



Title: Retrofit Coordinator CPD Requirements

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Issued By: Isabel Granville **Date:** 11/09/2024

Approved By: Eleanor Wyatt **Date:** 11/09/2024

Revision History

Issue	Issued	Approved	Reviewed
1.0	13/11/2020	16/11/2020	
1.1	31/01/2022		CPD objectives section added
1.1			18/08/2022 27/10/2023 SR
1.2	11/09/2024	11/09/2024	Updated requirements 04/09/2025 IG

Retrofit Coordinator CPD Requirements

Introduction

Once qualified, all Retrofit Coordinators (RFCs) are required to produce a structured programme of Continuous Professional Development (CPD) for the first 12 months of their membership with the accreditation scheme in question. This programme must be submitted to the accreditation scheme as part of the RFC's accreditation application for consideration by the scheme.

Every year Retrofit Coordinators must undertake **at least 25 hours of evidence based CPD** (excluding compulsory CPD enforced by Scheme) in order to ensure that their knowledge remains current.

Please note that you are required to complete a minimum of 25 hours of evidence based CPD every 12 months; a maximum of 12 hours can be made up of informal, self-led study such as reading. The remainder must be comprised of formal learning.

What counts as CPD?

It is not possible to provide a full list of the activities that count as CPD, however please find guidance below on what may be used as CPD. If in any doubt, then please seek prior approval with Quidos:

- Informal learning, reading or private study – For this we can accept a **maximum of 12 hours** every 12 months.
- Online Modules – Accreditation schemes and recognised bodies provide modules/courses approved to contain valuable knowledge in relation to the guidelines set out by the MHCLG and TrustMark.
- Approved CPD courses, or training days – Courses or other methods of training which have been undertaken and are directly relevant to the role of a Retrofit Coordinator.
- Relevant seminar days, conferences or Exhibitions for RFCs.
- Learning from other Industry Professionals – E.g. Shadowing a surveyor. This is classed as informal learning, so can only count for a **maximum of 12 hours**.

Mandatory CPD Topics

The following topics of study must be covered by a Retrofit Coordinator's annual CPD every 12 months:

- **PAS 2035 Processes, for example:**
 - Developing a medium-term improvement plan / improvement option evaluation
 - Managing moisture risks in retrofit

- Managing overheating risks in retrofit
- Decarbonising space heating and hot water
- Retrofitting traditional buildings
- Occupancy assessments
- Achieving standards and targets
- Social Housing strategies
- Whole house retrofit events and seminars
- Other approved whole house retrofit training resources

- **PAS 2030 Process and Products**

Additional topics are welcome; however, these basic core topics must be covered in some detail every 12 months. The method in which the RFC chooses to complete learning on these topics is for the RFC in question to choose, any of the learning methods outlined in the section above can be used as long as sufficient evidence is provided.

How do I plan and record my CPD?

It is essential that all Retrofit Coordinators plan their future learning and CPD by assessing their own knowledge and skills, and identifying any areas for improvement. Suitable opportunities to improve these areas can then be identified.

We require documentation to support every RFC's CPD entry to demonstrate the RFC has attended and completed the CPD listed. Details must include the time spent on each form of CPD, the date completed and the topics covered. Supporting documentation can be in the form of:

- Notes taken from informal learning and reading: these can be handwritten and scanned or typed. Must include the following:
 - Name of the publication
 - Source of the publication
 - Date(s) read
 - How long read for
 - Detailed bullet points outlining the learning outcomes
- Confirmation of attendance/completion for Online CPD Modules, Courses, Seminars, exhibitions or training days. This can be in the form of a certificate or written confirmation from the training provider.
- Letters of CPD achievements from other professionals confirming the EA had completed relevant training and gained valuable knowledge associated with Energy assessing.

The 12-month period for CPD is based on Accreditation Anniversary so if a RFC became accredited with Quidos in January, then their CPD year will run from 1st January-31st December.

How to upload CPD

Retrofit Coordinators will be required to upload their annual CPD evidence and Personal Development Plan via the Quidos training portal which can be found here:

<https://gfe2.quidos.co.uk/>

Please note that CPD evidence, PDPs and CPD programme cannot be accepted via email.

Failure to provide CPD

Failure to provide CPD evidence detailed Personal Development Plan every 12 months when requested will result in a RFC's accreditation being suspended until the evidence is received and accepted.