



Level 3 Certificate for

Retrofit Assessors

Qualification Specification

Qualification Recognition Number: 603/6853/6

ABBE Qualification Code: CertRAL320

November 2020

This qualification specification was developed in November 2020, no changes have been made to this document since this date.

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1. ABBE

1.1 Introduction

ABBE, the Awarding Body for Building Education is a forward thinking organisation that offers a range of apprenticeships, 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.

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:

ABBE

Birmingham City University

University House

15 Bartholomew Row

Birmingham

B5 5JU

Tel: 0121 331 5174

Email: abbeenquiries@bcu.ac.uk

Website: www.abbeqa.co.uk



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2. Qualification Information

2.1 Qualification Purpose

PAS 2035 covers how to assess dwellings for retrofit, identify improvement options, design and specify energy efficiency measures and monitor retrofit projects. Such retrofits are absolutely essential to help reduce the carbon emissions from homes and to help tackle climate change. Originating from the work of the Each Home Counts review, PAS aims to establish a robust framework of standards on how to conduct effective, whole house energy retrofits of existing buildings.

The ABBE Level 3 Certificate for Retrofit Assessors qualification has been developed to enable those working in the construction and built environment sector to take a qualification which covers the PAS2035 Retrofit Assessor role. The qualification will meet regulatory requirements and will use the Accreditation Schemes to produce the report.

This qualification is designed to cover all aspects of PAS2035 Retrofit Assessor role giving the learner the knowledge, understanding and skills to carry out an assessment and produce a condition report. It includes understanding the principles and standards of retrofit, understand the building structures, appraisal of buildings and occupancy assessments which are all essential in this role.

2.2 Who could take this Qualification?

Learners may already be working in the built environment or construction sector. It will enable them to demonstrate the skills and knowledge that they have gained through their employment enabling learners to achieve a nationally recognised qualification.

It may be of particular interest to current Domestic Energy Assessors who can upskill to a Retrofit Assessor.

2.3 Qualification Number

ABBE Level 3 Certificate for Retrofit Assessors: 603/6853/6

2.4 Qualification Level

This qualification has been listed on the Regulated Qualifications Framework (RQF) at: Level 3

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: 135
- Guided Learning (GL) for this qualification is: 27
- Credit Value: 14 credits

2.6 Progression

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

- Providing the foundation for enhanced learning and development
- Attracting learners from outside the industry
- Allowing individuals with qualifications in other fields to retrain in this discipline

This qualification forms part of a wider suite of retrofit qualifications including the:

- Level 2 NVQ Certificate in Insulation Building Treatments
- Level 3 NVQ Certificate in Insulation Building Treatments



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- Level 3 Award for Retrofit Advisors
- Level 5 Diploma for Retrofit Co-ordinators

All of these qualifications have been structured in such a way as to allow easy transfer between them to encourage learners to continue developing.

2.7 Age ranges

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

2.8 Structure of the Qualification

To achieve this qualification, learners must achieve the eight mandatory units.

Mandatory Unit(s)			
URN	Unit Name	Credit Value	Level
T/618/5600	Understand the principles of PAS2035, Trust Mark and the Data Warehouse	1	3
A/618/5601	Retrofit Energy Efficiency Advice	2	3
F/618/5602	Understand Retrofit standards	1	3
J/618/5603	Understand retrofit risk assessment and the impact it has on assessors	2	3
L/618/5604	Understand the Building Physiology	2	3
R/618/5605	Occupancy Assessment	2	3
Y/618/5606	Carry out an appraisal of a dwelling	2	3
D/618/5607	Produce a condition report for a dwelling	2	3

2.9 Barred Units

Units with the same title at different levels or units with the same content 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

Prior to beginning the qualification learners must undertake the following reading:

- Assessment of significance as per BS 7913 – traditional construction
- Understanding Path C extra requirements (in situ and air pressure testing)



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- Overview of Standard Assessment Procedure (SAP) and Passive House Planning Package (PHPP)

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.

2.13 Qualification Review Boards

Qualification Review Boards (QRBs) are set up for each qualification. The Boards are drawn from employers, centres, Higher Educational Institutes (HEIs) and others with a vested interest in the sector in which the qualification is used. The purpose of the QRB is to ensure that the content of the qualification and the proposed assessment methodology are fit for purpose and are appropriate to meet the requirements of the sector.

QRBs are ongoing and will be scheduled for specific points within the qualification lifetime; at the notional mid-point and again towards the review date of the qualification. During this process, the QRB will consider any feedback received on the performance of the qualification and will consider if the content, structure, purpose and assessment methodology remain appropriate to the needs of the sector. This will help to improve both our qualification and the specification.



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3. Qualification Unit(s)

Unit 1: Understand the principles of PAS2035, Trust Mark and the Data Warehouse

Unit Reference Number: T/618/5600

Level: 3

Credit: 1

Unit Summary

This unit is about the basic principles of PAS2035 and the roles which are required for the industry. It looks at the relationship between PAS2035, Trust Mark the Data Warehouse.

Assessment Guidance

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

- Portfolio of evidence

Learning outcomes:

1. Understand the principles of PAS2035
2. Understand the principles of Trust Mark



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Unit 2: Retrofit Energy Efficiency Advice

Unit Reference Number: A/618/5601

Level: 3

Credit: 2

Unit Summary

This unit is about giving advice to customers on the retrofit energy efficiencies they can make to their dwelling.

Assessment Guidance

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

- Portfolio of evidence

Learning outcomes:

1. Understand how to provide retrofit advice to customers
2. Be able to present advice to customers
3. Understand how behavioural issues can impact on energy efficiency
4. Be able to inform the customer of their rights and regulations



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Unit 3: Understand Retrofit standards

Unit Reference Number: F/618/5602

Level: 3

Credit: 1

Unit Summary

This unit is about understanding the retrofit standards, the audit requirements and lodging the outcomes with the accreditation scheme.

Assessment Guidance

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

- Portfolio of evidence

Learning outcomes:

1. Understand retrofit standards and how they can be established
2. Understand audit requirements
3. Understand the requirements of scheme membership



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Unit 4: Understand retrofit risk assessment and the impact it has on assessors

Unit Reference Number: J/618/5603

Level: 3

Credit: 2

Unit Summary

This unit is about retrofit risk assessment, the process and the impact it has on assessors.

Assessment Guidance

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

- Portfolio of evidence

Learning outcomes:

1. Understand retrofit risk assessment and the impact it has on Assessors



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Unit 5: Understand the Building Physiology

Unit Reference Number: L/618/5604

Level: 3

Credit: 2

Unit Summary

This unit is about helping customers to understand the structure of their dwelling. They will look at ventilation, damp, condensation, mould, and how it impacts on the performance of the building.

Assessment Guidance

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

- Portfolio of evidence

Learning outcomes:

1. Understand the need for ventilation
2. Understand issues relating to damp, condensation, and mould
3. Understand the risk of interstitial condensation within construction of a building element



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Unit 6: Occupancy Assessment

Unit Reference Number: R/618/5605

Level: 3

Credit: 2

Unit Summary

This unit is about appraising the occupancy of the dwelling, looking at the requirements of all of the occupants and how they use their dwelling. It will also look at heat gains and solar gains and how these impact on the dwelling.

Assessment Guidance

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

- Portfolio of evidence

Learning outcomes:

1. Be able to undertake an appraisal of occupancy
2. Understand the process of heat gains in dwellings
3. Understand solar gain



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Unit 7: Carry out an appraisal of a dwelling

Unit Reference Number: Y/618/5606

Level: 3

Credit: 2

Unit Summary

This unit is about carrying out an assessment of a dwelling including a traditional or heritage dwelling. It also includes the location and identification of any defects including; thermal transmittances, U-values, ventilation and constraints imposed by the site and/or Local Authority.

Assessment Guidance

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

- Portfolio of evidence

Learning outcomes:

1. Understand how to make an appraisal of a traditional and heritage dwelling
2. Be able to identify and locate any defects in the dwelling
3. Be able to make an appraisal of the dwelling's thermal transmittances and U-values
4. Be able to conduct an assessment of the existing ventilation system
5. Be able to recognise any constraints imposed by the local planning authority
6. Understand how to identify any constraints imposed by the site



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Unit 8: Produce a condition report for a dwelling

Unit Reference Number: D/618/5607

Level: 3

Credit: 2

Unit Summary

This unit aims to cover the activities once the inspection is completed, for example how report is produced and filed, and how recommended measures work to improve the energy performance of the property may need to be communicated to the relevant individuals.

Assessment Guidance

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

- Portfolio of evidence

Learning outcomes:

1. Understand Standard Assessment Procedure (SAP) and Passive House Planning Package (PHPP) principles and models and the difference to Reduced data Standard Assessment Procedure (RdSAP)
2. Be able to identify existing energy efficiency measures
3. Be able to collate relevant information to assess the energy efficiency of the dwelling
4. Be able to estimate annual fuel usage, fuel costs and carbon dioxide emissions
5. Be able to complete a survey of the dwelling
6. Be able to produce a conditioned report



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Head Office Address:

ABBE
Birmingham City University
University House
15 Bartholomew Row
Birmingham
B5 5JU

Contact:

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



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