



Award in Understanding Domestic Retrofit

NOCN Level 2 · 3 credit points

Qualification Specification

The purpose of this qualification is to equip learners with the knowledge and understanding of the domestic retrofit specifically health and safety considerations, the resources used, the risks of damage, contractual requirements and the processes involved as part of retrofit activities.



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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 NOCN

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.

For over three decades, NOCN has been at the forefront of creating opportunities through learning and skills development. As an educational charity, NOCN Group's primary objectives are to support learners in achieving their full potential and to assist organisations in flourishing. Their long-standing commitment to education and development underscores their contribution to personal and professional growth across various sectors.

Award in Understanding Domestic Retrofit

Overview

The Award in Understanding Domestic Retrofit is accredited by the National Open College Network (NOCN) Level 2.

The Level 2 Award is registered within the Regulated Qualifications Framework for England and Northern Ireland (www.register.ofqual.gov.uk)

This vocational award introduces learners to retrofit and its strategic role in decarbonising the Built Environment. Successful completion grants knowledge of retrofit principles.

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 primarily designed for individuals with a background in the construction industry, including those who have completed or are pursuing other construction qualifications, such as Construction Modern Apprenticeships. It is also open to individuals currently working or with prior experience in construction, aiming to transition into the retrofit sector. Additionally, it serves as an opportunity to attract new entrants into the sector.

Materials And Certification

The award can be delivered and accessed via the following methods:

- Fully online via e-learning platform
- E-learning platform with one-day practical inperson masterclass (sessions and assessments are held at one of the regional partner delivery centres)
- Fully in-person three day course held at one of our regional partner delivery centres or your workplace

All successful candidates will receive NOCN Certification.

Assessment

35 multi-choice question assessment. The time allowed for the 35 questions is 50 minutes. The pass mark is 25 out of 35. Three attempts are permitted. Remote and in-person assessment is available.

Progression After This Qualification

Achievement of this award supports progression to:

- 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 | January 2026 | First publication of the Award Specification for the NOCN Level 2 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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