



PART OF **nocn** GROUP

QUALIFICATION SPECIFICATION

NOCN_Cskills Awards Level 5 Diploma in Retrofit Coordination and Risk Management

Qualification No: 610/0967/2

Operational Start Date: 1st July 2022

Version: 1.5 – January 2024

To know more about NOCN:

- Visit the NOCN website: www.nocn.org.uk
- Call the Customer Service Team: **0300 999 1177**

Introduction

NOCN is a market-leading awarding organisation that has been providing qualifications for a wide range of Centres, including FE colleges and training providers, for 30 years both in the UK and internationally.

We work with Centres to deliver a high quality and flexible service for learners to underpin our passionate belief in the power of education and its impact on communities and individuals.

We offer all the advantages of being a national awarding organisation with a diverse portfolio of qualifications, alongside providing a personalised, bespoke, service to our Centres and learners.

As an accredited Leader in Diversity, we are proud of our reputation as a provider of fully accessible, trusted, and flexible qualifications.

About NOCN Group

NOCN is part of NOCN Group, a progressive educational charity whose core aims are to help learners reach their potential and organisations thrive. The group includes business units specialising in regulated UK and international qualifications, end point assessment, endorsed programmes and assured short courses, Smart job cards, assessment services, consultancy, and research.

NOCN Group shares a joint purpose to offer learners, training providers, employers, and FE colleges a fully integrated range of learning and skills development products and services.

Information about all our courses and qualifications is available from our website:

<https://www.nocn.org.uk/>

Qualification at a Glance

Title	Size
NOCN_Cskills Awards Level 5 Diploma in Retrofit Coordination and Risk Management.	Credits = 18 GLH = 114 TQT = 180
Purpose	Target Audience
To equip learners with specific knowledge and skills on the requirements of domestic retrofit to meet the standards detailed in PAS2035 .	This Level 5 qualification is designed for learners who are aged 18 or over and have experience in the built environment and construction industry.
Content Overview	Entry Requirements
<p>This Level 5 qualification is designed to cover the end-to-end project coordination from the inception of a retrofit project to handover and continued evaluation, including:</p> <ul style="list-style-type: none"> • Introduction to retrofit under PAS2035 • Retrofit Quality Assurance and Risk Management • Improvement Option Evaluation and Medium-term Retrofit Plans • Post Retrofit Testing, Monitoring and Evaluation • Understand the requirements for lodgement of measures to TrustMark. 	<p>Learners must hold a Level 4 or above qualification in a building-related subject such as architecture, surveying, engineering or construction site management, or a National Vocational Qualification (NVQ) at Level 3 or above and have minimum of 5 years' experience in a subject related to the management or supervision of construction and domestic construction projects.</p> <p>It is expected that centres will conduct an initial assessment to evaluate suitability for the course prior to commencement.</p>
Assessment	Additional Resources
<p>The qualification is assessed through a combination of a mandatory end of qualification knowledge test, professional discussion(s) and externally set, internally marked scenario case study.</p> <p>Please note, all learners must complete the online test with no support materials to be used.</p>	<p>Sources of information for learners is available on vLearn.</p> <p>Teaching resources coming soon.</p>

Summary of changes:

This section summarises the changes to the qualification specification since the last version (version 1.4 August 2022).

Version	Publication Date	Summary of Amendments
1.5	January 2024	Noted to be closed book on the Overview and section 2.3. Converted to new template.

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1. Overview of Qualification

This qualification is designed for individuals already qualified in site/building project management to gain a qualification in the project coordination and risk management of domestic retrofit projects, as well as providing a route for those already working in a retrofit capacity but lacking specific qualifications.

The qualification will equip learners with the specific knowledge and skills to deliver domestic retrofit projects to the standards detailed in PAS2035. The Retrofit Coordinator role is mandatory for all retrofit projects undertaken in conjunction with PAS 2035 which is fully backed by the government and TrustMark.

The NOCN_Cskills Awards Level 5 Diploma in Retrofit Coordination and Risk Management qualification was **developed in partnership with The Insulation Assurance Authority**, with input from a wide range of stakeholder organisations including; Building Engineering Services Association (BESA), Electrical Contractors' Association (ECA), Chartered Institute of Plumbing and Heating Engineering (CIPHE), Solar Energy UK, Centre for Sustainable Energy, National Housing Federation, Tees Valley Combined Authority, The Green Register, My Energy Rating Ltd.

1.1. Entry Requirements

Learners should hold a professional qualification in a building-related subject such as architecture, surveying, engineering or construction management at Level 4, or a National Vocational Qualification (NVQ) at Level 3 or above with a minimum of 5 years' experience in a subject related to the management or supervision of construction and domestic construction projects.

Learners will also need to be familiar with domestic construction techniques, able to read and understand construction drawings and specifications and be familiar with the Building Regulations and with construction health and safety regulations and practice.

Learners must be able to demonstrate the requirements of the qualification and have access to required assessment opportunities and relevant resources. Please refer to specific assessment requirements on individual components for more information.

Centres should undertake initial assessment activities with learners to ensure these are appropriate qualifications for them, and they can achieve the level they will be studying before enrolling them onto a programme of learning.

This qualification is available to learners aged 18 years or over.

1.2. Progression Routes

Achievement of this qualification confirms the learner has gained the knowledge and skills required to:

- Progress directly into employment as a Retrofit Coordinator for domestic retrofit projects delivered under PAS 2035.

2. Qualification Details

2.1. Qualification Structure

The NOCN_Cskills Awards Level 5 Diploma in Retrofit Coordination and Risk Management is an 18-credit qualification with a Total Qualification Time (TQT) of 180, including 114 Guided Learning Hours (GLH). Learners **must** achieve all 18 credits from the 13 mandatory components overall and a mandatory end of qualification knowledge test via the Quartz/Assessment Platform.

Component Title	Level	Credit Value	GLH	Ofqual Reference Number	Assessment type
Mandatory Components					
Introduction to retrofit under PAS2035	5	1	8	J/650/2693	Mandatory end of qualification knowledge test Professional discussion
Assessing Dwellings for Retrofit	5	1	8	K/650/2694	Mandatory end of qualification knowledge test
Retrofit Quality Assurance and Risk Management	5	2	12	L/650/2695	Mandatory end of qualification knowledge test Professional discussion Scenario case study
Building Physics – Managing Moisture Risk	5	1	6	M/650/2696	Mandatory end of qualification knowledge test
Building Physics – Thermal Efficiency	5	1	5	R/650/2697	Mandatory end of qualification knowledge test Professional discussion
Improving the Building Fabric – Floors and Roofs	5	1	6	T/650/2698	Mandatory end of qualification knowledge test Professional discussion
Improving the Building Fabric – Walls and Windows	5	1	10	Y/650/2699	Mandatory end of qualification knowledge test
Improving the Building Services - Heating, Hot Water, Lighting and Power	5	1	7	J/650/2700	Mandatory end of qualification knowledge test Professional discussion
Improving the Building Services – Renewable Energy Systems	5	2	10	K/650/2701	Mandatory end of qualification knowledge test Professional discussion
Improving Airtightness and Ventilation	5	1	8	L/650/2702	Mandatory end of qualification knowledge test Professional discussion Scenario case study
Improvement Option Evaluation and Medium-term Retrofit Plans	5	2	12	M/650/2703	Mandatory end of qualification knowledge test Professional discussion Scenario case study
Post Retrofit Testing, Monitoring and Evaluation	5	2	10	R/650/2704	Mandatory end of qualification knowledge test Professional discussion Scenario case study
Understand the requirements for lodgement of measures to TrustMark.	5	2	12	T/650/2705	Scenario case study

2.2. Total Qualification Time (TQT)

Through consultation with users, TQT has been agreed by considering the total number of learning hours required for the average learner to achieve these qualifications.

TQT is split into two areas:

Area	Example of activities
<p>1. Guided Learning Hours (GLH):</p> <ul style="list-style-type: none"> • learning activity under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training • includes the activity of being assessed if the assessment takes place under the immediate guidance or supervision of a lecturer, supervisor, tutor or other appropriate provider of education or training 	<ul style="list-style-type: none"> • Classroom-based learning supervised by a teacher • Work-based learning supervised by a teacher • Live webinar or telephone tutorial with a teach in real time • E-learning supervised by a teacher in real time • All forms of assessment which take place under the immediate guidance or supervision of an appropriate provider of training • Exam time
<p>2. Other Learning Hours (OLH):</p> <ul style="list-style-type: none"> • an estimate of the number of hours a learner will spend, as directed by (but not under the immediate guidance or supervision of) a lecturer, supervisor, tutor or other appropriate provider of education or training, including: <ul style="list-style-type: none"> ○ preparatory work ○ self-study ○ any other form of education or training, including assessment 	<ul style="list-style-type: none"> • Independent and unsupervised research/learning • Unsupervised compilation of a portfolio of work experience • Unsupervised e-learning • Unsupervised e-assessment • Unsupervised coursework • Watching a pre-recorded podcast or webinar • Unsupervised work-based learning

2.3. Assessment and Evidence

The qualification is assessed through:

- A mandatory end of qualification knowledge test (closed book).
- Professional discussion.
- Externally set, internally marked scenario case study.

Please see unit specification for the assessment method(s) or above for each unit.

All assessments must be passed successfully for the learner to be awarded the qualification.

Internal Assessment (externally set and internally assessed)

Learners will be required to complete the assessments created by NOCN for the practical elements in each unit. The professional discussion(s) and scenario case study are to be assessed internally by Centre staff meeting the assessor requirements.

The assessment documents are available from NOCN on vLearn. They include all information needed by the tutor and learner to complete the tasks. The assessment decisions are to be recorded on the assessment documents.

External Assessment (externally set and externally assessed)

Learners will be required to complete the mandatory end of qualification knowledge test accessed via the NOCN Assessment Platform. The knowledge test is to be taken at the end of the qualification. **(Please note, all learners must complete the test with no support materials to be used).**

The knowledge assessment is designed to be taken on a computer using the NOCN online Assessment Platform, however, paper testing is also available in some circumstances.

The test is externally set and marked and consists of multiple-choice questions covering the Learning Outcomes and associated requirements for the units.

The test is graded **pass or fail**. The qualification is graded **pass or fail**.

More details on each unit's assessment can be found in the Assessment section of each unit.

Refer to the **NOCN Quality Assurance Manual** for further information on the Internal Quality Assurance process. This can be found on the NOCN website at www.nocn.org.uk

Centres must ensure that knowledge-based learning is at the correct level for the qualification.

Assessment activities must be robust in that the assessment decisions are made based on evidence, which is valid, authentic, current, sufficient and reliable regarding the assessment taking place:

- Valid** The validity of an assessment decision is ensuring that the right thing has been assessed in the right way to deliver an accurate assessment result.
- Authentic** The assessment process must ensure that all evidence of achievement is authentic in that it has been created solely by the learner (unless otherwise required) and has not been plagiarised. If work was not authentic, it would undermine the entire the assessment process and overall qualification system.
- Current** The assessment process must ensure that the evidence used to claim qualification or unit achievement reflects current industry/qualification practice. This can be done by ensuring that the evidence is relevant at the time of the assessment as well as ensuring that the assessor has used the most-up-date assessment documentation.
- Sufficient** The Assessor must review assessment evidence to judge whether the learner has generated enough evidence at the right level to confidently cover all relevant learning outcome or assessment criteria requirements. The Assessor must also ensure their records of the assessment are complete, legible and accurate.
- Reliable** The Assessor must ensure that they are making reliable and consistent assessment decisions across their learners and with other Assessors within the Centre.
Assessment decisions must also be consistent over time and across academic/programme cycles. This can be supported by attending standardisation activities.

2.4. Fair and Equitable Assessment

Assessment must be designed to be accessible and inclusive, and the assessment methodology must be appropriate for individual assessment, giving due consideration to any assessment requirements attached to individual components.

2.5. Learners with Particular Requirements

If you are a NOCN Recognised Centre and have learners with particular requirements, please see the **NOCN Reasonable Adjustments and Special Considerations Policy and Procedure** found on the NOCN website at www.nocn.org.uk

This policy gives clear guidance on the reasonable adjustments and arrangements that can be made to take account of disability or learning difficulty without compromising the assessment criteria.

The NOCN Centre Approval process requires the centre to hold policy statements on Equal Opportunities, Diversity and Disability Discrimination, which will be reviewed by NOCN.

Please refer to the **NOCN Quality Assurance Manual** for further details.

2.6. Recognised Prior Learning

Recognising Prior Learning is an assessment process that recognises learning that has its origins in a learner's experience and/or previous formal and informal learning contexts. This includes knowledge and skills gained within school, college, university, and outside formal learning situations such as through life, employment, apprenticeships, and other work experiences.

NOCN is committed to the Recognition of Prior Learning (RPL) and has developed a policy and procedures to inform and support Centres. This is available on the NOCN

website at www.nocn.org.uk

2.7. Assessment and Evidence for the Components

Assessment materials are only available to Centres approved to deliver this qualification.

All current assessment materials are available on NOCN's vLearn platform. Existing Centres have access to vLearn, new Centres must contact their NOCN Business Development Manager. Centres must use current live assessment material, always download the most up-to-date version before a learner starts their assessment.'

Forms and guidance for gathering learner evidence against the individual assessment criteria are available for download in Word format on the NOCN website:

<https://www.nocn.org.uk/support/nocn-support/quality-assurance/>

3. Centre Information

3.1. Required Resources for Delivering the Qualification

As part of the requirement to deliver this qualification there is an expectation that staff undertaking roles as part of the delivery and assessment of the qualification have a demonstrable level of expertise.

NOCN expects that Tutors and Assessors are able to demonstrate the following competencies:

3.1.1. Tutor Requirements

- Be technically competent/subject matter experts, hold or be registered as working towards, a recognised education and training qualification, have experience of delivering training within this subject area. The minimum expectation is that the level of competence of the Tutor should be at the same level as the training that is to be delivered.

3.1.2. Assessor Requirements

- Be technically competent, have experience of carrying out assessment activities and hold, or be registered as working towards, a recognised assessing qualification. The minimum expectation is that the level of competence of the Assessor should be at the same level as the qualification being assessed.

3.1.3. Internal Quality Assurer Requirements

Each Centre must have internal quality assurance policies and procedures in place to ensure that decisions made by Assessors are appropriate, consistent, fair, and transparent, and that they do not discriminate against any learner. The policies and procedures must be sufficient to secure the quality of the award, ensuring validity, reliability, and consistency.

NOCN expects that an Internal Quality Assurer is able to demonstrate the following competencies, they should:

- Have an understanding of the subject area, have experience in carrying out internal quality assurance activities and hold, or be registered as working towards, a recognised Internal Quality Assurance qualification. The minimum expectation is that the level of competence should be at the same level as the qualification being quality assured.

NOCN supports and recognises Centres' internal quality assurance systems which support the above; any system should include standardisation and sharing of good practice.

Centre staff may undertake more than one role, e.g., tutor, assessor, or internal quality assurer, but they **cannot** carry out any quality assurance on work that they have previously assessed.

Refer to the **NOCN Quality Assurance Manual** for further information on the Internal Quality Assurance process. This can be found on the NOCN website at www.nocn.org.uk

3.1.4. Continuing Professional Development (CPD)

Centres are expected to support their staff, ensuring that their subject knowledge remains current and that their members of staff are up to date with regards to best practice in delivery, assessment, and quality assurance.

3.1.5. External Quality Assurance

Once recognised as a Centre, NOCN will allocate an External Quality Assurer. The External Quality Assurer will have ongoing responsibility for monitoring the Centre's compliance with the requirements of Centre recognised status.

The External Quality Assurer will make regular visits to all Centres. During these visits he/she will:

Monitor the Centre's compliance with the Centre approval criteria by reviewing course documentation, meeting managers, tutors, internal quality assurers, learners, and administrative staff.

Review the standard of the Centre's assessment and internal quality assurance practices and decisions to determine whether all assessment requirements are met to support safe and valid claims for certification.

Refer to the **NOCN Quality Assurance Manual** for further information on the External Quality Assurance process.

3.2. Offering the Qualification

Existing Centres

If you are already recognised to offer NOCN qualifications and would like more information about offering this qualification, please contact: business-enquiries@nocn.org.uk, alternatively use Horizon to add this qualification to your Centre.

New Centres

If you are interested in offering this qualification, but are not yet a NOCN Approved Centre and would like more information about becoming a NOCN Centre and offering the qualifications please see **Become a Registered Centre** on our website <https://www.nocn.org.uk/customers/nocn-centres/> and click Become a Centre.

4. Component Information

The NOCN_Cskills Awards Level 5 Diploma in Retrofit Coordination and Risk Management qualification consists of 13 Mandatory components and a mandatory end of qualification knowledge test via the Quartz/Assessment Platform. The qualification structure (**see section 2**) sets out the rules for achieving the qualification.

To achieve this qualification a learner must provide evidence of learning and achievement against all the assessment requirements within each component.

All Mandatory components can be downloaded via the NOCN website.

[NOCN_Cskills Awards Level 5 Diploma in Retrofit Coordination and Risk Management](#)



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