



Level 5 Diploma in Retrofit Coordination and Risk Management

Qualification Number: 603/3629/8

This banner features the Federation of Master Builders (FMB) logo on the left, which includes a white house icon on a red background with the text "FEDERATION OF MASTER BUILDERS", "Est. 1941", and "fmb.org.uk". To the right is a photograph of two construction workers in hard hats (one white, one orange) examining a wooden structure. Below the FMB logo is the large "citb" logo in purple, green, and blue. On the right side, there are two rows of logos: "Project Partners" including Citb, Open College Network, FMB, Master Builders, ENGIE, osmosis, and RESOLVE WORKS; and "Content Partners" including The Retrofit Academy, AECB (Building Knowledge), and UKCMB.



Mission Statement

We recognise achievement and support learning transforming the lives of individuals and communities.

Our Vision

To be the best we can be.

Our Values

- **Integrity** – committed to ethical and sustainable business practices;
- **Clarity** – a clear qualification offer supported by transparent processes;
- **Collaboration** – working with customers and other stakeholders;
- **Aspiration** – supporting individuals to fulfil their potential and progress;
- **Excellence** – committed to high quality;
- **Innovation** – creating opportunities for learners, employers and communities;
- **Inclusion** – celebrating diversity and respecting individuality.

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Qualification summary – key facts

Title:	Open College Network West Midlands Level 5 Diploma in Retrofit Coordination and Risk Management
Qualification Number:	603/3629/8
Level:	5
Credit Value:	13 credits
Guided Learning Hours:	103 hours
Total Qualification Time:	145 hours
Qualification Objective:	<p>To train and qualify a cadre of retrofit Coordinators capable of managing domestic retrofit projects in accordance with the requirements of PAS 2035, with a focus on construction site managers, project managers, site managers and assistant site managers.</p> <p>This qualification has been designed as a way of recognising and accrediting the learning, knowledge and skills of those working in a domestic retrofit role who have gained formal training but not a qualification that forms part of the Regulated Qualifications Framework (RQF) or its predecessor the Qualifications and Credit Framework (QCF).</p> <p>This qualification will equip learners with specific knowledge on the requirements of domestic retrofit to meet the standards detailed in PAS 2030 and PAS 2035 and the Each Home Counts Quality Mark. This qualification will allow learners already qualified in site management/building project management to gain a qualification in the project coordination and risk management of domestic retrofit projects as well as providing a route for those already working in a retrofit capacity but lacking specific qualifications. It covers key skills and knowledge relating to design, assessment and project management of a wide range of refurbishment projects, equipping learners with the ability to reduce the incidence of common defects and failures.</p>
Progression Routes:	On successful completion of the qualification, learners will be able to work as Project Manager/Coordinator for Domestic Retrofit Projects that comply with PAS 2035

requirements and meet the requirements for the Quality Mark.

Entry requirements:

Learners should hold a professional qualification in a building-related subject such as architecture, surveying, engineering or construction management) or a National Vocational Qualification (NVQ) at Level 3 or above in a subject related to the management or supervision of construction and domestic construction projects. Learners will also need to be familiar with domestic construction techniques, able to read and understand construction drawings and specifications and be familiar with the Building Regulations and with construction health and safety regulations and practice.

Assessment method(s):

Multiple choice questions, scenario-based exercises and calculations.

How is the qualification assessed?

The assessment process is as follows:

Internal Assessment by Portfolio of Evidence

Where the assessment method for the qualification is by internally set assessments (Portfolio of Evidence), then centres are free to devise their own assessments for the qualification/unit.

- All assessments should be designed in such a way as to minimise the requirement for Reasonable Adjustments to be made.
- Centre devised assessments must allow learners to meet all of the requirements of the assessment criteria for each unit. Assessments must not require learners to produce evidence above and beyond that stipulated in the Assessment Criteria.
- Centres must then have these assessments approved by their IQA.

When devising assessments, centres may choose from a range of assessment methods but where assessment guidance is provided within a unit this must be adhered to unless otherwise agreed with the External Quality Assurer (EQA).

Assessment methods must be valid, fair, reliable and safe leading to authentic, sufficient and current evidence produced by the candidate.

Holistic assessment is good practice wherever possible and permitted by the assessment strategy for the qualification if this exists.

Further guidance on assessment can be found in the [Centre Handbook](#) and the [Assessment Methods](#) publication. These provide guidance on the range of assessment methods available and the types of evidence appropriate for each.

Other guidance and sample documentation is available to recognised centres covering: planning assessment; recording achievement; planning, carrying out and documenting IQA.

Reasonable Adjustment and Special Considerations

Reasonable adjustments and Special Considerations are available for all assessments, irrespective of whether they are internally or externally set.

Where a learner or group of learners may not be able to access the assessment without Reasonable Adjustments, centres should ensure that they apply in good time for relevant reasonable adjustments to be made, using the Open College Network West Midlands [Reasonable Adjustments and Special Considerations Policy which](#) gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty without compromising the achievement of the assessment criteria.

Standardisation

Standardisation is a process that promotes consistency in the understanding and application of assessment practice. Full details on Open College Network West Midlands standardisation practices can be found in our [Centre Handbook](#).

Outcomes from standardisation events will be disseminated to Centres by Open College Network West Midlands.

Qualification size

About the RQF

The Regulated Qualifications Framework (RQF) provides a single, simple system for cataloguing all qualifications regulated by Ofqual. Qualifications are indexed by their level and size.

Levels indicate the difficulty and complexity of the knowledge and skills associated with any qualification. There are eight levels supported by three “entry levels”.

Size refers to the estimated total amount of time it could typically take to study and be assessed for a qualification. Size is expressed in term of Total Qualification Time (TQT). The part of the TQT spent being taught or supervised is known as Guided Learning Hours (GLH).

Guided Learning Hours (GLH)

GLH are defined as the time a learner spends being taught or instructed by – or otherwise participating in education or training under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training. This includes guidance or supervision time:

- a) With the simultaneous physical presence of the learner and that person, or
- b) Remotely by means of simultaneous electronic communication.

It does not include the number of hours a learner spends in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by – but not under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

Total Qualification Time (TQT)

TQT is comprised of the following two elements:

- a) The number of hours which an awarding organisation has assigned to a qualification for Guided Learning, and
- b) An estimate of the number of hours a learner will reasonably be likely to spend in preparation, study or other form of participation in education or training, including assessment, which takes place as directed by – but unlike Guided Learning, not under the immediate guidance or supervision of – a lecturer, supervisor, tutor or other appropriate provider of education or training.

Rules of Combination and level for this qualification

To be awarded the Open College Network West Midlands Level 5 Diploma in Retrofit Coordination and Risk Management, learners must achieve the 13 credits from the 12 Mandatory Units.

Mandatory Group M

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Assessing Dwellings for Retrofit	5	1	10	14	TF3/5/NQ/001	M/617/2425
Building Physics – Managing Moisture Risk	5	1	7	10	TF3/5/NQ/002	T/617/2426
Building Physics – Thermal Efficiency	5	1	7	10	TF3/5/NQ/003	A/617/2427
Improvement Option Evaluation and Medium-term Retrofit Plans	5	1	10	14	TF3/5/NQ/004	Y/617/2435
Improving Air-Tightness and Ventilation	5	1	10	14	TF3/5/NQ/005	K/617/2441
Improving the Building Fabric – Floors and Roofs	5	1	7	9	TF3/5/NQ/007	T/617/2443
Improving the Building Fabric – Walls and Windows	5	1	6	9	TF3/5/NQ/009	F/617/2445
Improving the Building Services – Heating, Hot Water, Lighting and Power	5	1	10	13	TF3/5/NQ/008	J/617/2446
Improving the Building Services – Renewable Energy Systems	5	1	8	11	TF3/5/NQ/006	R/617/2448

Title	Level	Credit	GLH	TQT	Unit code	Unit reference number
Introduction to Domestic Retrofit	5	1	9	13	TF3/5/NQ/010	Y/617/2449
Retrofit Quality Assurance and Risk Management	5	2	12	18	TF3/5/NQ/011	L/617/2450
Post Retrofit Testing, Monitoring and Evaluation	5	1	8	11	TF3/5/NQ/012	R/617/2451

Level Descriptors

Units are assigned a level based on current RQF guidance issued by Ofqual.

Level	Knowledge Descriptor (the holder...)	Skills Descriptor (the holder can...)
Level 5	<p>Has practical, theoretical or technological knowledge and understanding of a subject or field of work to find ways forward in broadly defined, complex contexts.</p> <p>Can analyse, interpret and evaluate relevant information, concepts and ideas.</p> <p>Is aware of the nature and scope of the area of study or work.</p> <p>Understands different perspectives, approaches or schools of thought and the reasoning behind them.</p>	<p>Determine, adapt and use appropriate methods, cognitive and practical skills to address broadly defined, complex problems.</p> <p>Use relevant research or development to inform actions.</p> <p>Evaluate actions, methods and results.</p>

Extracted from 'After the QCF A New Qualification Framework' October 2015

Requirements to deliver the qualification

To offer this qualification, centres must ensure that tutors hold or are working towards:

- Degree Level qualifications in relevant technical subjects such as Building and Construction, Construction Project Management, Quantity Surveying, Architecture and Building Design
- Relevant teaching qualification at Level 4 or above
- Experience of working in Domestic Retrofit coupled with knowledge of PAS 2035 and Each Home Counts.

Centres must also ensure that they have in place an Internal Quality Assurance person who:

- Holds or is working towards a Level 4 Award in Internal Quality Assurance of Assessment Processes and Practices or its equivalent
- Has substantial experience of working in or assessing qualifications in Project Management in Construction or Domestic Retrofit
- Is familiar with the assessment requirements of the qualification for which they are the Internal Quality Assurer

To gain approval to offer the qualification centres must submit an [Approval to deliver an Open College Network West Midlands qualification or units e-form](#).

If you are an Open College Network West Midlands Recognised Centre and you wish to add this qualification to your curriculum offer please complete and submit a [New Course Notification Form](#) to your Business Development Manager for approval.

If you are not an Open College Network West Midlands Recognised Centre and you wish to offer the qualification, you will need to apply for Centre Recognition with us. To start the application process please email enquiries@opencollnet.org.uk or telephone 01902 624 239.

For more information visit [Becoming a Centre](#) on our website.

Support for centres

Open College Network West Midlands provide all of our centres with on-going support and advice on the use of Open College Network West Midlands units and qualifications, including the requirements for assessment.

Information about the following can be found in our [Centre Handbook](#):


- obtaining a Unique Learner Number (ULN) on behalf of the learners
- UKPRN (UK Provider Reference Number)

Centre responsibilities

Each centre should identify a centre contact who will be responsible for:

- ensuring that the centre meets all the Open College Network West Midlands requirements for centre recognition and adheres to all [policies and procedures](#).
- Open College Network West Midlands provision within the centre
- ensuring all procedures relating to the delivery of the qualification operate effectively in the centre
- ensuring all relevant Open College Network West Midlands documentation is distributed as required within the centre and that the security requirements for external assessment are adhered to, where applicable.

The information provided in this qualification guide is accurate at the time of publication but is subject to change. Open College Network West Midlands will occasionally update qualification information, so please refer to the 'Open College Network West Midlands Qualifications' page of our website to view any updates, including qualification end dates and the latest versions of our qualification guides.



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