



AIM QUALIFICATIONS



MKC Training

Retrofit Academy
Training Partner for Kent

**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 is the UK's leading developer and provider of domestic retrofit courses and qualifications.

We are at the heart of the industry, shaping, sharing and advancing retrofit best practice. We have trained over 1700 Retrofit Coordinators nationwide to comply with the requirements of BSI PAS 2035 - the new standard that is putting quality at the heart of the energy efficiency sector.

Our vision is a world where every home is warm, healthy and low carbon. Our mission is to train over 200,000 competent retrofitters by 2030 to create the workforce we need to deliver this.

One of the most important roles in the PAS 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.

It is therefore necessary to upskill Domestic Energy Assessors to better understand retrofit and ensure they are skilled to carry out the task to the required standards.

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 inform the decision making about what measures should be installed. 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?

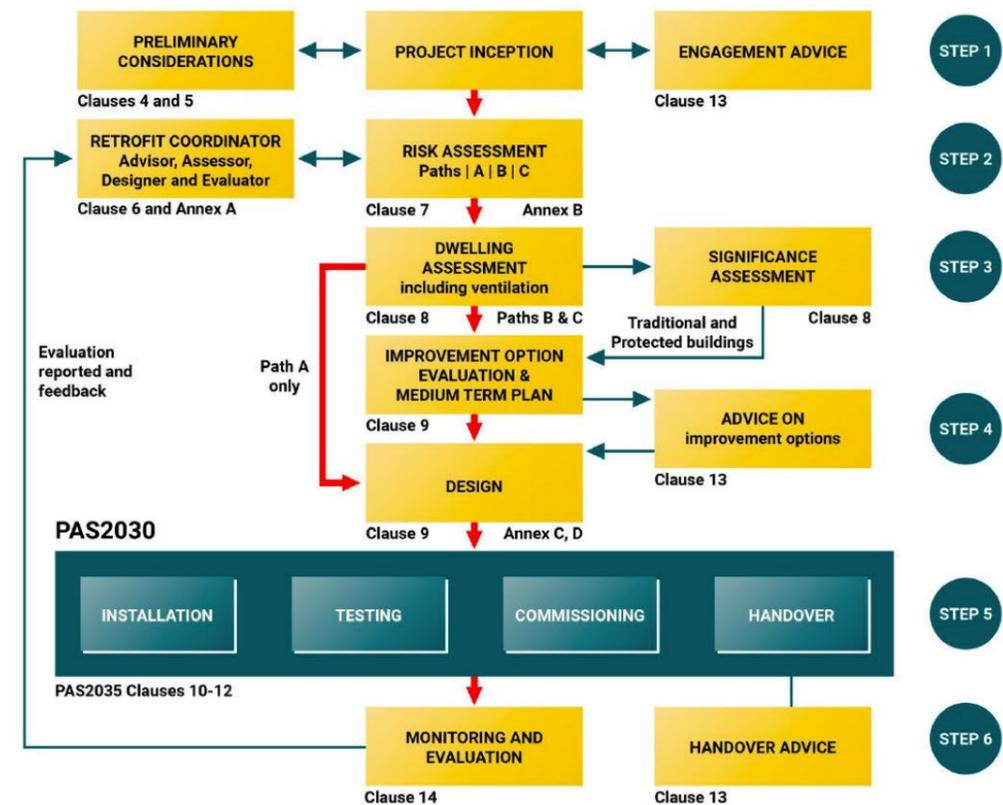
This is one of the most important roles in the PAS 2035 process, practically everything the Assessor does is relied on by others to help them make important decisions.

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 and Risk Pathway for the project. This determines the type of survey the Assessor is commissioned to carry out - Step 3 in the PAS 2035 process.



The Roles of PAS 2035

PAS 2035 introduces six distinct roles and outlines the responsibilities of each role as determined by the assessed level of project risk. The PAS also clarifies what accreditations and qualifications the individual must have to become accredited in each role.

RETROFIT COORDINATOR	RETROFIT ADVISOR	RETROFIT ASSESSOR	RETROFIT DESIGNER	RETROFIT INSTALLER	RETROFIT EVALUATOR
Manages the project from start to finish, linking together each stage. Professionally accountable for protecting the homeowner and public interests.	Provides independent advice to homeowners.	A DEA who conducts the assessment of the property and provides the Retrofit Coordinator with the data necessary to make the right choices.	An architect or other design professional who provides input to ensure appropriate specification and detailing.	A company who installs the measures that the Coordinator and Designer have specified. Also responsible for testing and commissioning new systems and handing them over to the occupier or owner.	Professional with the skills to understand why a project has not delivered as expected.



CAREER OPPORTUNITIES FOR RETROFIT ASSESSORS

Retrofit Assessors work in 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 depending on the organisation, but in all organisations 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.

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?

The role of a Retrofit Assessor is to survey properties and prepare a report in-line with a Retrofit Coordinator's requirements.

The report includes a full EPC, a ventilation and occupancy assessment and a condition survey. Whilst this is not a full structural survey it does however look for any signs of defects that may affect any future energy efficiency improvements, as these would need to be fixed before any improvements are made.

ABOUT THE COURSE

Successfully completing the course leads to the 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 presentations, 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 retro it 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.