Level 5 Diploma in Retrofit Coordination and Risk Management
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YOUR PATHWAY TO RETROFIT EXCELLENCE

The Retrofit Academy CIC is a specialist training provider dedicated to developing and supporting a new generation of retrofit specialists in the UK.

We offer premium training and ongoing career support for retrofit professionals as well as support for retrofit organisations, social landlords and local authorities getting started on their retrofit journey.

A NEW CENTRE OF EXCELLENCE FOR RETROFIT

The UK’s domestic housing stock accounts for around 14% of all carbon emissions in the UK. If we are to meet the government’s goal of reaching net zero by 2050 we need to significantly improve the energy efficiency of millions of homes.

Only a quality-assured programme of domestic retrofit can meet this challenge; and that means we need to bring together all stakeholders seeking to achieve the highest standards of retrofit best practice. We have created a national Centre of Excellence to provide the leadership, training and support needed to do this.

Who is the Centre of Excellence for?

- Built environment professionals studying our Level 5 Diploma in Retrofit Coordination and Risk Management
- Qualified Retrofit Coordinators seeking ongoing career support and development
- Registered providers and local authorities embarking on retrofit projects
- Corporate and non-profit organisations committed to retrofit excellence

What does the Centre of Excellence offer?

- Access to the technical specialists developing retrofit best practice
- A digital knowledge portal with comprehensive multimedia resources
- A forum for engaging with retrofit industry developments
- Support from a community of industry peers
WHAT IS PAS 2035?

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) and governed by TrustMark.

Organisations seeking public funding for retrofit projects must be fully-compliant with PAS 2035. Professionals responsible for facilitating retrofit work must be certified Retrofit Coordinators in accordance with its specifications.

“PAS 2035 has the potential to revolutionise the retrofit process. Qualified Retrofit Coordinators are the key.”

David Pierpoint, CEO, The Retrofit Academy
Our Level 5 Diploma in Retrofit Coordination & Risk Management gives you the skills needed to become a Retrofit Coordinator; a crucial new role created by the UK Government’s PAS 2035 specifications.

This course is ideal for built environment professionals looking for a career managing retrofit projects.

The Retrofit Academy CIC is the only approved provider of Retrofit Coordinator training in the UK. We have developed this course with the Open College Network West Midlands, in consultation with the experts behind the PAS 2035 specifications.

We also offer training introducing new and existing retrofit contractors to the mandatory industry standards required by PAS 2035 of all contractors working in the industry, via our Level 2 Award in Understanding Domestic Retrofit.

What you will learn from this diploma?
- 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

How you can use this qualification?
- Move into an in-demand role
- Ensure your existing retrofit work is PAS compliant
- Build a career as a Retrofit Coordinator
- Find rewarding work with high-quality employers

What are the benefits of enrolling on this course?
- 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
- Centre of Excellence membership

When you enroll for the Level 5 Diploma you gain access to our Centre of Excellence, which is available whilst studying, and for 12 months after graduation, to help you build your career in this growing sector.
FIND A WAY TO STUDY
THAT SUITS YOUR NEEDS
HOW CAN I STUDY?

At the heart of this course are 12 core modules covering every aspect of the work of the Retrofit Coordinator. These are accessed through our digital eLearning platform.

The eLearning modules are enhanced by our unique two-day learning “bootcamps” which give you a crucial peer learning experience supported by our expert tutors, who are also practising retrofit coordinators. These bootcamps are available online via Zoom or in a physical classroom, depending on your preference.

If you are already a qualified construction or design professional you may be eligible for our Pro-Track programme which is a 100% self-guided pathway.

Chart your own pathway to retrofit excellence

**ESSENTIALS ONLINE**
- Self-guided eLearning with a 12-hour expert-led Zoom Bootcamp, delivered in four sessions
- Our most popular package
- Must be completed within 12 months
- Includes 12-month learner membership of our Centre of Excellence plus additional 12-months post-qualification (up to 2 years total)
- Includes a copy of the PAS 2035 standard

£2,000 +VAT

**ESSENTIALS CLASSROOM**
- Self-guided eLearning with a 12-hour expert-led classroom Bootcamp, delivered on two consecutive days
- Learn from peers and expert tutors in a physical classroom
- Must be completed within 12 months
- Includes 12-month learner membership of our Centre of Excellence plus additional 12-months post-qualification (up to 2 years total)
- Includes a copy of the PAS 2035 standard

£2,200 +VAT

**FAST-TRACK**
- Self-guided eLearning with a 12-hour expert-led Bootcamp, delivered online via Zoom or in a classroom
- Only available for bespoke cohorts (groups) of learners
- Learn from peers and expert tutors to finish your studying in up to six months
- Must be completed within 12 months
- Includes 12-month learner membership of our Centre of Excellence plus additional 12-months post-qualification (up to 2 years total)
- Includes a copy of the PAS 2035 standard

£2,500 +VAT

**PRO-TRACK**
- Self-guided eLearning and online assessment
- For built environment professionals with Level 4 qualifications or higher only
- Completed within 12 months
- Includes 12-month learner membership of our Centre of Excellence plus additional 12-months post-qualification (up to 2 years total)
- Includes a copy of the PAS 2035 standard

£1,700 +VAT
The Retrofit Academy is about more than training; we are committed to putting your learning into practice in the retrofit sector.

To do this we have developed Retrobook; a digital matchmaking service connecting qualified retrofit professionals with domestic retrofit projects from registered social landlords and local authorities.

Once accredited as a Retrofit Coordinator, you gain exclusive access to Retrobook through membership of the Centre of Excellence, only open to qualified retrofit professionals, corporations and non-profit organisations working in the industry.

Take the next step in your journey to retrofit excellence by calling us today on 0330 055 7629, emailing us at coe@retrofitacademy.org, or visiting our website at www.retrofitacademy.org/coe.
**PROSPECTUS**

**DESIGNED AND DELIVERED**

**BY LEADING EXPERTS**

**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 the very start. David is a member of several key committees relating to whole house retrofit and PAS 2035, supporting TrustMark, BERR 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 Hansford 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 as an energy and sustainability consultant. In recent years he has specialised in domestic retrofit, and he played a leading 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 2030:2019, as well as for the new non-domestic retrofit standard, PAS 2038.

**ALAN PITHER**

**TECHNICAL DIRECTOR**

Alan has worked in the energy efficiency sector since 1985. Since 2002, he has run Alan Pither Ltd, an ABBE and City & Guilds approved centre for energy assessor qualifications and he regularly delivers training courses for the Building Research Establishment (BREE) and the National Home Energy Rating Scheme (NHER). He also leads the Energy Advice Training Consortium which has developed a range of courses for energy advisors. In addition to training he offers consultancy to local authorities, housing associations and individuals.

**ROBERT PREWETT**

**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 specialist in this field. Robert has contributed to a set 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.

**COLIN KING**

**TUTOR**

Colin was previously a Director for the BRE and was the lead officer on the energy performance of retrofit, refurbishment and the hygrothermal 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 DBEIS Moisture Advisory Group. He also sits on BS5250 Code of Practice for the control of condensation in Buildings, PAS 2030, PAS 2035 and PAS 2038 Steering Groups, and is the Chair of CB401, the BSI Committee for new energy efficiency standards.

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

**MARK ELTON**

**TUTOR**

Mark joined Cowan Architects in March 2016, bringing with him over 25 years’ experience in low energy architecture. He was responsible for award-winning projects such as the ‘BREEAM Excellent’ Wolsely Sustainable Building Centre, and has particular expertise in large-scale and hi-rise retrofit projects such as the Parkview Hub prefabricated retrofit scheme in Thamesmead and Willmote House in Portsmouth. He wrote the IES guide on Improving the Building Fabric and has acted as a Technical Advisor to the Energy Saving Trust. He was among the first cohort in England to become an accredited European Passivhaus Designer and was a founder member of the Passivhaus Trust. He now sits on the CB605 ‘Homes for the Future’ residential design group.

**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 academically commended PhD research on the contribution of user behaviours to building performance with Buro Happold Engineers. Subsequently, he worked with Willmott Dixon Energy Services, pioneering performance-feedback approaches, in particular on their wide-scale social housing retrofit schemes. In 2019, Zack established his own building performance consultancy, SOAP Retrofit Ltd, to continue championing real-world measurement techniques and developing science-based retrofit approaches. He is also co-authoring the forthcoming British Standard on Building Performance Evaluation.
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 of experience working on retrofit or energy efficiency projects (as evidenced by a CV or letter of endorsement from your employer)

There are also some **additional requirements** specific to the study method:

**Pro-Track:**
You must also hold a minimum Level 4 qualification (e.g. HNC, NVQ or CertHE) in a built environment subject. This is an intense study method, and you’ll need to maintain a high level of discipline without the additional support of tutor-led sessions and peer networking.

**Essentials Online / Classroom:**
If you don’t hold a Level 4 qualification, you will ONLY be eligible for Essentials Online or Essentials Classroom. You must still be able to meet the eligibility criteria outlined above and provide evidence of your qualifications. If your experience is deemed insufficient by the Academy, you’ll first need to pass a pre-assessment test before enrolment.

**Fast-Track:**
The eligibility requirements are the same as our Essentials packages; however, the pre-assessment test is not applicable for this study method. You must also be part of a bespoke learning group for Fast-Track.

(*) Proof of all qualifications and/or any professional body memberships you may hold will be required upon application. For further information on our eligibility requirements, please see our FAQ page on our website.

“I loved the course and thought it was excellently organised.”
-- **Recent Fast-Track learner**

“The training, content, technical information and learning experience were all great.”
-- **Recent Fast-Track learner**
"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 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*
FIND A WAY TO STUDY
THAT SUITS YOUR NEEDS