



Award in Understanding Domestic Retrofit

SCQF Level 5 · 3 SCQF credit points

Qualification Specification

This SCQF Level 5 award introduces learners to domestic retrofit, explaining its purpose, core principles and role in supporting the transition to a low-carbon built environment.

Contents

Introduction to Apex Training	2
About The Verdancy Group and SCQF Credit Rating	2
Overview	3
Duration	3
Who Is This Qualification For?	3
Materials And Certification	3
Assessment	3
Progression After This Qualification	3
Qualification Structure and Module Content	4

Introduction to Apex Training

Apex Training is the training arm of The Verdancy Group, delivering accredited green skills programmes across Scotland and the wider UK. We specialise in practical, industry-focused learning that supports individuals and organisations to develop the knowledge required for the transition to a low-carbon built environment.

Training is delivered online, in our Apex Training Centres and through partner venues, with options for employer-based delivery where suitable. All programmes are led by practising industry specialists to ensure alignment and compliance with current standards, regulations and sector expectations.

About The Verdancy Group and SCQF Credit Rating

The Verdancy Group is a specialist provider of green skills training, consultancy, sustainability education, and workforce development. Our programmes are designed to meet emerging industry needs and support national and regional net zero goals.

The Award in Understanding Domestic Retrofit has been credit-rated at SCQF Level 5 and allocated 3 SCQF credit points through an approved SCQF Credit Rating Body. This means the award meets the quality assurance requirements of the Scottish Credit and Qualifications Framework and provides nationally recognised credit towards ongoing learning and skills development.

Award in Understanding Domestic Retrofit

Overview

The Award in Understanding Domestic Retrofit provides learners with a foundational knowledge of domestic retrofit and its role in supporting Scotland's transition to a low-carbon built environment. The award introduces key concepts, terminology and principles that underpin effective retrofit practice across Scotland's varied housing stock.

This award has been credit-rated at SCQF Level 5 and assigned 3 SCQF credit points.

Duration

The award has a total notional learning time of 30 hours, comprising:

- Guided learning: approximately 21 hours
- Independent learning: approximately 9 hours

Delivery may be offered online, in person or through a blended model.

Who Is This Qualification For?

This award is suitable for:

- Individuals working or intending to work in the construction, housing or building services sectors
- Tradespeople and technicians looking to develop foundational knowledge of domestic retrofit
- New entrants exploring future technical or vocational pathways in energy efficiency and retrofit
- Staff in related roles such as housing, asset management or community energy who require an understanding of retrofit principles

There are no formal entry requirements.

Materials And Certification

Learners will be provided with access to all required learning materials through online or in-person delivery formats.

Learners who successfully meet the assessment requirements will receive a certificate of achievement issued by The Verdancy Group, confirming the award's SCQF Level 5 status and 3 SCQF credit points.

Assessment

Assessment for this award is carried out through a structured knowledge check that evaluates the learner's understanding of key retrofit concepts. The assessment may be delivered online or in person. Details of the assessment format and pass criteria are provided to learners during induction.

Progression After This Qualification

Achievement of this award supports progression to:

- Further SCQF Level 5 or Level 6 learning in construction, energy efficiency or sustainability
- Technical or vocational routes within the domestic retrofit sector
- Specialist training such as airtightness, ventilation, damp and mould, or building fabric modules
- Occupational pathways that require a foundational understanding of retrofit principles

The award also supports wider professional development for those working in housing, community energy, consultancy or property roles.

Qualification Structure and Module Content

There are six modules of learning within the Award in Understanding Domestic Retrofit:

Module 1

Climate Change and the Need for Retrofit

Module Purpose

This module introduces the reasons why domestic retrofit is required, including the links between climate change, energy use in buildings and national decarbonisation targets.

Module Content

- Welcome and Introduction
- What is Domestic Retrofit and why do we need it?
- International Cooperation and Climate Change
- Reducing Emissions in Domestic Buildings and Fuel Poverty
- Energy Performance Certificate (EPC)

Module 2

Information and Documentation Used in Domestic Retrofit

Module Purpose

This module provides an overview of the key documentation, standards and information sources that guide domestic retrofit practice.

Module Content

- Retrofit Documentation and Information
- The Introduction of PAS 2030/2035 and the role of Trustmark
- BS40101 - Building performance evaluation of occupied and operational buildings
- The Critical Path



Module 3

Organisational Structures in Retrofit

Module Purpose

This module outlines the organisational roles, standards and processes involved in delivering domestic retrofit projects.

Module Content

- The Retrofit Standards
- Fabric First
- The Retrofit Roles
- The Retrofit Process
- Monitoring, Evaluation and Testing

Module 4

The Context of Retrofit in Building Practice

Module Purpose

This module introduces the construction features that influence retrofit decisions, including building types, common defects and the challenges associated with improving the performance of existing homes.

Module Content

- Construction Types
- Energy Efficiency Measures in Retrofit
- Insulation Materials and Characteristics
- Building Defects
- Problems associated with Domestic Retrofit

Module 5

Health, Safety and Environmental Practice

Module Purpose

This module outlines key health, safety and environmental considerations relevant to domestic retrofit activities.

Module Content

- Health & Safety
- Waste disposal & Circular Economy

Module 6

Effective Communication, Teamwork, and Specialist Skills for Retrofit

Module Purpose

This module explores the communication and collaborative practices required in retrofit projects and introduces the specialist knowledge areas that support high-quality delivery.

Module Content

- Effective Communication and Teamwork
- Specialist Skills & Knowledge in the Retrofit Sector
- Key Takeaways and Next Steps

Version History

Version	Date	Summary of Changes	Actioned By	Reviewed / Approved By
Version 1.0	November 2025	First publication of the Award Specification for the SCQF Level 5 Award in Understanding Domestic Retrofit.	Apex Training (Author)	Verdancy QA Lead

Document Control Statement

This document is maintained by Apex Training, part of The Verdancy Group. All updates are recorded through internal quality assurance procedures. The most recent version of this specification supersedes all previous versions.



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