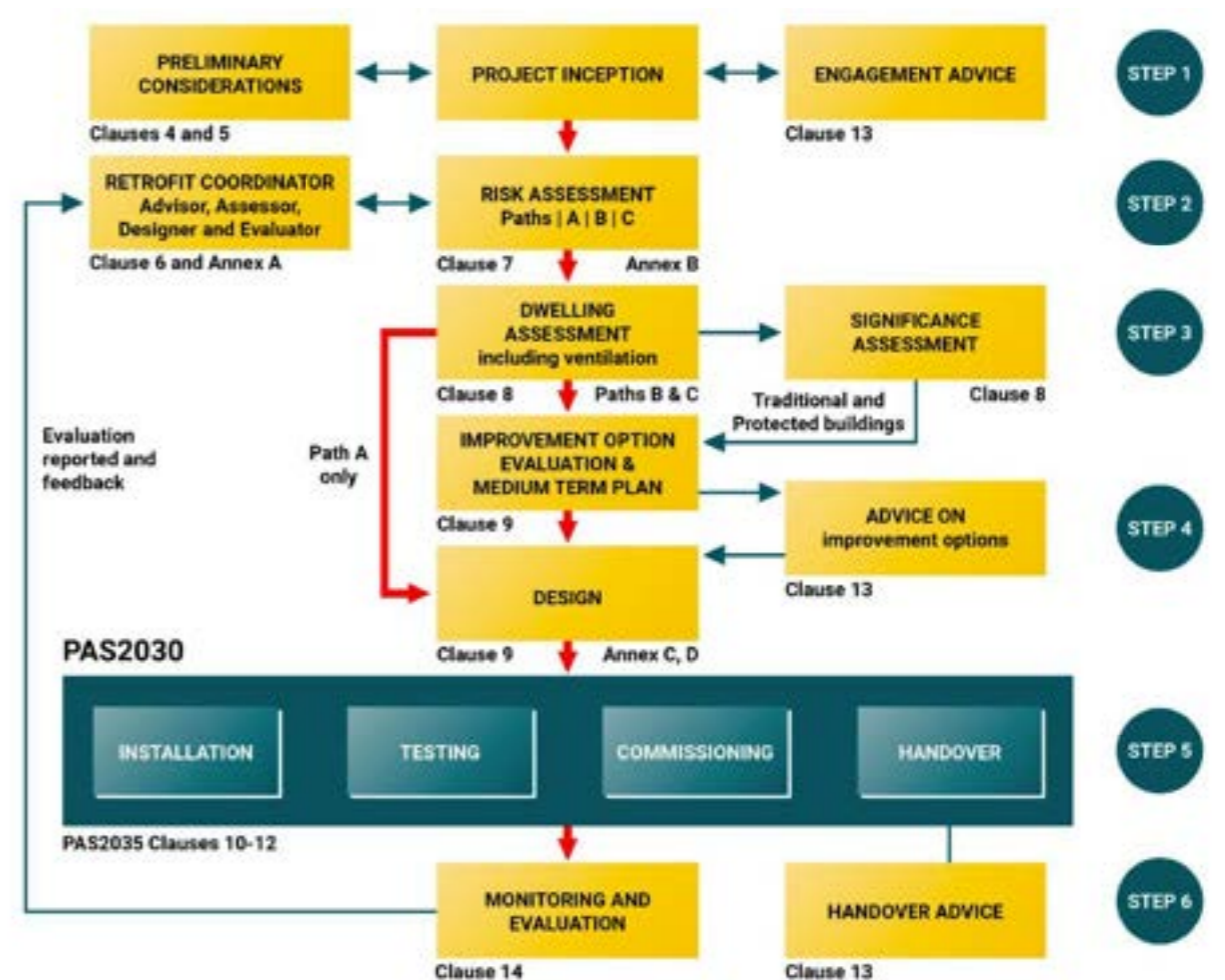
This is one of the most important roles in the PAS 2035 process, practically everything the Assessor does is relied on by others to help them make important decisions.

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

### Retrofit Assessment in PAS 2035

The Retrofit Assessor's role starts after the Retrofit Coordinator has established the Intended Outcomes for the project. This determines the type of survey the Assessor is commissioned to carry out - Step 3 in the PAS 2035 process.







## CAREER OPPORTUNITIES FOR RETROFIT ASSESSORS

Retrofit Assessors work for 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, but all 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.

The role of a Retrofit Assessor is to survey properties and prepare a report in-line with a Retrofit Coordinator's requirements, which includes a full EPC, a ventilation and occupancy assessment and a condition survey.

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?

Existing Domestic Energy Assessors who are looking to upskill and open the door to career opportunities in the retrofit industry, as well as those interested in taking the next steps in their career in retrofit.

### What are Skills bootcamps?

Skills Bootcamps offer free flexible courses up to 16 weeks, 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.

As long as you are over 19 and live or work in areas offering Bootcamps you will be eligible. That includes unemployed, employed and self-employed. The bootcamps are flexible and will involve online guided learning designed to work around your schedule. Check the website for funding, [click here](#).

## ABOUT THE COURSE

Successfully completing the course leads to receiving the AIM Qualifications 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 led sessions, 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 skills coaches who will provide guidance and feedback on all of your assessments. All coaches are experienced in the retrofit industry and hand-picked for their experience and expertise.

The course is assessed via:

- Portfolio of Evidence

## Duration

There are 25 guided learning hours plus assessments to complete. You can expect to need 60 hours across the 10 week duration of the course.

## 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 AIM Qualifications an Ofqual-regulated Awarding Body.

## TrustMark Accreditation

Upon successful graduation of the Level 4 Award in Domestic Retrofit Assessment, learners who applied from the 1st July 2024 will be awarded Trustmark Accreditation for the role of Retrofit Assessor through the new TRA/Sterling Accreditation Scheme.



## 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.

# 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.



£1300 + VAT

- Self-guided eLearning and expert-led sessions
- Includes learner membership to The Retrofit Academy
- Includes a copy of the PAS 2035 standard

## Our course features:



24/7 Access



Unlimited support from Skill coach



12-month membership



In-depth training modules



Expert led training



State of the art digital learning platform



Peer learning



Complete in your own time





## MEET THE TUTORS

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### 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.





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