



RETROFIT  
ACADEMY CIC



**CERTIFIED**

**Coordinator**

LEVEL 5 DIPLOMA  
**RETROFIT  
COORDINATION  
AND RISK  
MANAGEMENT**





LEVEL 5 DIPLOMA

THE ORIGINAL AND BEST. TRUSTED BY OVER 3,000 LEARNERS.



BOOK YOUR PLACE

0330 055 7629 | info@retrofitacademy.org

**Certification**

AIM Qualifications Level 5 Diploma in Retrofit Coordination and Risk Management

**Eligibility**

National Vocational Qualification (NVQ) at Level 3 or above in a subject related to the management or supervision of construction and domestic construction projects.

**Assessment**

Portfolio of evidence  
Written assignments relating to the key learning objectives  
A verbal presentation relating to a real-world case study

**Method of Study** Supported Online Learning

**Duration** Self-paced (typically around 150 hours of learning and assessment)

**Timescale** Learners have up to 12 months to complete the course.

**Cost** £1700 - £2500 + VAT dependent on background and study method.

## PAS 2035 RETROFIT COORDINATOR TRAINING

Retrofit Coordinators are the project managers who oversee domestic retrofit projects from start to finish.

They are experienced professionals who support homeowners, residents and landlords to achieve their retrofit goals. They have to comply with British Standard PAS 2035 and are regulated by a government-endorsed TrustMark consumer protection scheme.

The Retrofit Academy offers the original and best Retrofit Coordinator Diploma – trusted by over 3,000 learners to date and endorsed by leading industry employers.

What's more, your course price includes TrustMark accreditation for your first 12 months of practice. Plus, Professional Membership with The Retrofit Academy includes all the support you need as you start to practise, together with Homelife software.

The Retrofit Academy offers the highest quality retrofit training courses, underpinned by brilliant customer support, at a market leading price.



# THE UK'S PREMIER COORDINATOR QUALIFICATION

## Why take this course?

Designed for those with previous skills and experience, the Level 5 Diploma in Retrofit Coordination and Risk Management is the UK's premier qualification for those wanting to lead domestic retrofit projects and programmes. By completing this course, **you will become fully qualified and accredited** – ready to address the challenges and grab the opportunities that await.

## The Learning Experience

There are three methods of study open to you.

### Pro Track - £1700 + VAT

24/7 access to TRA's cutting-edge Learning Management System with on-demand expert-led sessions. Available only to experienced built-environment professionals.

### Essentials Online - £2,000 + VAT

As per Pro-Track benefits plus 24 hours of live sessions with TRA Skills Coaches.

### Fast Track - £2,500 + VAT

Accelerated 16-week course with 64 hours of live sessions. Assignments marked within five working days.

## Benefits

Whichever method of study you choose, you will benefit from:

- 12 months TrustMark accreditation
- Dedicated mentoring from an industry expert
- Access to The Retrofit Academy Hub
- Access to Homelife Software
- Access to Retrofit Jobs Board and Careers Advice
- Exclusive member only Clubs, Forums and Awards



# RETROFIT ACADEMY PROFESSIONAL MEMBERSHIP

Upon graduation, you will become recognised as a Retrofit Academy Professional Member. You can progress through Practitioner levels to ultimately apply for Retrofit Academy Fellowship.

Professional Membership gives you access to a range of services designed to support your career and professional development. The first 12 months are **FREE** post graduation. The ongoing membership fee is £295 per year plus VAT, which includes your TrustMark registration.

## You will gain access to The Retrofit Academy Hub providing:

- Your own profile page to showcase your skills and achievements to the retrofit sector
- CPD-accredited courses to maintain professional status
- Connectivity with employers and job opportunities
- Access to 40+ online Forums and Clubs per year
- Access to Technical Discussions and Best Practice Groups
- Access to Homelife Software – end-to-end retrofit management data-tracking, coordination, monitoring, lodgement and reporting with full **TrustMark** integration

## Recognition at every stage of your career

From Student to Practitioner, as a Professional Member you will receive a digital badge reflecting your experience as a qualified Retrofit Coordinator.



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## WORKING WITH INDUSTRY EXPERTS

The course was written by some of the UK's leading retrofit experts. It is updated and taught by experienced retrofit professionals with first-hand experience of assessment, coordination and design.

**Course Director:** Dr Peter Rickaby, former Technical Author of PAS 2035

**Lead Assessor and Mentor:** Martin Callachan, Sustainability Consultant & Building Surveyor

**Lead Tutor:** Clive Rowland, Retrofit Coordinator

**Skills Coach:** Dominic Ives, Retrofit Coordinator



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## COURSE MODULES

**Module 1**  
Introduction to Domestic Retrofit  
*The context, policy, principles and practice of domestic retrofit in the UK.*

**Module 2**  
Retrofit Quality Assurance and Risk Management  
*The role of the Retrofit Coordinator under PAS 2035 and what responsibilities they have.*

**Module 3**  
Building Physics – Thermal Efficiency  
*How to improve the thermal efficiency of a residential property without causing unintended consequences.*

**Module 4**  
Building Physics – Managing Moisture Risk  
*How to remediate and avoid risks associated with retrofit such as damp, mould and condensation.*

**Module 5**  
Assessing Dwellings for Retrofit and RdSAP Methodology  
*How a Retrofit Assessment should be carried out to provide the data required to make the right decisions for the property and resident.*

**Module 6**  
Improvement Option Evaluation and Medium-Term Retrofit Plans  
*How to translate information from Retrofit Assessments in to high-quality plans to upgrade the home.*

**Module 7**  
Improving the Building Fabric – Floors and Roofs  
*Good practice in improving the floors and roof areas of a property as part of a whole house retrofit.*

**Module 8**  
Improving the Building Fabric – Walls and Windows  
*Good practice in improving the walls and windows of a property as part of a whole house retrofit.*

**Module 9**  
Improving Air-Tightness and Ventilation  
*How to achieve an airtight retrofit and deploy a successful ventilation strategy to mitigate unintended consequences.*

**Module 10**  
Improving the Building Services – Heating, Hot Water, Lighting and Power  
*How to optimise building services to reduce fuel bills in residential properties.*

**Module 11**  
Improving the Building Services – Renewable Energy Systems  
*How to make the right decisions about solar, heat pumps and other renewable energy systems and how to achieve success.*

**Module 12**  
Post-Retrofit Testing, Monitoring and Evaluation  
*How to monitor and evaluate retrofit projects to ensure that intended outcomes have been delivered in practice.*

**Coordinator into Practice \***  
TrustMark Support and Homelife Software  
*Practical information relating to the role of the Retrofit Coordinator, such as lodging projects with TrustMark and how to use Property Tectonics' Homelife software.*

\* An additional charge of £180 will be required to cover specific Homelife software training.



**TRUSTED BY OVER 3,000 LEARNERS  
TO DATE AND ENDORSED  
BY LEADING  
INDUSTRY EMPLOYERS**

**NHGG**

National Home Decarbonisation Group

Skills and Training Partner



[www.retrofitacademy.org/training/courses](http://www.retrofitacademy.org/training/courses)



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