



Qualification Specification for:

OCN NI Level 2 Certificate in Retrofit Skills for Domestic Building Fabric

➤ Qualification No: 610/1502/7

Qualification Regulation Information

OCN NI Level 2 Certificate in Retrofit Skills for Domestic Building Fabric

Qualification Number: 610/1502/7

Operational start date: 15 September 2022

Operational end date: 31 August 2027

Certification end date: 31 August 2029

Qualification operational start and end dates indicate the lifecycle of a regulated qualification. The operational end date is the last date by which learners can be registered on a qualification and the certification end date is the last date by which learners can claim their certificate.

All OCN NI regulated qualifications are published to the Register of Regulated Qualifications (<http://register.ofqual.gov.uk/>). This site shows the qualifications and awarding organisations regulated by CCEA Regulation and Ofqual.

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Foreword

This document explains OCN NI's requirements for the delivery and assessment of the following regulated qualification:

→ **OCN NI Level 2 Certificate in Retrofit Skills for Domestic Building Fabric**

This specification sets out:

- Qualification features
- Centre requirements for delivering and assessing the qualification
- The structure and content of the qualification
- Unit details
- Assessment requirements for the qualification
- OCN NI's quality assurance arrangements for the qualification
- Administration

OCN NI will notify centres in writing of any major changes to this specification. We will also publish changes on our website at www.ocnni.org.uk

This specification is provided online, so the version available on our website is the most up to date publication. It is important to note that copies of the specification that have been downloaded and printed may be different from this authoritative online version.

Contents

Foreword	3
About Regulation	5
OCN NI.....	5
Qualification Features	6
Sector Subject Area	6
Qualification Aim	6
Qualification Objectives	6
Grading	6
Qualification Target Group	6
Progression Opportunities	6
Entry Requirements.....	6
Qualification Support	7
Delivery Languages.....	7
Centre Requirements for Delivering the Qualification	8
Centre Recognition and Qualification Approval	8
Equipment Requirements	8
Centre Staffing	8
Tutors	8
Assessors.....	8
Internal Verification.....	9
Structure and Content	10
Unit Details	11
Quality Assurance of Centre Performance	16
External Verification	16
Standardisation	16
Administration	17
Registration	17
Certification	17
Charges.....	17
Equality, Fairness and Inclusion.....	17
Retention of Evidence	17

About Regulation

OCN NI

Open College Network Northern Ireland (OCN NI) is a regulated Awarding Organisation based in Northern Ireland. OCN NI is regulated by CCEA Regulation to develop and award professional and technical (vocational) qualifications from Entry Level up to and including Level 5 across all sector areas. In addition, OCN NI is regulated by Ofqual to award similar qualification types in England.

The Regulated Qualifications Framework: an overview

The Regulated Qualifications Framework (RQF) was introduced on 1st October 2015: the RQF provides a single framework for all regulated qualifications.

Qualification Level

The level indicates the difficulty and complexity of the knowledge and skills associated with any qualification. There are eight levels (Levels 1-8) supported by three 'entry' levels (Entry 1-3).

Qualification Size

Size refers to the estimated total amount of time it could typically take to study and be assessed for a qualification. Size is expressed in terms of Total Qualification Time (TQT), and the part of that time typically spent being taught or supervised, rather than studying alone, is known as Guided Learning Hours (GLH).

Qualification Features

Sector Subject Area

5.2 Building and construction

This qualification relates to the following National Occupational Standards (NOS):

[NOS - Retrofitting Buildings](#)

Qualification Aim

The aim of the OCN NI Level 2 Certificate in Retrofit Skills for Domestic Building Fabric is to provide the learner with an understanding of the application of retrofit technologies.

Qualification Objectives

The objectives of the OCN NI Level 2 Certificate in Retrofit Skills for Domestic Building Fabric to enable learner to gain the knowledge and skills in the following areas:

- understanding the role of domestic retrofitting
- applying airtightness in retrofit projects
- installing external insulation in domestic retrofit projects
- understanding ventilation in domestic retrofit projects

Grading

Grading for this qualification is pass/fail.

Qualification Target Group

The OCN NI Level 2 Certificate in Retrofit Skills for Domestic Building Fabric is targeted at learners who wish to develop knowledge and skills in the retrofitting of domestic properties.

Progression Opportunities

The OCN NI Level 2 Certificate in Retrofit Skills for Domestic Building Fabric will allow learners to progress to higher level qualifications in retrofitting and related construction areas, or into relevant employment.

Entry Requirements

Learners must be at least 16 years of age. The learner should also have an interest or experience in the construction trade sector and have sufficient Maths and English to successfully undertake the qualification.

Qualification Support

A Qualification Support pack is available for OCN NI centres within the login area of the OCN NI website (<https://www.ocnni.org.uk/my-account/>), which includes additional support for teachers, eg planning and assessment templates, guides to best practice, etc.

Delivery Languages

This qualification is available in English only at this time. If you wish to offer this qualification in Welsh or Irish (Gaeilge) then please contact OCN NI who will review demand and provide as appropriate.

Centre Requirements for Delivering the Qualification

Centre Recognition and Qualification Approval

New and existing OCN NI recognised centres must apply for and be granted approval to deliver the qualification prior to the commencement of delivery.

Equipment Requirements

Centres offering these qualifications must provide learners with access to industry standard equipment and technologies including buildings in order to demonstrate practical elements within each of the units.

Centre Staffing

Centres are required to have the following roles in place as a minimum, although a member of staff may hold more than one role*:

- Centre contact
- Programme Co-ordinator
- Tutor
- Assessor
- Internal Verifier

*Note: A person cannot be an internal verifier for their own assessments.

Tutors

Tutors delivering these qualifications should be qualified to at least one level higher than the qualifications and have at least three years' industry experience in retrofitting domestic buildings.

Assessors

The qualifications are assessed within the centre and is subject to OCN NI's quality assurance processes. Units are achieved through internally set, internally assessed, and internally verified evidence.

Assessors must:

- qualified to at least one level higher than the qualifications and have at least three years' industry experience in retrofitting domestic buildings
- have a relevant assessor qualification
- have direct or related relevant experience in assessment
- assess all assessment tasks and activities

Internal Verification

OCN NI qualifications must be scrutinised through the centre's internal quality assurance processes as part of the recognised centre agreement with OCN NI. The centre must appoint an experienced and trained centre internal verifier whose responsibility is to act as the internal quality monitor for the verification of the delivery and assessment of the qualifications.

The centre must agree a working model for internal verification with OCN NI prior to delivery of the qualifications.

Internal Verifiers must:

- qualified to at least one level higher than the qualifications and have at least three years' industry experience in retrofitting domestic buildings
- attend OCN NI's internal verifier training if not already completed or have relevant internal verification qualifications

Internal verifiers are required to:

- support tutors and assessors
- sample assessments according to the centre's sampling strategy
- ensure tasks are appropriate to the level being assessed
- maintain up-to-date records supporting the verification of assessment and learner achievement

Structure and Content

OCN NI Level 2 Certificate in Retrofit Skills for Domestic Building Fabric

In order to achieve this qualification learners must complete all units – 13 credits.

Total Qualification Time (TQT) for this qualification:	130 hours
Minimum Guided Learning Hours (GLH) for this qualification:	50 hours

Unit Reference Number	OCN NI Unit Code	Unit Title	Credit Value	GLH	Level
H/650/4186	CBG046	Domestic Retrofitting	4	20	Two
J/650/4187	CBG047	Applying Airtightness in Retrofit Projects	3	10	Two
K/650/4188	CBG049	Installing External Insulation in Domestic Retrofit Projects	3	10	Two
L/650/4189	CBG050	Understanding Ventilation in Domestic Retrofit Projects	3	10	Two

Unit Details

Title	Domestic Retrofitting
Level	Two
Credit Value	4
Guided Learning Hours (GLH)	20
OCN NI Unit Code	CBG046
Unit Reference No	H/650/4186
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand the retrofitting of domestic dwellings including insulation, airtightness requirements, thermal bridging, types of windows/doors and ventilation requirements within domestic retrofit projects.	
Learning Outcomes	Assessment Criteria
1. Understand the role of retrofitting in improving building efficiency.	1.1. Describe how the building envelope in existing domestic housing stock may be energy inefficient. 1.2. Describe why improving building energy efficiency is important and the role of retrofitting.
2. Be aware of different types of domestic retrofit insulation.	2.1. Classify three different types of domestic retrofit insulation in terms of their contribution to building energy efficiency when fitted in the following ways: a) internally b) externally c) integrally 2.2. Describe factors to be considered when determining which type of retrofit insulation will provide the best return.
3. Understand airtightness in relation to domestic retrofits.	3.1. Define what is meant by airtightness, the airtight layer and how they contribute to building energy efficiency. 3.2. Illustrate the location of the airtight layer in each of the following: a) floors b) walls c) roof space
4. Understand the use of thermal bridge free design in domestic retrofits.	4.1. Define what is meant by the term thermal bridge free and how it contributes to building energy efficiency 4.2. Illustrate with justification the potential positions of thermal bridges in a given domestic building.
5. Understand windows and door insulation in domestic retrofits.	5.1. Compare different insulated and uninsulated windows in terms of energy efficiency. 5.2. Compare different insulated and uninsulated doors in terms of energy efficiency. 5.3. Describe how at least two different types of window sets can be installed to maximise their performance as part of a domestic retrofit. 5.4. Describe how at least two different types of door sets can be installed to maximise their performance as part of a domestic retrofit.

6. Understand the use of ventilation in domestic retrofits.	6.1. Assess at least two different types of natural and mechanical ventilation solutions in terms of how and when they are used in domestic retrofit projects.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Applying Airtightness in Retrofit Projects	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CBG047	
Unit Reference No	J/650/4187	
<p><i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to use appropriate methods to achieve airtightness in buildings. The learner will also understand the importance of airtightness in retrofit projects and the relationship between airtightness and heat retention and requirements.</p>		
Learning Outcomes		Assessment Criteria
1. Understand the effect of airtightness on a building.	1.1. Describe the effect of airtightness on a domestic building including heat loss.	
2. Understand how to achieve airtightness in a building.	2.1. Describe two methods that may be applied to achieve airtightness in a building including: a) Risk Assessment and Method Statements (RAMS) b) on site health and safety c) hand and power tools	
3. Be able to apply methods to achieve airtightness in buildings.	3.1. Demonstrate how to safely apply methods described in AC 2.1 to achieve airtightness in at least two different buildings including: a) RAMS b) on site health and safety c) correct use of appropriate hand and power tools	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation Learner notes/written work Learner log
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Installing External Insulation in Domestic Retrofit Projects	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CBG049	
Unit Reference No	K/650/4188	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to install external insulation in a domestic retrofit project.		
Learning Outcomes	Assessment Criteria	
1. Understand the benefits of using external insulation in domestic retrofit projects.	1.1. Describe the benefits of using external insulation in domestic retrofit projects.	
2. Be able to install external insulation in domestic retrofit projects.	2.1. Illustrate the process of installing external insulation in domestic retrofit projects. 2.2. Describe potential problems associated with incorrectly installed external insulation in domestic retrofit projects. 2.3. Demonstrate how to safely install external insulation as part a given domestic retrofit project including: <ul style="list-style-type: none"> a) Risk Assessment and method Statements (RAMS) b) adhering to health and safety legislation including working at heights c) correct use of appropriate hand and power tools 	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practice and apply skills and knowledge	Record of observation including photographic evidence.
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Title	Understanding Ventilation in Domestic Retrofit Projects	
Level	Two	
Credit Value	3	
Guided Learning Hours (GLH)	10	
OCN NI Unit Code	CBG050	
Unit Reference No	L/650/4189	
<i>Unit purpose and aim(s):</i> This unit will enable the learner to understand how to install, operate, position and balance Mechanical Ventilation and Heat Recovery (MVHR) systems.		
Learning Outcomes	Assessment Criteria	
1. Understand MVHR systems.	1.1. Describe what is meant by MVHR systems and how they function.	
2. Understand the positioning of MVHR systems including extract and intake vents within buildings.	2.1. Illustrate where the following should be positioned within a given building to maximise performance: a) MVHR systems b) extract vents c) intake vents	
3. Be able to identify key design criteria when installing a MVHR system.	3.1. Identify key design criteria when installing a MVHR system.	
4. Be able to balance a MVHR system.	4.1. Illustrate and follow the process for balancing a given MVHR system.	
Assessment Guidance		
The following assessment method/s may be used to ensure all learning outcomes and assessment criteria are fully covered.		
Assessment Method	Definition	Possible Content
Portfolio of evidence	A collection of documents containing work undertaken to be assessed as evidence to meet required skills outcomes OR A collection of documents containing work that shows the learner's progression through the course	Learner notes/written work Learner log/diary Peer notes Record of observation Record of discussion
Practical demonstration/assignment	A practical demonstration of a skill/situation selected by the tutor or by learners, to enable learners to practise and apply skills and knowledge	Record of observation and photographic evidence. Learner log
E-assessment	The use of information technology to assess learners' work	Electronic portfolio E-tests

Quality Assurance of Centre Performance

External Verification

All OCN NI recognised centres are subject to External Verification. External verification visits and monitoring activities will be conducted annually to confirm continued compliance with the conditions of recognition, review the centre's risk rating for the qualifications and to assure OCN NI of the maintenance of the integrity of the qualifications.

The External Verifier will review the delivery and assessment of the qualifications. This will include the review of a sample of assessment evidence and evidence of the internal verification of assessment and assessment decisions. This will form the basis of the EV report and will inform OCN NI's annual assessment of centre compliance and risk. The External Verifier is appointed by OCN NI.

Standardisation

As a process, standardisation is designed to ensure consistency and promote good practice in understanding and application of standards. Standardisation events:

- make qualified statements about the level of consistency in assessment across centres delivering a qualification
- make statements on the standard of evidence that is required to meet the assessment criteria for units in a qualification
- make recommendations on assessment practice
- produce advice and guidance for the assessment of units
- identify good practice in assessment and internal verification

Centres offering units of an OCN NI qualification must attend and contribute assessment materials and learner evidence for standardisation events if requested.

OCN NI will notify centres of the nature of sample evidence required for standardisation events (this will include assessment materials, learner evidence and relevant assessor and internal verifier documentation). OCN NI will make standardisation summary reports available and correspond directly with centres regarding event outcomes.

Administration

Registration

A centre must register learners within 20 working days of commencement of a qualification.

Certification

Certificates will be issued to centres within 20 working days of receipt of correctly completed results marksheets. It is the responsibility of the centre to ensure that certificates received from OCN NI are held securely and distributed to learners promptly and securely.

Charges

OCN NI publishes all up to date qualification fees in its Fees and Invoicing Policy document. Further information can be found on the centre login area of the OCN NI website.

Equality, Fairness and Inclusion

OCN NI has considered the requirements of equalities legislation in developing the specification for these qualifications. For further information and guidance relating to access to fair assessment and the OCN NI Reasonable Adjustments and Special Considerations policies, centres should refer to the OCN NI website.

Retention of Evidence

OCN NI has published guidance for centres on the retention of evidence. Details are provided in the OCN NI Centre Handbook and can be accessed via the OCN NI website.

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