



RETROFIT
ACADEMY CIC



CERTIFIED

Coordinator

LEVEL 5 DIPLOMA
**RETROFIT
COORDINATION
AND RISK
MANAGEMENT**



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ACADEMY CIC



LEVEL 5 DIPLOMA

**THE ORGINAL
AND BEST.
TRUSTED BY
OVER 3,000
LEARNERS.**

Certification

AIM Qualifications Level 5 Diploma in Retrofit Coordination and Risk Management

Eligibility

National Vocational Qualification (NVQ) at Level 3 or above in a built-environment subject and 2 years experience in the property, housing or construction industry.

Assessment

Portfolio of evidence

Written assignments relating to the key learning objectives

A verbal presentation relating to a real-world case study

Method of Study

Supported Online Learning

Duration

Self-paced (typically around 150 hours of learning and assessment)

Timescale

Learners have up to 12 months to complete the course.

Cost

£1925- £2895+ VAT dependent on background and study method.

*Fully funded for unemployed, self-employed and career changers. For learners put forward by their company (co-funded) the employer pays match funding up to 10% for an SME (1-249 employees) and up to 30% for a Large Enterprise (250+ employees).

PAS 2035 RETROFIT COORDINATOR TRAINING

Retrofit Coordinators are the project managers who oversee domestic retrofit projects from start to finish.

They are experienced professionals who support homeowners, residents and landlords to achieve their retrofit goals. They have to comply with British Standard PAS 2035 and are regulated by a government-endorsed TrustMark consumer protection scheme.

The Retrofit Academy offers the original and best Retrofit Coordinator Diploma – trusted by over 3,000 learners to date and endorsed by leading industry employers.

What's more, your course price includes TrustMark accreditation for your first 12 months of practice. Plus, Professional Membership with The Retrofit Academy includes all the support you need as you start to practise, together with Homelife software.

The Retrofit Academy offers the highest quality retrofit training courses, underpinned by brilliant customer support, at a market leading price.



THE UK'S PREMIER COORDINATOR QUALIFICATION

Why take this course?

Designed for those with previous skills and experience, the Level 5 Diploma in Retrofit Coordination and Risk Management is the UK's premier qualification for those wanting to lead domestic retrofit projects and programmes. By completing this course, **you will become fully qualified and accredited** – ready to address the challenges and grab the opportunities that await.

The Learning Experience

Skills Bootcamps offer a fast-tracked, government-funded route to in-demand skills, designed to help local professionals upskill quickly and effectively.

This 16-week intensive programme combines flexibility with expert guidance, making it ideal for those looking to balance learning with other commitments.

24/7 Access to Online Learning Live, half-day sessions every Tuesday via Microsoft Teams

Recommended: 10 hours of independent study per week

Benefits

Throughout your studies, you will benefit from:

- 12 months TrustMark accreditation
- Dedicated mentoring from an industry expert
- Access to The Retrofit Academy Hub
- Access to Homelife Software
- Access to Retrofit Jobs Board and Careers Advice
- Exclusive member only Clubs, Forums and Awards



RETROFIT ACADEMY PROFESSIONAL MEMBERSHIP

Upon graduation, you will become recognised as a Retrofit Academy Professional Member. You can progress through Practitioner levels to ultimately apply for Retrofit Academy Fellowship.

Professional Membership gives you access to a range of services designed to support your career and professional development. The first 12 months are **FREE** post graduation. The ongoing membership fee is £295 per year plus VAT, which includes your TrustMark registration.

You will gain access to The Retrofit Academy Hub providing:

- Your own profile page to showcase your skills and achievements to the retrofit sector
- CPD-accredited courses to maintain professional status
- Connectivity with employers and job opportunities
- Access to 40+ online Forums and Clubs per year
- Access to Technical Discussions and Best Practice Groups
- Access to Homelife Software – end-to-end retrofit management data-tracking, coordination, monitoring, lodgement and reporting with full **TrustMark** integration

Recognition at every stage of your career

From Student to Practitioner, as a Professional Member you will receive a digital badge reflecting your experience as a qualified Retrofit Coordinator.



WORKING WITH INDUSTRY EXPERTS

The course was written by some of the UK's leading retrofit experts. It is updated and taught by experienced retrofit professionals with first-hand experience of assessment, coordination and design.

Course Director: Dr Peter Rickaby, former Technical Author of PAS 2035

Lead Assessor and Mentor: Martin Callachan, Sustainability Consultant & Building Surveyor

Lead Tutor: Clive Rowland, Retrofit Coordinator

Skills Coach: Dominic Ives, Retrofit Coordinator



BOOK YOUR PLACE

0330 055 7629 | info@retrofitacademy.org



COURSE MODULES

Module 1
Introduction to Domestic Retrofit
The context, policy, principles and practice of domestic retrofit in the UK.

Module 2
Retrofit Quality Assurance and Risk Management
The role of the Retrofit Coordinator under PAS 2035 and what responsibilities they have.

Module 3
Building Physics – Thermal Efficiency
How to improve the thermal efficiency of a residential property without causing unintended consequences.

Module 4
Building Physics – Managing Moisture Risk
How to remediate and avoid risks associated with retrofit such as damp, mould and condensation.

Module 5
Assessing Dwellings for Retrofit and RdSAP Methodology
How a Retrofit Assessment should be carried out to provide the data required to make the right decisions for the property and resident.

Module 6
Improvement Option Evaluation and Medium-Term Retrofit Plans
How to translate information from Retrofit Assessments into high-quality plans to upgrade the home.

Module 7
Improving the Building Fabric – Floors and Roofs
Good practice in improving the floors and roof areas of a property as part of a whole house retrofit.

Module 8
Improving the Building Fabric – Walls and Windows
Good practice in improving the walls and windows of a property as part of a whole house retrofit.

Module 9
Improving Air-Tightness and Ventilation
How to achieve an airtight retrofit and deploy a successful ventilation strategy to mitigate unintended consequences.

Module 10
Improving the Building Services – Heating, Hot Water, Lighting and Power
How to optimise building services to reduce fuel bills in residential properties.

Module 11
Improving the Building Services – Renewable Energy Systems
How to make the right decisions about solar, heat pumps and other renewable energy systems and how to achieve success.

Module 12
Post-Retrofit Testing, Monitoring and Evaluation
How to monitor and evaluate retrofit projects to ensure that intended outcomes have been delivered in practice.

Coordinator into Practice *
TrustMark Support and Homelife Software
Practical information relating to the role of the Retrofit Coordinator, such as lodging projects with TrustMark and how to use Property Tectonics' Homelife software.

* An additional charge of £180 will be required to cover specific Homelife software training.



TRUSTED BY OVER 3,000 LEARNERS
TO DATE AND ENDORSED
BY LEADING
INDUSTRY EMPLOYERS

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