



## Are you engaged in creating regional skills plans?

Do you want to develop a regional skills taskforce that helps strengthen connections between retrofit delivery and economic development programmes? This checklist has been developed to assist Policy Officers, Delivery Officers, Home Energy Leads, or similar positions, working within Net Zero Hubs, Combined Authorities, and County Councils.

As a living document, we remain committed to ongoing collaboration to ensure its relevance and effectiveness. Your input is invaluable, so please don't hesitate to share any suggestions or feedback with us.

### REGIONAL RETROFIT SKILLS TASKFORCE CHECKLIST

	TOPIC	TASK OVERVIEW	WHO TO INVOLVE
<b>VISIBILITY OF RETROFIT PIPELINE</b>	Social landlord retrofit and asset maintenance programmes (inc. SHDF)	Identify short/medium term demand by retrofit and trades occupations for your area through these schemes	Councils and housing associations
	Other funded schemes including ECO and Sustainable Warmth	Identify short/medium term demand by retrofit and trades occupations for your area through these schemes	Councils and ECO providers
	Private sector (owner occupier and private rental) retrofit projections	Understand local property archetypes (including heritage), renovation rates and skills needed	Property data mapping organisations, planners
<b>UNDERSTAND THE SUPPLY CHAIN</b>	Manufacturers and building merchants	How are local builders merchants engaged in retrofit? What systems/products do they supply?	Builders merchants, energy efficiency and renewables manufacturers
	Existing public-procured supply chain	How is funded retrofit work being delivered locally - who are the employers and sub-contractors?	Procurement organisations, tier 1 contractors, housing associations
	Local SMEs including builders and heating engineers	Map of local builders, heating engineers, builders merchants, architects	FMB, Checktrade, trade associations
<b>TRAINING PROVIDERS AND INFRASTRUCTURE</b>	Current training provision	Map college and private training provision of retrofit and related courses including construction	FE Colleges, private training providers and informal training eg provided by community groups
	Linking retrofit employers to training providers	Link colleges and employers, to show demand, train the trainer, identify work and apprenticeships opportunities	FE Colleges, private training providers, installers, housing associations, councils
	Regional centre of expertise	Could a regional centre of expertise be set up to coordinate and optimise provision and training, including rigs?	FE Colleges, private training providers, manufacturers
	Funding options to boost retrofit teaching provision	What are the funding options such as shared prosperity funding (SPF) to fund a dedicated member of retrofit teaching staff per college, managing links to employers and manufacturers	FE Colleges, private training providers, Employer Representative Bodies, councils

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<b>RETROFIT PROGRAMME PROCUREMENT</b>	Regional/sub-regional procurement	Create collaborative (sub)-regional procurement schemes, supported by highly skilled permanent localised workforces	Council and housing association procurement teams, Tier 1 & 2 contractors
	Regional procurement guidelines with skills targets	Procurement guidelines have specific targets for local SME development, skills training, apprenticeships and work experience	Council and housing association procurement teams, Tier 1 & 2 contractors
	Direct procurement of local SMEs	SMEs enabled to bid directly for publicly procured work and helped to train employees	Council and housing association procurement teams, local SMEs
	Monitoring of skills delivery	Good monitoring processes for all aspect of skills/jobs delivery in contracts	Council and housing association procurement and skills teams
<b>DEVELOPING LOCAL SMEs</b>	Raise SMEs' awareness of the retrofit opportunity	SMEs understand the commercial opportunity and myths are busted	Local builders (SME and micro-business), heating engineers and electricians
	Work with influencers - builders merchants, architects, trade bodies	Builders merchants and architects increase retrofit knowledge	Builders merchants, architects undertaking domestic work
	Signpost builders/trades to training and facilitate accreditation	Signpost to national training e.g Supply Chain Sustainability School, local training, facilitate PAS accreditation	Local builders (SME and micro-business), heating engineers and electricians
	Facilitate apprenticeship levy transfer	Match unspent apprenticeship levy to MEs (e.g using Coop Levy Share)	Local large employers, Coop Levy Share, The Growth Company, SMEs
	Consider shared apprenticeship schemes like YPrentis	Reduced bureaucracy for SMEs who can share an apprentice	Colleges, SMEs
	Business support tailored to retrofit sector	SMEs have stronger marketing skills, QA processes, business management - fewer firms collapse	SMEs, the Growth Company
<b>TRAINING FOR ALL ROLES IMPACTED BY RETROFIT</b>	Training for local government and housing association roles	Better procurement, resident care, building control able to inform and advise, better planning decisions on retrofit	Procurement teams, building control, planning
	Signpost architects and surveyors to training	Architects signposted to CPD, partnerships with local HE to provide CPD for professionals	Architects, surveyors, Higher Education, Architects Climate Action Network (ACAN)
<b>PROMOTING RETROFIT CAREERS</b>	Raise awareness of regional careers hubs	School students have greater awareness of retrofit roles and career pathways	Careers and enterprise company, regional career hubs, schools
	Establish local/regional green jobs boards	One stop shop for retrofit careers	Retrofit employers, colleges
	Raising awareness at DWP/job centres	Job centre staff understand retrofit training and job opportunities	Local job centres

### FOOTNOTE:

This document was created with contributions from Working Group 3 task and finish groups members, and led by Cara Jenkinson, Cities Manager at Ashden and Co-Chair of Working Group 3.

Please share any feedback with us at [info@nationalretrofit.org.uk](mailto:info@nationalretrofit.org.uk)