



City & Guilds Level 2 Award in Retrofit (7618-02)

Version 1.0 (September 2022)

Qualification Handbook

Qualification at a glance

Subject area	Construction
City & Guilds number	7618
Age group approved	16+
Entry requirements	None
Assessment	Short answer question paper
Grading	Pass / Fail
Approvals	Full approval required
Support materials	Qualification handbook, sample assessments
Registration and certification	Consult the Walled Garden/Online Catalogue for last dates

Title and level	City & Guilds qualification number	Regulatory reference number	GLH	TQT
City & Guilds Level 2 Award in Retrofit	7618-02	610/1199/X	30	33

Version and date	Change detail	Section
1.0 September 2022	Initial version	All

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1 Introduction

This document tells you what you need to do to deliver the qualification:

Area	Description
Who is the qualification for?	This qualification is aimed at learners aged 16 and above who have recently entered into the construction industry. This qualification is also suitable for tradespeople who desire to develop or improve their knowledge of retrofit in the construction industry. It is also for those without retrofit experience (electricians, joiners, plumbers, plasterers, bricklayers etc) who may wish to work in the related field of retrofit professional roles such as a retrofit assessor.
What does the qualification cover?	Learners will be introduced to the scope and opportunities offered within the construction industry for those working on retrofit. Learners will also develop knowledge of the requirements of the roles involved in retrofit. This will include specific responsibilities in retrofit. Learners will develop their knowledge of retrofit in practice (PAS 2035) and how this impacts on the installation and preparation for a property retrofit system.
What opportunities for progression are there?	This award will enable learners to develop basic awareness of the retrofit industry and it can be a starting point for a career progression into retrofit where learners can further develop into professional roles or as installers, assessors, advisors, co-ordinators, evaluators and designers.
Who did we develop the qualification with?	This qualification has been developed in collaboration with industry specialists and established construction lecturers and assessors.
Is it part of an apprenticeship framework or initiative?	The Level 2 Award in Retrofit is not an apprenticeship, but it could be taken as a value added off the job training qualification to enable apprentices to learn about the evolving retrofit industry. It can be embedded into the apprentices learning journey to support the relevance to the current industry climate. This qualification will develop knowledge for apprentices to develop a basic awareness of PAS 2035.

Structure

To achieve the **City & Guilds Level 2 Award in Retrofit**, learners must achieve **one** mandatory unit.

City & Guilds unit number	Unit title	GLH
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Mandatory units:

Learners must achieve **one** mandatory units.

201	Retrofit awareness	30
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Total Qualification Time (TQT)

Total Qualification Time (TQT) is the number of notional hours which represents an estimate of the total amount of time that could reasonably be expected for a learner to demonstrate the achievement of the level of attainment necessary for the award of a qualification.

TQT is comprised of the following two elements:

- 1) The number of hours that an awarding organisation has assigned to a qualification for Guided Learning, and
- 2) An estimate of the number of hours a learner will reasonably be likely to spend in preparation, study or any other form of participation in education or training, including assessment, which takes place as directed by - but, unlike Guided Learning, not under the immediate guidance or supervision of - a lecturer, supervisor, tutor or other appropriate provider of education or training.

Title and level	GLH	TQT
City & Guilds Level 2 Award in Retrofit	30	33

2 Centre requirements

Approval

Full approval

To offer this qualification, new centres will need to gain both centre and qualification approval. Please refer to the document **Quality Assurance Standards: Centre Approval Process** for further information.

Centre staff should familiarise themselves with the structure, content and assessment requirements of the qualification before designing a course programme.

Resource requirements

Centre staffing

Staff delivering these qualifications must be able to demonstrate that they meet the following occupational expertise requirements. They should:

- be occupationally competent or technically knowledgeable in the area(s) for which they are delivering training and/or have experience of providing training. This knowledge must be to the same level as the training being delivered
- have recent relevant experience in the specific area they will be assessing
- have credible experience of providing training.

Continuing professional development (CPD)

Centres are expected to support their staff in ensuring that their knowledge remains current of the occupational area and of best practice in delivery, mentoring, training, assessment and quality assurance, and that it takes account of any national or legislative developments.

Quality assurance

Approved centres must have effective quality assurance systems to ensure optimum delivery and assessment of qualifications. Quality assurance includes initial centre approval, qualification approval and the centre's own internal procedures for monitoring quality. Centres are responsible for internal quality assurance and City & Guilds is responsible for external quality assurance. For more detail on this visit the **Quality Assurance Standards** documents on the City & Guilds website.

Standards and rigorous quality assurance are maintained by the use of:

- Internal quality assurance
- City & Guilds external quality assurance.

In order to carry out the quality assurance role, Internal Quality Assurers must

- have appropriate teaching and vocational knowledge and expertise

- have experience in quality management/internal quality assurance
- hold or be working towards an appropriate teaching/training/assessing qualification
- be familiar with the occupation and technical content covered within the qualification.

External quality assurance for the qualification will be provided by City & Guilds EQA process. EQAs are appointed by City & Guilds to approve centres, and to monitor the assessment and internal quality assurance carried out by centres. External quality assurance is carried out to ensure that assessment is valid and reliable, and that there is good assessment practice in centres.

The role of the EQA is to:

- provide advice and support to centre staff
- ensure the quality and consistency of assessments within and between centres by the use of systematic sampling
- provide feedback to centres and to City & Guilds.

Learner entry requirements

City & Guilds does not set entry requirements for these qualifications. However, centres must ensure that candidates have the potential and opportunity to gain the qualification successfully.

Age restrictions

This qualification is approved for learners aged 16 or above.

Access to assessment and special consideration

For information on how to apply for access arrangements please refer to ***How and when to apply for access arrangements and special consideration (cityandguilds.com)***

3 Delivering the qualification

Initial assessment and induction

An initial assessment of each learner should be made before the start of their programme to identify:

- if the learner has any specific training needs
- support and guidance they may need when working towards their qualification
- any units they have already completed, or credit they have accumulated which is relevant to the qualification
- the appropriate type and level of qualification.

We recommend that centres provide an induction programme so the learner fully understands the requirements of the qualification, their responsibilities as a learner, and the responsibilities of the centre. This information can be recorded on a learning contract.

Support materials

The following resources are available for this qualification:

Description	How to access
Qualification handbook	www.cityandguilds.com
Sample assessments	www.cityandguilds.com

4 Assessment

Assessment of the qualification

Candidates must:

- successfully complete x1 short answer question paper for each mandatory unit.

Assessment Types			
Unit	Title	Assessment method	Where to obtain assessment materials
201	Retrofit awareness	Externally set, internally marked short answer question paper	www.cityandguilds.com

Assessment strategy

City & Guilds has written the following assessments to use with this qualification:

- live short answer question papers which can be downloaded from the City & Guilds website
- sample short answer question paper, which can be downloaded from the City & Guilds website.

Time constraints

The following must be applied to the assessment of this qualification:

- the assessment must be completed within the learner's period of registration.

Portfolio of evidence

Learners and centres may decide to use a paper-based or electronic method of recording evidence.

City & Guilds endorses several ePortfolio systems, including our own, **Learning Assistant**, an easy-to-use and secure online tool to support and evidence learners' progress towards achieving qualifications. Further details are available at www.cityandguilds.com/eportfolios.

City & Guilds has developed a set of *Recording forms* including examples of completed forms, for new and existing centres to use as appropriate. *Recording forms* are available on the City & Guilds website.

Although new centres are expected to use these forms, centres may devise or customise alternative forms, which must be approved for use by the External Quality Assurers, before

they are used by candidates and assessors at the centre. Amendable (MS Word) versions of the forms are available on the City & Guilds website.

Written Assessments

The controlled assessment (short answer written test) must be carried out in a suitable classroom able to accommodate a maximum number of ten candidates.

All written assessments should be conducted according to the Joint Council for Qualifications (JCQ) Instructions for Conducting Examinations (ICE). This document contains detailed information on the administration of examinations before, during and after.

Test specifications

The way the knowledge is covered by each short answer question paper is laid out in the table below:

Assessment title: Retrofit awareness

Assessment type: Short answer questions

Assessment conditions: Closed book, invigilated

Duration: 1 hour 30 minutes

Graded: Pass/Fail

Pass Mark: The pass mark for this examination is set at approx. 60% 30/50

These boundaries may be subject to slight variation to ensure fairness should any variations in the difficulty of the test be identified.

Test:	Duration: 1 hour 30 minutes		
Unit	Outcome	Number of marks	Percentage %
201	LO1 Understand safe working practices for the retrofit industry	10	20
	LO2 Understand the benefits of PAS 2035 when working in the retrofit industry	15	30
	LO3 Understand the impact of PAS 2035 in the retrofit industry	25	50
Total		50	100%

5 Grading

Grading of qualification

The single assessment is to be graded Pass/Fail and it will be the overall qualification grade.

For full details on how to grade the qualification, refer to the Assessment Pack available on the qualification page of www.cityandguilds.com.

City & Guilds will provide the following assessment materials:

- short answer question papers and answer packs, including different versions

The assessment materials are password protected and can be found on the City & Guilds website:

<https://www.cityandguilds.com/qualifications-and-apprenticeships/construction/construction/7618-level-2-award-certificate-in-retrofit#tab=information>

The password is available to registered centres on the Walled Garden.

6 Units

Structure of the units

These units each have the following:

- City & Guilds reference number
- Title
- Level
- Guided learning hours (GLH)
- Unit aim
- Assessment type
- Learning outcomes, which are comprised of a number of assessment criteria
- Range statements.

Centres must deliver the full breadth of the range. Specialist equipment or commodities may not be available to all centres, so centres should ensure that their delivery covers their use. This may be covered by a practical demonstration (eg video).

Guidance for delivery of the units

This qualification is comprised of one **unit**. A unit describes what is expected of a competent person in particular aspects of his/her job.

Each **unit** is divided into **learning outcomes** which describe in further detail the skills and knowledge that a candidate should possess.

Each **learning outcome** has a set of **assessment criteria** (performance, and knowledge and understanding) which specify the desired criteria that must be satisfied before an individual can be said to have performed to the agreed standard.

Range statements define the breadth or scope of a learning outcome and its assessment criteria by setting out the various circumstances in which they are to be applied.

Supporting information provides guidance of the evidence requirement for the unit and specific guidance on delivery and range statements. Centres are advised to review this information carefully before delivering the unit.

Unit 201

Retrofit awareness

Level:	2
GLH:	30
Assessment type:	Short answer question paper
Aim:	<p>The purpose of this unit is for learners to develop the required safe working practices and behaviours to work in the retrofit industry.</p> <p>This will enable learners to understand the retrofit upgrading scheme relevant to current industry standards. The learner will also understand the hierarchy of trades as well as the roles and responsibilities within retrofit.</p> <p>Learners will also develop their knowledge of PAS 2035 and understand how this impacts on installing and preparing a property retrofit system.</p>

Learning outcome

The learner will:

LO1 Understand safe working practices for the retrofit industry

Assessment criteria

The learner can:

AC1.1 describe **health and safety legislation** relevant to the retrofit industry

AC1.2 understand the **consequences** of poor standards of health and safety practice relevant to a retrofit upgrade

AC1.3 describe the purpose of **risk assessment**

Range

AC1.1 health and Safety legislation

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Personal Protective Equipment Legislation at Work 1992
- Provision and Use of Work Equipment Regulations 1998
- Lifting Operations and Lifting equipment regulations 1998
- Manual Handling Regulations 1998
- Working at Height Regulations 2005
- Construction Design and Management Regulations 2015
- The Electricity at work regulations 1989

- Gas safety management regulations 1996
- The Pipelines Safety Regulations 1996
- Reporting of diseases and dangerous occurrence regulations 2013
- Control of asbestos regulations 2012
- Control of substances hazardous to health 2002
- Publicly Available Specification (PAS) 2035

AC1.2 **consequences**

- financial (including possible fines)
- emotional
- reputational (including possible convictions)
- employer/employees safe working practices
- social

AC1.3 **risk assessment**

- structure/layout
- manage risk
- Personal Protective Equipment (PPE)
- updating
- implications
- hierarchy of control measures
- types of control measures

Learning outcome

The learner will:

LO2 Understand the benefits of PAS 2035 when working in the retrofit industry

Assessment criteria

The learner can:

AC2.1 describe the **benefits of PAS 2035** in domestic properties relevant to the retrofit industry

AC2.2 understand the **different approaches** in construction

AC2.3 provide examples of **upgrades** within a property when complying with PAS 2035 standards

Range

AC2.1 **benefits of PAS 2035**

- improved energy efficiency
- increased life span
- reduced fuel bills
- comfortable environment
- eliminates draughts
- creates even temperature

AC2.2 different approaches

- maintenance
- renovation
- refurbishment
- retrofit

AC2.3 upgrades

- LED bulbs
- solar panels
- heat pumps
- insulated walls
- ceilings
- floors
- cavity infills
- glazing
- windows
- doors

Learning outcome

The learner will:

LO3 Understand the impact of PAS 2035 when working in the retrofit industry

Assessment criteria

The learner can:

AC3.1 describe the impact of PAS 2035 on **roles and responsibilities** within the retrofit industry

AC3.2 describe the **general defects** involved in property retrofit

Range

AC3.1 roles and responsibilities

- assessors
- designer
- data collation
- planner
- accountability

AC3.2 general defects

- internal defects
- external defects
- checks
- water penetration
- installation

Appendix 1 Relationships to other qualifications

Links to other qualifications

This qualification has connections to the:

- Level 2 Award in Sustainability and the Green Environment

Useful resources

- <https://www.gov.uk/government/publications/retrofit-for-the-future-a-guide-to-making-retrofit-work>
- https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/669113/Retrofit_for_the_future_-_A_guide_to_making_retrofit_work_-_2014.pdf
- <https://www.gov.uk/government/collections/home-energy-performance-retrofit-funding-for-local-authorities-and-housing-associations-to-help-improve-the-energy-performance-of-homes>
- <https://www.trustmark.org.uk/homeowners/whole-house-retrofit>

Appendix 2 Sources of general information

The following documents contain essential information for centres delivering City & Guilds qualifications. They should be referred to in conjunction with this handbook. To download the documents and to find other useful documents, go to the **Centre Document Library** on **www.cityandguilds.com** or click on the links below:

Quality Assurance Standards: Centre Handbook

This document is for all approved centres and provides guidance to support their delivery of our qualifications. It includes information on

- Centre quality assurance criteria and monitoring activities
- Administration and assessment systems
- Centre-facing support teams at City & Guilds / ILM
- Centre quality assurance roles and responsibilities.

The Centre Handbook should be used to ensure compliance with the terms and conditions of the Centre Contract.

Quality Assurance Standards: Centre Assessment

This document sets out the minimum common quality assurance requirements for our regulated and non-regulated qualifications that feature centre assessed components. Specific guidance will also be included in relevant qualification handbooks and/or assessment documentation.

It incorporates our expectations for centre internal quality assurance and the external quality assurance methods we use to ensure that assessment standards are met and upheld. It also details the range of sanctions that may be put in place when centres do not comply with our requirements, or actions that will be taken to align centre marking/assessment to required standards. Additionally, it provides detailed guidance on the secure and valid administration of centre-assessments.

Access arrangements - When and how applications need to be made to City & Guilds provides full details of the arrangements that may be made to facilitate access to assessments and qualifications for candidates who are eligible for adjustments in assessment.

The **Centre Document Library** also contains useful information on such things as:

- Conducting examinations
- Registering learners
- Appeals and malpractice

Useful contacts

Please visit the Contact Us section of the City & Guilds website, **[Contact us](#)**

City & Guilds

For over 140 years we have worked with people, organisations and economies to help them identify and develop the skills they need to thrive. We understand the life changing link between skills development, social mobility, prosperity and success. Everything we do is focused on developing and delivering high-quality training, qualifications, assessments and credentials that lead to jobs and meet the changing needs of industry.

We partner with our customers to deliver work-based learning programmes that build competency to support better prospects for people, organisations and wider society. We create flexible learning pathways that support lifelong employability, because we believe that people deserve the opportunity to (re)train and (re)learn again and again – gaining new skills at every stage of life, regardless of where they start.

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City & Guilds of London Institute
Giltspur House
5-6 Giltspur Street
London
EC1A 9DE

cityandguildsgroup.com