



RETROFIT  
ACADEMY CIC



LEVEL 3 AWARD IN  
**DOMESTIC  
ENERGY ASSESSMENT**



LEVEL 4 AWARD  
**DOMESTIC RETROFIT  
ASSESSMENT**



# BECOME A TRUSTED EXPERT IN DOMESTIC ENERGY PERFORMANCE

Gain the essential skills to assess the energy performance of homes and support the UK's transition to net zero. The ABBE Level 3 Award in Domestic Energy Assessment equips you with the knowledge and practical expertise to produce Energy Performance Certificates (EPCs) and evaluate key elements of a home's energy efficiency. Designed as a vital entry point into the retrofit and energy assessment sector, this qualification opens the door to further training and growing green career opportunities.

## Career Development Opportunities

Domestic Energy Assessors are ideal candidates for progressing into Retrofit Assessor roles and, with experience, becoming Retrofit Coordinators. Every UK home needs an EPC when sold, rented, or upgraded - creating ongoing demand for qualified DEAs. This course offers a strong foundation for those looking to build a long-term career in the sustainability, property, and retrofit sectors.

## LEVEL 3 CERTIFICATE

# YOUR CAREER IN RETROFIT STARTS HERE

### Certification

ABBE Level 3 Certificate in Domestic Energy Assessment

### Assessment

Online multiple-choice examination & Final Professional Discussion

### Eligibility

You must be 18 years or older and be passionate to join the built-environment industry

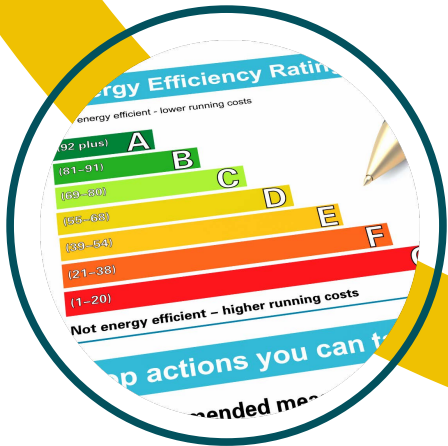
**Method of Study** Supported Online Learning

**Duration and Timescale** 8-week intensive course with the first 4 weeks dedicated to the Domestic Energy Assessor qualification

**Cost** 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).

BOOK YOUR PLACE

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## WORKING WITH INDUSTRY EXPERTS

### Lead Tutor

Clive Rowland

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 part of the PAS 2035 Retrofit Co-ordinator qualification and was part of the advisory panel for the Green Deal Advisor National Occupational Standards.

**Skills Coach:** Dominic Ives, Retrofit Coordinator



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## COURSE MODULES

### Module 1

Prepare for Energy Assessments

*Learn how to plan and prepare for domestic energy assessments, including how to interpret client briefs, understand property types, and ensure all necessary tools, equipment, and permissions are in place. You'll gain the foundational knowledge needed to approach each assessment safely, efficiently, and in line with regulatory requirements.*

### Module 2

Conduct Energy Assessments

*Explore the full assessment process, from arriving at the property to collecting key data on construction, heating systems, insulation, glazing, and more. This module will cover how to assess different building elements accurately and consistently, ensuring you gather the information needed for a compliant EPC.*

### Module 3

Undertake Energy Inspections

*Deepen your understanding of how to carry out detailed energy inspections inside and outside the property. Learn how to identify and record key features that impact energy performance and how to input this data into approved software systems to generate reliable energy ratings.*

### Module 4

Produce and Explain Energy Performance Certificates (EPCs)

*Learn how to produce compliant EPCs using industry-standard software. This module will also cover how to explain EPC results to clients, including energy ratings and cost-effective recommendations for improving energy efficiency. You'll build the communication skills needed to support homeowners and landlords in making informed decisions.*

# COURSE DETAILS

## Why take this course?

We believe that anyone with the right drive can build a rewarding career in retrofit. Our Domestic Energy Assessor (DEA) course is the perfect starting point - no previous experience needed.

As a DEA, you'll play a crucial role in assessing the energy performance of homes and providing the data that drives the UK's multi-billion-pound retrofit transformation. Whether you're looking to retrain, return to work, or start fresh in a future-proof sector, this course opens the door.

You'll gain a nationally recognised qualification, learn how to produce Energy Performance Certificates (EPCs), and understand the foundations of whole-house retrofit. Once qualified, you'll be ready to practice - and you'll have a direct route into further PAS 2035 roles like Retrofit Assessor and Coordinator.

## The Learning Experience

When you enrol onto the course you'll gain access to The Retrofit Academy's cutting-edge online learning platform where you can access your course 24/7 for your convenience.

This self-paced online course combines practical insights with real-world applications, ensuring you gain knowledge that is both comprehensive and actionable.

The course is assessed through an online multiple-choice examination and final professional discussion.

## Benefits

- Supported, flexible online learning
- State-of-the-art online learning platform
- Gain specialist knowledge
- Ensure industry compliance
- Advance your career
- Access and profile on the Retrofit Academy Hub

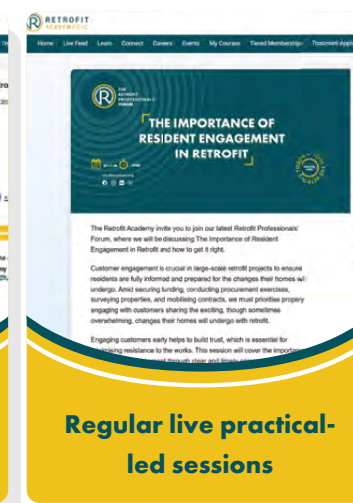
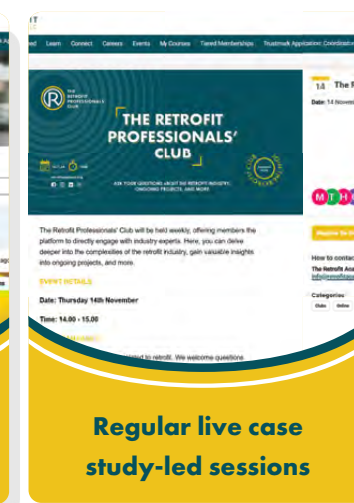
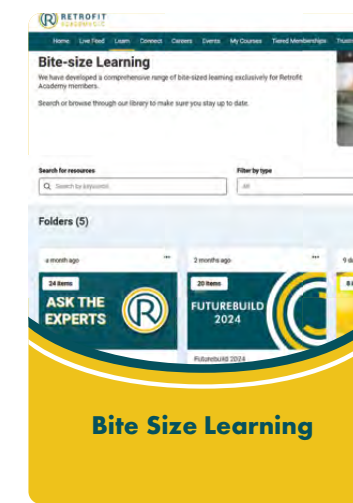
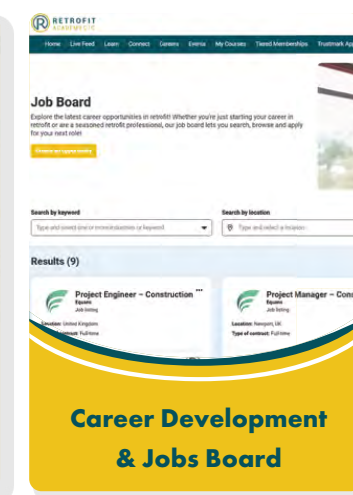
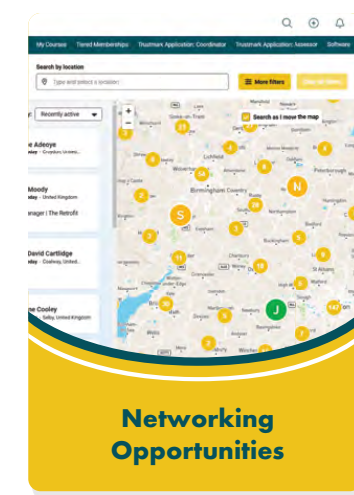


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# ACCESS TO THE RETROFIT ACADEMY HUB

The Retrofit Academy Hub is an online membership platform that is your one-stop shop for support, networking and lifelong learning. It is home to a range of unique content, events and community discussion forums that are essential to supporting your continued professional development.





## LEVEL 4 AWARD

# THE LEVEL 4 COURSE DELIVERING COMPETENT RETROFIT ASSESSORS

### Certification

AIM Qualifications Level 4 Award in Domestic Retrofit Assessment

### Assessment

Portfolio of Evidence  
One Property Report  
Final Professional Discussion

### Eligibility

As a regulated qualification, the minimum requirement is a Level 3 Domestic Energy Assessor qualification

**Method of Study** Supported Online Learning

**Duration and Timescale** 8-week intensive course programme with the second 4 weeks dedicated to the Retrofit Assessor qualification

**Cost** 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).

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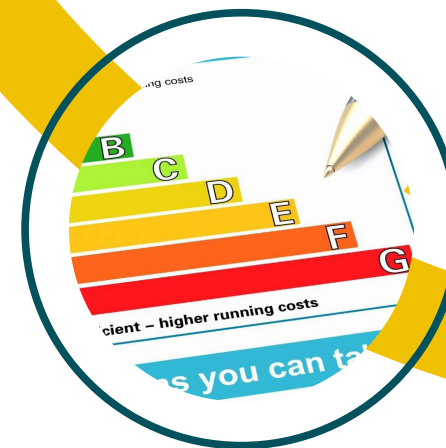
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## WHY BECOME A RETROFIT ASSESSOR?

As a Retrofit Assessor, you'll play a key role in the UK's mission to cut carbon emissions by improving energy efficiency in millions of homes. You'll conduct thorough property assessments aligning with PAS 2035 standards, guiding decisions for energy-efficient upgrades. From quaint cottages to contemporary town houses, your expertise will be highly sought after.

This role is essential for helping homeowners, landlords, and residents make choices that reduce their carbon footprints, lower energy costs, and make their homes more sustainable.

Join a growing network of retrofit professionals, combat climate change, and make a difference to people's homes while advancing your career prospects in the thriving retrofit sector.



## WORKING WITH INDUSTRY EXPERTS

**Course Author:** Professor Richard Fitton,  
Professor of Building Performance, University of Salford  
and Retrofit Academy Life Fellow

**Course Editor:** Martin Callachan,  
Sustainability Consultant & Building Surveyor

**Tutor:** Clive Rowland, Retrofit Coordinator



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## COURSE MODULES

### Module 1

#### PAS 2035 and Retrofit Assessments

*Understand the importance of retrofit in addressing climate change, reducing fuel poverty and improving energy efficiency.*

### Module 2

#### Retrofit Advice to Customers

*Understand the PAS 2035 requirements when it comes to providing advice, and what, as a Retrofit Assessor, you should and should not provide.*

### Module 3

#### Context and Significance of Dwellings

*This module covers the importance of providing accurate information around location, environment and the classification of a building, essential for preparing thorough assessment reports and ensuring that any retrofit work undertaken is appropriately tailored.*

### Module 4

#### Assessing the Condition of a Dwelling and Recording Defects

*How to assess the condition of the dwelling and capture information about existing defects. It is critical that defects, including leaks and cracks, are addressed prior to the installation of new measures.*

### Module 5

#### The Requirements of Occupancy Assessments

*Capturing data about the number of people living in a property, as well as their ages and lifestyle patterns as a key metric for the Retrofit Assessor to record.*

### Module 6

#### Ventilation Requirements and Energy Performance of a Dwelling

*This module explains why and how existing ventilation systems should be assessed, and covers estimating energy usage and cost using industry models such as the Standard Assessment Procedure (SAP) and Passive House Planning Package (PHPP).*

### Module 7

#### Producing Retrofit Assessment Reports

*Equips you with the ability to complete the final assessment reports to be handed to the Retrofit Coordinator.*



## COURSE DETAILS

### Why take this course?

Designed for those looking to become certified Retrofit Assessors and play a central role in improving energy efficiency across the UK. Successfully completing the course will earn you the AIM Qualifications Level 4 Award, fully aligned with PAS 2035 standards.

This course takes a blended approach to learning, with content delivered through online modules, followed by a half-day expert-led session, where a specialist tutor will be available to answer any questions. You'll also complete a virtual property assessment and submit a report based on a Retrofit Academy template to ensure you're fully prepared for the final assessment.

### The Learning Experience

When you enrol in the course, you'll gain access to The Retrofit Academy's cutting-edge online learning platform, where the course is delivered, and your assessments are submitted. This flexible and interactive learning experience is further enhanced by an expert-led session, providing you with a crucial peer learning environment supported by expert tutors. Bootcamps are available online via virtual learning.

The course includes:

- Self-guided online learning with mentor support
- Professional membership of The Retrofit Academy
- A half-day expert-led session as part of your course

### Benefits

- State-of-the-art online learning platform
- Flexible Study Schedule
- Interactive and Engaging Learning
- Mentor Support
- Expert-Led Session
- Networking Opportunities
- Career Development Resources
- Access to PAS Documents
- 12 months Retrofit Academy Professional Membership
- TrustMark Accreditation on graduation



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## RETROFIT ACADEMY PROFESSIONAL MEMBERSHIP

Upon graduation, you will become recognised as a Retrofit Academy Professional Member at the appropriate level, often at Associate Level in your early years of practice. You can progress through Practitioner levels to ultimately apply for Retrofit Academy Fellowship.

Becoming a Certified Retrofit Assessor also opens the door to a range of services designed to support your career and professional development provided by The Retrofit Academy. The first 12 months are **FREE** post-graduation. The ongoing membership fee is £295 plus VAT per year.

After you have completed the Retrofit Assessor course, 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 Professional Forums and Clubs per year
- Bite-size Learning
- Access to Technical Discussions and Best Practice Groups
- Access to Homelife Software

### 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 Assessor.





# BECOME A TRUSTMARK ACCREDITED RETROFIT ASSESSOR - WITH NO PRIOR EXPERIENCE



[www.retrofitacademy.org/training/courses](https://www.retrofitacademy.org/training/courses)



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