



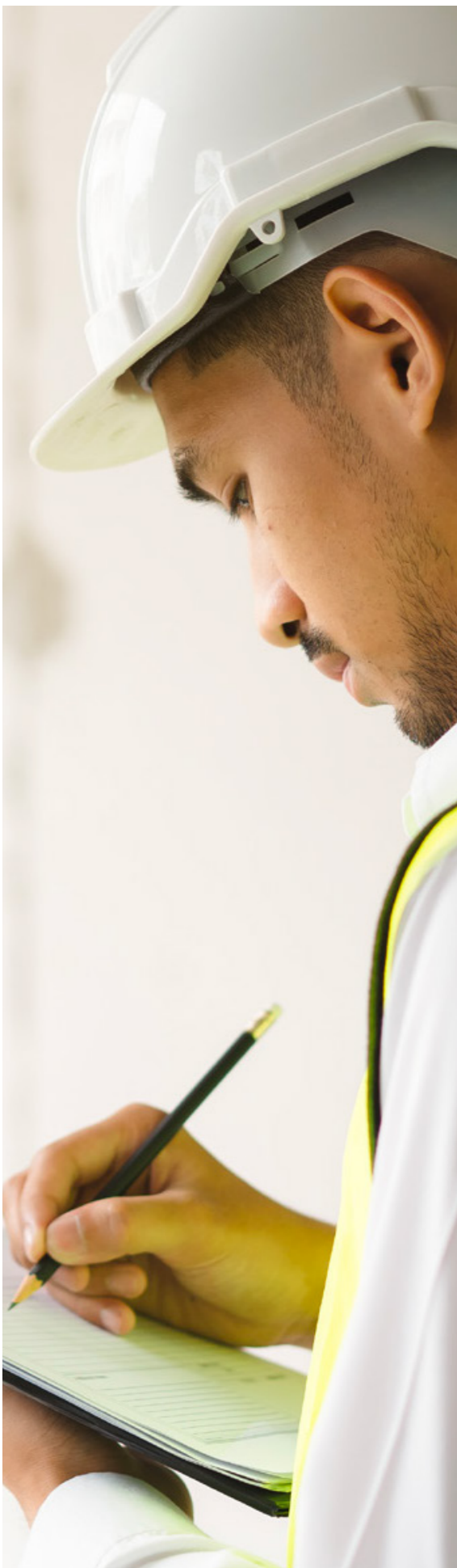
MKC Training

Retrofit Academy  
Training Partner for Kent



AIMQUALIFICATIONS

**Level 5 Diploma in  
Retrofit Coordination and Risk Management**



## WHAT IS A PAS 2035 RETROFIT COORDINATOR?

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).

The built environment professionals responsible for facilitating, managing and delivering retrofit work to the PAS 2035 standard are called Retrofit Coordinators.

The role of the Retrofit Coordinator was introduced by PAS 2035, and is mandatory on all domestic retrofit projects delivered under TrustMark. TrustMark is the recognised Quality Mark for the energy efficiency sector and compliance with TrustMark and PAS 2035 is required by government-funded schemes such as:

- The Energy Company Obligation (ECO)
- Local Authority Delivery (LAD) scheme
- Social Housing Decarbonisation Fund (SHDF)
- Home Upgrade Grant (HUG) scheme
- Sustainable Warmth

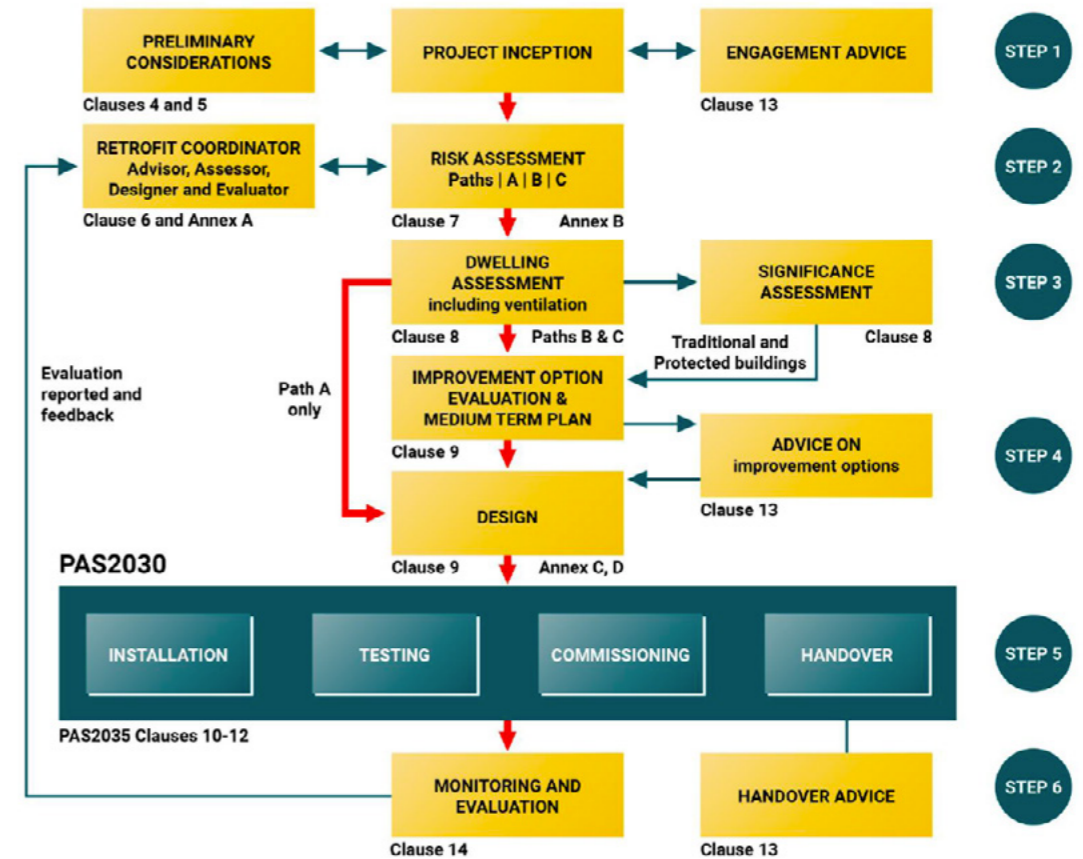
### What does a Retrofit Coordinator do?

Retrofit Coordinators manage the PAS 2035 process throughout a project. Crucially, the Retrofit Coordinator ensures compliance with the procurement, specification, and delivery of measures in all domestic retrofit projects.

Guiding the decision-making process, the Retrofit Coordinator protects the resident or homeowner's interest from survey to handover.

## The PAS 2035 Process Map

The Retrofit Coordinator contributes throughout the PAS 2035 process. The role is end to end spanning steps 1 to 6, below.



## 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.



## CAREER OPPORTUNITIES FOR RETROFIT COORDINATORS

- New Economics Foundation research has estimated the need for 36,000 Retrofit Coordinators before 2030.
- Retrofit schemes accounted for over £2bn of investment in 2021 alone, with the promise of rapid and continuing increases over the next decade.
- Retrofit Coordinators are being regularly employed on salaries in excess of £45,000 per annum.
- Many Retrofit Coordinators have set up new businesses or operate independently.
- Prospective employers include local authorities and social landlords plus managing agents, energy companies and utilities.

### Who should become a Retrofit Coordinator?

To become a Retrofit Coordinator you need to have a qualification in a built environment subject that is at least Level 3 with a minimum of 12 credits (your credits should be detailed on your certificate). Level 3 qualifications are equivalent to an A Level certification.

If you hold a university degree relevant to the built environment this would easily meet the entry requirements for this course.

Retrofit Coordinators can be currently operating in a wealth of jobs and disciplines. Some of our most recent graduates include:

- Asset Manager (Registered Providers of Social Housing)
- Housing Director (Local Authority)
- Architect (RIBA)
- Building Surveyor (RICS)
- Technical Manager (Retrofit supply chain)
- Consultant Engineer (CIBSE)
- Project Manager (ECO Installer)

If you are looking for a challenging, rewarding career managing retrofit projects that make a difference to people's lives, the built environment and the climate, a career as a Retrofit Coordinator could be the perfect fit.

### What will you learn?

- 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

## FIND A WAY TO STUDY

## THAT SUITS YOUR NEEDS



## ABOUT THE COURSE



### THE LEVEL 5 DIPLOMA IN RETROFIT COORDINATION AND RISK MANAGEMENT

The AIM Qualifications Level 5 Diploma in Retrofit Coordination & Risk Management gives you the knowledge and skills needed to become a Retrofit Coordinator; a crucial new role required by the PAS 2035 standards. It is ideal for built environment professionals looking for a career defining and managing retrofit projects.

If you are looking to practise as a Retrofit Coordinator on domestic retrofit projects, you must be registered and accredited by TrustMark. To achieve this accreditation, you must already have the Level 5 Diploma in Retrofit Coordination & Risk Management.

The Retrofit Academy CIC was instrumental in the development of the diploma. We developed the course with AIM Qualifications, in consultation with the experts and technical authors behind the PAS 2035 specifications.

The Retrofit Academy CIC were the first provider in the UK to offer this course.

Holding this qualification is required by all of TrustMark's Accreditation Scheme providers in order to become a registered Retrofit Coordinator.



**£2,000**  
**+VAT**

- Self-guided eLearning with a 12-hour expert-led Zoom Bootcamp, delivered over four sessions
- Must be completed within 12 months
- Includes learner membership of the Retrofit Academy plus additional 12-months as a graduate member post qualification (up to 2 years total)
- Includes a copy of the PAS 2035 standard

## Course Structure

The course features twelve modules along with a comprehensive case study. Each module features extensive teaching materials, expert presentations, case studies and activities that are designed to give you an in-depth understanding of both theory and practice.

### Course Modules

1. Introduction to Domestic Retrofit
2. Retrofit Quality Assurance and Risk Management
3. Building Physics – Thermal Efficiency
4. Building Physics – Managing Moisture Risk
5. Assessing Dwellings for Retrofit
6. Improvement Option Evaluation and Medium-Term Retrofit Plans
7. Improving the Building Fabric – Floors and Roofs
8. Improving the Building Fabric – Walls and Windows
9. Improving Air-Tightness and Ventilation
10. Improving the Building Services – Heating, Hot Water, Lighting and Power
11. Improving the Building Services – Renewable Energy Systems
12. Post Retrofit Testing, Monitoring and Evaluation

### PAS into Practice

So that you learn more than just the technical knowledge required to be a Retrofit Coordinator, the course also includes content designed to support you in your transition to being a practising Retrofit Coordinator. The course includes in-depth case studies designed to illustrate both what can go wrong and how to do it right.

In addition, all learners are taught how to use The Retrofit Academy's PAS 2035 Retrofit Software, which you will later find invaluable in practice.

### Assessment Methods

All learners are assigned to one of The Retrofit Academy's assessors, who will provide guidance and feedback on all of your assignments. All assessors are graduates from the Level 5 Diploma, hand-picked for their experience and expertise.

The course is assessed via:

- End of module multiple choice tests
- Short written assignments relating to the key learning objectives
- A verbal presentation relating to the case study

### Certification

All learners successfully passing the assessments will be recommended for the award of the Level 5 Diploma in Retrofit Coordination and Risk Management from AIM Qualifications, an Ofqual-regulated Awarding Body.