Level 2 Award for a Green Ambassador within the retrofit sector

Qualification Specification

Contents

Introduction

The **Level 2 Award for a Green Ambassador within the retrofit sector** aims to provide construction operatives with the underpinning knowledge and understanding for the need for environmental related modifications to existing buildings, as well as to provide an insight into the retrofit skills sets required. The modifications could include: to improve energy efficiency and reduce energy demands, for instance, installing loft, cavity, interior and exterior wall insulation, the installation of bio-mass boilers, air to water heat pumps, boiler optimisation technologies and fitting rain screen and cladding products.

The Regulated Qualifications Framework (RQF) is the single framework for regulated qualifications, the regulatory body for this qualification is the Office of Qualifications and Examinations Regulation (Ofqual). This qualification is accredited onto the RQF.

Qualification Profile

Qualification title	**Level 2 Award for a Green Ambassador within the retrofit sector**
Ofqual qualification number	610/2031/X
Level	Level 2
Total qualification time	85 hours
Guided learning hours	68 hours
Assessment	Pass or fail Assessed and verified by centre staff External quality assurance by ProQual verifiers
Qualification start date	01/02/2023
Qualification end date	

Qualification Structure

To achieve the qualification candidates must complete

Unit Reference Number	Unit Title	Unit Level	GLH
A/650/4995	The retrofit planning stage	2	20
D/650/4996	Materials used during the retrofit process	2	16
F/650/4997	Techniques used to complete a retrofit project	2	32

Entry Requirements

There are no formal entry requirements for this qualification. Centres should carry out an **initial assessment** of candidate skills and knowledge to identify any gaps and help plan the assessment.

Operatives should have prior or current construction site work experience.

Operatives should be able to demonstrate relevant prior learning through the achievement of awards, certificates and qualifications related to either the construction industry and trades, and/or the environmental sustainability agenda.

Centre Requirements

Centres must be approved to offer this qualification. If your centre is not approved please complete and submit form **ProQual Additional Qualification Approval Application**.

Staff
Staff delivering this qualification must be appropriately qualified and occupationally competent.

Assessors/Internal Quality Assurance
For each competence-based unit centres must be able to provide at least one assessor and one internal quality assurance verifier who are suitably qualified for the specific occupational area. Assessors and internal quality assurance verifiers for competence-based units or qualifications will normally need to hold appropriate assessor or quality assurance verifier qualifications, such as:

- ProQual Level 3 Certificate in Teaching, Training and Assessing
- Level 3 Award in Assessing Competence in the Work Environment
- Level 3 Award in Assessing Vocationally Related Achievement
- Level 3 Certificate in Assessing Vocational Achievement
- Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practices
- Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices

Support for Candidates

Materials produced by centres to support candidates should:

- enable them to track their achievements as they progress through the learning outcomes and assessment criteria;
- provide information on where ProQual's policies and procedures can be viewed;
- provide a means of enabling Internal and External Quality Assurance staff to authenticate evidence

Assessment

Candidates must demonstrate the level of knowledge and/or skills described in the units. Assessment is the process of measuring a candidate's knowledge and understanding against the standards set in the qualification.

Each candidate is required to produce evidence which demonstrates their achievement of all of the learning outcomes and assessment criteria for each unit.

Evidence could include:
- portfolio of evidence
- workbook
- coursework

Learning outcomes set out what a candidate is expected to know, understand or be able to do. **Assessment criteria** specify the standard a candidate must meet to show the learning outcome has been achieved.

Learning outcomes and assessment criteria for this qualification can be found from page 7 onwards.

To achieve this qualification all candidates must produce evidence which demonstrates their achievement of all of the assessment criteria.

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

Internal Quality Assurance

An internal quality assurance verifier confirms that assessment decisions made in centres are made by competent and qualified assessors, that they are the result of sound and fair assessment practice and that they are recorded accurately and appropriately.

Adjustments to Assessment

Adjustments to standard assessment arrangements are made on the individual needs of candidates. ProQual's Reasonable Adjustments Policy and Special Consideration Policy sets out the steps to follow when implementing reasonable adjustments and special considerations and the service that ProQual provides for some of these arrangements. Centres should contact ProQual for further information or queries about the contents of the policy.

Results Enquiries and Appeals

All enquiries relating to assessment or other decisions should be dealt with by centres, with reference to ProQual's Enquiries and Appeals Procedures.

Certification

Candidates who achieve the requirements for qualifications will be awarded:

- A certificate listing the units achieved, and
- A certificate giving the full qualification title -

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Claiming certificates
Centres may claim certificates for candidates who have been registered with ProQual and who have successfully achieved the requirements for a qualification. All certificates will be issued to the centre for successful candidates.

Unit certificates
If a candidate does not achieve all of the units required for a qualification, the centre may claim a unit certificate for the candidate which will list all of the units achieved.

Replacement certificates
If a replacement certificate is required a request must be made to ProQual in writing. Replacement certificates are labelled as such and are only provided when the claim has been authenticated. Refer to the Fee Schedule for details of charges for replacement certificates.

Learning Outcomes and Assessment Criteria

Unit A/650/4995
The retrofit planning stage

Learning Outcome -The learner will:		Assessment Criterion - The learner can:	
1	Understand the age, nature, and characteristics of a building during the planning stage	1.1	Explain why the age of a building needs careful consideration during the planning stage
		1.2	Explain why the external characteristics of a building need careful consideration during the planning stage
		1.3	Explain why the internal characteristics of a building need careful consideration during the planning stage
2.	Understand the necessity for a survey and assessment of a building during the planning stage	2.1	Explain what is involved in surveying a building whilst planning a retrofit project
		2.2	Explain what types of assessment need to be put in place during the planning stage
		2.3	Describe how the outcomes of both the assessment and survey protocols can impact on the chosen retrofit techniques to be used and how these need to be considered during the planning stage
3.	Understand the factors related to the internal and external condition of the building during the planning stage	3.1	Describe how the internal condition of a building can influence the planning of a retrofit project
		3.2	Describe how the external condition of a building can influence the planning of a retrofit project

Learning Outcome -The learner will:	Assessment Criterion - The learner can:
4. Understand when planning a retrofit project, the retrofit techniques to be considered	4.1 Explain why it is imperative that, at the planning stage, the correct techniques to be employed are given careful consideration
	4.2 Describe a possible scenario if the proposed techniques were not given careful consideration during the planning stage
5. Understand the importance for careful scrutiny of the retrofit design during the planning stage	5.1 Give examples of different types of designs that may be considered when planning a retrofit project
	5.2 Explain how the chosen design of the retrofit project can impact on the viability of the project once completed either positive or negative
	5.3 Give examples of poor-quality designs for a retrofit project
	5.4 Give examples of good quality design for a retrofit project
6. Explain why it is important that a post-implementation review of the completed retrofit project is put in place on each occasion	6.1 Describe what factors should have been covered when reviewing a completed project
	6.2 Explain how reviews of a completed retrofit project can affect future considerations
	6.3 Explain why it is important to retain post-implementation reviews of a completed project

Unit D/650/4996
Materials used during the retrofit process

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Explain the differences in the materials used when carrying out a retrofit project	1.1 Give examples of materials used when applying a retrofit finish to an exterior wall surface
	1.2 Give examples of materials used when applying a retrofit finish to interior surfaces
	1.3 Give examples of materials used when insulating cavity walls and roof voids
	1.4 Give examples of materials used when retrofitting plumbing systems (including sprinkler systems) in a building to meet current regulations
	1.5 Give examples of materials used when retrofitting electrical systems in a building to meet current regulations

Unit F/650/4997
Techniques used to complete a retrofit project

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
1 Understand the different techniques used during a retrofit project	1.1 Give examples of techniques used when retrofitting both external and internal walls
	1.2 Explain the process typically used when applying a retrofit finish to an exterior wall to include finishing techniques used around apertures
	1.3 Explain the process typically used when applying a retrofit finish to interior surfaces to include finishing techniques used around apertures
	1.4 Give examples of techniques used when applying insulation to cavity walls and roof voids
	1.5 Give examples of techniques used when retrofitting roofs
	1.6 Give examples of techniques used when retrofitting doors and windows
	1.7 Give examples of techniques used when retrofitting floors
2 Understand the techniques used to introduce or upgrade electrical, plumbing, heating, sprinkler and ventilation systems	2.1 Describe variables of techniques used when retrofitting the existing electrical systems within a building or structure
	2.2 Describe the variables of techniques used when retrofitting the existing plumbing systems within a building or structure
	2.3 Explain why the introduction, or upgrading of existing, ventilation systems can have a benefit on the overall outcome of the Retrofit project

Learning Outcome - The learner will:	Assessment Criterion - The learner can:
Continued:	2.4 Explain how the introduction of a sprinkler system, both internally and externally, can have a benefit on the overall outcome of the retrofit project
	2.5 Give examples of different types of sprinkler systems, both domestic and commercial, that need to be considered for a retrofit project

Assessment

There must be valid, authentic and sufficient for all the assessment criteria. However, one piece of evidence may be used to meet the requirements of more than one learning outcome or assessment criterion.

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