Level 5 Diploma in

Retrofit Coordination and Risk Assessment

Qualification Specification

Qualification Recognition Number: 610/0170/3

ABBE Qualification Code: DipRCRAL521

January 2024

This qualification specification was updated in January 2024. The changes made are as follows:

- Section 2.2 has been amended to increase the opportunities for learners from different back grounds within the Built Environment sector

Contents

1. ABBE

1.1 Introduction

ABBE, the Awarding Body for the Built Environment is a forward thinking organisation that offers a range of qualifications, benefits and support.

ABBE is regulated by Ofqual for the delivery of a range of qualifications. Our qualifications are nationally recognised helping learners to achieve their full potential and ambitions.

The full range of qualifications can be found on our website at www.abbqa.co.uk

1.2 Mission Statement

Our Values - Quality through Standards: Our aim is to provide a high quality experience by building a strong community of mutual support and trust. We can use our collective talents to build meaningful partnerships to help us all to achieve our goals. ABBE is a recognised Awarding Organisation with strong professional integrity.

Our Vision: Is that every learner is confident, successful and has the opportunity to achieve their full potential.

Our Mission: ABBE Educates, inspires and empowers learners

1.3 Qualification Specification

The aim of this specification is to provide learners and centres with information about the content of this qualification. This specification is a live document and, as such, will be updated when required.

1.4 Enquiries

Any enquiries relating to this qualification should be addressed to:

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University House
15 Bartholomew Row
Birmingham
B5 5JU

Tel: 0121 331 5174
Email: abbeenquiries@bcu.ac.uk
Website: www.abbeqa.co.uk

2. Qualification Information

2.1 Qualification Purpose

The ABBE Level 5 Diploma in Retrofit Coordination and Risk Management qualification is intended for individuals who are employed in the built environment and construction industry. The Retrofit Coordinator is a mandatory role for all retrofit projects. This qualification meets the standards for domestic retrofit co-ordinators as outlined in PAS 2035 and the Each Home Counts Quality Mark.

The role of the Retrofit Coordinator is to protect both the Client's interest and the public interest. Retrofit Coordinators need to be qualified to provide end-to-end project coordination (i.e. from the inception of a retrofit project to handover and beyond, including undertaking basic monitoring and evaluation work) and to identify, assess and manage the technical and process risks associated with domestic retrofit projects. The Retrofit Coordinator plays a pivotal role.

Compliance is a mandatory requirement of schemes wanting to operate under TrustMark – the new quality mark for the Retrofit sector. The Retrofit Coordinator will also be responsible for ensuring and claiming compliance with PAS 2035.

This qualification confirms occupational competence.

2.2 Who could take this Qualification?

This qualification is relevant for those who have experience of working in construction or the built environment for a minimum of 2 years within the past 3 years, proof of this is required via a CV or employers' testimony/letter.

The qualification is aimed at those already familiar with retrofit and project management. Learners will need to demonstrate that they are familiar with domestic construction techniques, able to read and understand construction drawings and specifications, be familiar with the Building Regulations and with construction health and safety regulations and practice, and have experience/understanding of project management of retrofit (e.g., management of finances, contracts and the work of contractors etc)

OR

Hold a professional qualification in a building-related subject (such as architecture, surveying, engineering or construction management), or a subject related to the management or supervision of construction and domestic construction projects.

OR

Hold a National Vocational Qualification (NVQ) at Level 3 or above, or at least 12 credits therein in a subject related to the management or supervision of construction and domestic construction projects, along with experience of working in the building design/construction industry.

OR

Have completed the AECB CarbonLite™ Retrofit Coordination (CLRrc) course previously, and also be working in the building design/construction industry.

2.3 Qualification Number

ABBE Level 5 Diploma in Retrofit Coordination and Risk Management: 610/0170/3

2.4 Qualification Level

This qualification has been listed on the Regulated Qualifications Framework (RQF) at: Level 5

2.5 Total Qualification Time

This qualification is allocated Total Qualification Time (TQT) this includes Guided Learning (GL) expressed in hours, which indicates the number of hours of supervised or directed study time and assessment. Credit has also be allocated to this qualification.

- The Total Qualification Time (TQT) for this qualification is: 170
- Guided Learning (GL) for this qualification is: 113
- Credit Value: 17 credits

2.6 Progression

This qualification has been designed to encourage participation in education and training in other related areas by:

- Encouraging individuals to develop skills and enhance development and promotion prospects
- Provide the foundation for enhanced learning and development
- Allowing individuals with qualifications in other fields to retrain in this discipline

2.7 Age ranges

Pre 16	No
16-18	No
18+	Yes
19+	Yes

2.8 Structure of the Qualification

To achieve the ABBE Level 5 Diploma in Retrofit Coordination and Risk Management qualification learners must achieve 10 mandatory units

Mandatory Units				
Unit No.	URN	Unit Name	Credit Value	Level
1	F/650/0124	Introduction to domestic retrofit	1	3
2	L/650/0769	Assessing dwellings for retrofit	2	5
3	Y/650/0771	Retrofit assurance and risk management	2	5
4	A/650/0772	Building physiology	2	5
5	D/650/0773	Understand how to improve building fabric	1	5
6	F/650/0774	Improving building fabric	2	5
7	H/650/0775	Improving building services	1	5
8	J/650/0776	Improving air tightness and ventilation	2	5
9	K/650/0777	Improvement option valuation and medium term retrofit plans	2	5
10	L/650/0778	Post retrofit testing, monitoring and evaluation	2	5

2.9 Barred Units

Units with the same title and unit number cannot be combined in the same qualification. Additionally, units with the same title or with the same content at different levels cannot be combined in the same qualification.

2.10 Language

ABBE qualifications and assessment materials will be provided through the medium of English.

2.11 Grading

This qualification is: Pass/Fail

2.12 Pre-course Procedures

ABBE qualifications are available to anyone who is capable of reaching the required standards. They have been developed free from any barriers that unfairly restrict access or progression thereby promoting equal opportunities.

Learners taking this qualification would need to have experience of working in construction or the built environment for a minimum of 2 years within the past 3 years, proof of this is required via a CV or employers testimony/letter.

Learners **must also hold one** of the following qualifications:

- Level 3 Certificate for Retrofit Assessors
- Level 3 Certificate in Domestic Energy Assessment

2.13 Assessment Principles

This qualification must be assessed according to ABBE Assessment Principles that can be found on our website www.abbeqa.co.uk

You MUST read the Assessment Principles and fully understand them before delivery on this qualification is undertaken.

3. Qualification Unit(s)

Unit 1 – Introduction to domestic retrofit

Unit reference Number: F/650/0124
Level: 3
Credit: 1
GLH: 7

Unit Summary:
This unit is about the legal requirements and standards set by PAS 2035. It looks at the standards framework, retrofit roles and the principles of domestic retrofit, as well as energy efficiency in protected homes. It also covers energy use in typical domestic dwellings and how this may vary between dwellings.

Assessment Guidance:
For guidance, this unit can be assessed using the following method(s):

- Portfolio of evidence

Learning outcomes:

1. Understand the political and technical context of domestic retrofit in the UK
2. Understand retrofit standards framework
3. Understand retrofit roles
4. Understand the principles of TrustMark
5. Understand the principles of domestic retrofit
6. Understand energy efficiency in protected buildings
7. Understand the pattern of domestic energy use and how it varies between dwellings

Unit 2 – Assessing dwellings for retrofit

Unit reference Number: L/650/0769
Level: 5
Credit: 2
GLH: 15

Unit Summary:
This unit is about assessing dwellings for retrofit. This includes understanding factors that affect energy performance, how to assess energy performance measures and what other information should be included in the energy efficiency assessment. Learners will also be able to advise on how energy performance certificates can be used to improve efficiency in a domestic property.

Assessment Guidance:
For guidance, this unit can be assessed using the following method(s):

- Portfolio of evidence

Learning outcomes:

1. Understand the range of factors that affect the energy performance of a property
2. Understand how to assess energy efficiency measures in domestic properties
3. Understand the other information that should be included in an assessment of a dwelling for retrofit
4. Be able to inspect property to determine energy performance of a dwelling for retrofit
5. Be able to inform clients how the Energy Performance Certificate (EPC) may be used to improve the energy efficiency of a domestic property

Unit 3 – Retrofit assurance and risk management

Unit reference Number: Y/650/0771
Level: 5
Credit: 2
GLH: 16

Unit Summary:
This unit is about retrofit risk assessment of domestic dwellings. Learners will be able to understand the role of the Retrofit Coordinator in the design, specification and planning of retrofit projects as well as the process for the on-site installation.

Assessment Guidance:
For guidance, this unit can be assessed using the following method(s):

- Portfolio of evidence

Learning outcomes:

1. Understand retrofit risk assessment associated with domestic dwellings
2. Understand the need for Retrofit Coordinators in housing assessment
3. Understand the role of the Retrofit Coordinator in the design, specification and planning of retrofit projects
4. Understand the role of the Retrofit Coordinator in the on-site installation process.
5. Be able to carry out the Retrofit Coordinator role

Unit 4 – Building physiology

Unit reference Number: A/650/0772
Level: 5
Credit: 2
GLH: 11

Unit Summary:
This unit looks at moisture, heat loss/gain, thermal transmittances and U-Values. Learners will understand how to control moisture within domestic dwellings and the risks it poses to both the building and the occupants. They will look at heat flows into and out of domestic dwellings and the impact it may have on geographical location, orientation and exposure as well as establishing U-Values.

Assessment Guidance:
For guidance, this unit can be assessed using the following method(s):
Portfolio of evidence

Learning outcomes:

1. Understand the theory of moisture transfer in domestic dwellings
2. Understand how to control moisture in dwellings
3. Be able to apply moisture analysis methods to help understand moisture risks in dwellings
4. Understand the process of heat loss from a domestic dwelling
5. Understand the principles of heat gains from different sources in dwellings
6. Understand how to appraise a domestic dwelling's thermal transmittances and U-values
7. Be able to make an appraisal of the dwelling's thermal transmittances and U-values

Unit 5 – Understand how to improve building fabric

Unit reference Number: D/650/0773
Level: 5
Credit: 1
GLH: 9

Unit Summary:
This unit is about legislation, standards and guidance for insulation. This will include cavity walls, solid walls (both internal and external), solid and suspended floors, pitches and flat roofs and windows. Learners will learn about issues and/or constraints to do with insulation and factors which will influence they type of insulation used.

Assessment Guidance:
For guidance, this unit can be assessed using the following method(s):
Portfolio of evidence

Learning outcomes:

1. Understand current legislation, standards and official guidance for insulation
2. Understand the range of insulation materials and products
3. Understand best practice in cavity wall insulation
4. Understand key issues associated with insulating solid walls
5. Understand best practice in insulating solid walls using internal wall insulation
6. Understand best practice in insulating solid walls using external wall insulation
7. Understand best practice in improving windows through secondary glazing and replacement glazing with new windows

Unit 6 – Improving building fabrics

Unit reference Number: F/650/0774
Level: 5
Credit: 2
GLH: 10

Unit Summary:
This unit is about complying with legislation, standards and guidance for insulation as well as interpreting the design information for a domestic dwelling. Learners will need to carry out pre installation checks, deal with any issues and ensure that the building work is completed within the allocated time.

Assessment Guidance:
For guidance, this unit can be assessed using the following method(s):

- Portfolio of evidence

Learning outcomes:

1. Be able to comply with current legislation, standards and official guidance for insulation
2. Be able to interpret design information for installing insulation domestic dwellings
3. Be able to carry out checks and ensure all insulation work is completed

Unit 7 – Improving building services

Unit reference Number: H/650/0775
Level: 5
Credit: 1
GLH: 9

Unit Summary:
This unit is about renewable energy systems and reducing emissions. Learners will understand how energy performance impacts on a dwelling this will include: solar photovoltaic (PV) electricity generation, solar thermal heat generation, wind power, micro combined heat and power (CHP) systems. Learners will be able to inspect the building fabric and installed services and confirm they meet specifications and drawings.

Assessment Guidance:
For guidance, this unit can be assessed using the following method(s):

- Portfolio of evidence

Learning outcomes:

1. Understand the role of renewable energy systems in reducing emissions and "topping up" energy performance under the "Fabric First" approach
2. Understand how energy performance impacts on a dwelling
3. Understand the principles of solar photovoltaic (PV) electricity generation
4. Understand the principles of solar thermal heat generation
5. Understand the principles of wind-power
6. Understand the principles of micro combined heat and power (CHP) systems
7. Understand the domestic renewable heat incentives
8. Be able to inspect the building fabric and installed services

Unit 8 – Improving air tightness and ventilation

Unit reference Number: J/650/0776
Level: 5
Credit: 2
GLH: 12

Unit Summary:
This unit is about legislation, standards and code of practice for air tightness and ventilation in domestic dwellings. Learners will look at how these work and understand the importance of avoiding overheating a domestic dwelling. They will also need to check the clients understanding of airtightness and ventilation.

Assessment Guidance:
For guidance, this unit can be assessed using the following method(s):

- Portfolio of evidence

Learning outcomes:

1. Understand legislation, standards and codes of practice for air tightness and ventilation in dwellings
2. Understand how air tightness and ventilation works in a dwelling
3. Understand the importance of avoiding overheating in retrofitted dwellings
4. Be able to explain air tightness and ventilation systems to clients

Unit 9 – Improvement Option Evaluation and Medium Term Retrofit plans

Unit reference Number: K/650/0777
Level: 5
Credit: 2
GLH: 12

Unit Summary:
This unit is about evaluation and medium plans for retrofit. Learners will know how to calculate financial returns for clients as well as assessing carbon dioxide emissions. This will include advising on sources of funding, subsidies and incentives some of which will be a one-off payment where others will incremental. Finally, Learners will be able to develop and present to clients a whole-house retrofit plan.

Assessment Guidance:
For guidance, this unit can be assessed using the following method(s):

- Portfolio of evidence

Learning outcomes:

1. Understand the key motivations of domestic retrofit projects
2. Understand how to assess the case for domestic retrofit by calculating financial returns and assessing carbon dioxide emissions savings
3. Understand the main sources of funding, subsidy and incentive for domestic retrofit
4. Be able to calculate available funding for retrofit projects under the main funding schemes
5. Understand the main difference between one-off and incremental retrofit, and the value of a whole-house retrofit plan
6. Understand the main principles behind the medium term improvement plan and improvement option evaluation
7. Be able to develop whole-house retrofit plans and present them to clients

Unit 10 – Post retrofit testing, monitoring and evaluation

Unit reference Number: L/650/0778
Level: 5
Credit: 2
GLH: 12

Unit Summary:
This unit is about testing, monitoring and evaluation for the retrofit plan. It will look at different levels of monitoring and evaluation including monitoring through technology and will be able to analyse, interpret and summarise monitoring and evaluation information.

Assessment Guidance:
For guidance, this unit can be assessed using the following method(s):

- Portfolio of evidence

Learning outcomes:

1. Understand why it is important to undertake monitoring, evaluation and provide feedback on retrofit projects
2. Understand the role of the retrofit coordinator in the context of fulfilling the role of Retrofit Evaluator
3. Understand the measurement techniques and testing of ventilation performance
4. Understand the different levels of monitoring and evaluation
5. Understand the concept of permanent monitoring through modern technology
6. Understand how to analyse, interpret and summarise monitoring and evaluation information
7. Be able to carry out post installation checks giving advice and guidance to clients

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