

## CONSTRUCTION SITE MANAGEMENT Trailblazer Apprenticeship Standard

### Occupation(s)

The occupation covered by this standard is that of Construction Site Manager. Typical job titles can include: Construction Site Manager, Assistant Construction Site Manager, Site Manager, Sub Agent, Assistant Site Manager or Construction Planner. They are associated with the management of building construction projects and are based on sites or in offices. There are two pathways associated with this occupation: Assistant Construction Site Manager and Assistant Construction Planner.

### Occupational profile

The main duties and tasks of a Construction Site Manager (both pathways) are:

- To ensure that safe systems of work are in place on their site and that all staff and operatives on site adhere to those systems and safe standards of behaviour
- To manage productivity on site so that the project is completed on time
- To manage the activity on site in a way that adheres to contract and cost constraints
- To ensure that the site has minimal impact on the environment and local community
- To manage interfaces between the various stakeholders associated with the site

For the Assistant Construction Site Manager pathway the additional duties are:

- To ensure that the project is completed to the specification and quality demanded by the client

For the Assistant Construction Planner pathway the additional duties are:

- To ensure that project has a plan for completion in the timescale set by the client

**Requirements: Knowledge, Skills (and behaviours)** For both pathways the following knowledge is required:

Knowledge	What is required
<b>Sustainability</b>	Understand the environmental impact of construction activities and how to minimise negative impacts during all stages of the project
<b>The Construction Environment</b>	Review threats and opportunities for the construction industry and appraise and evaluate the influence of current legal, political and social issues on the industry.
<b>Construction Management</b>	Understand the project management cycle including the planning, budgeting, project funding and payment processes so as to lead to effective project delivery.
<b>Construction Technology</b>	Demonstrate knowledge and understanding of the construction process and of the materials and technology that comprise best practice
<b>Safe Systems of Work</b>	Understand obligations for Health, Safety and Welfare issues on site, how to identify potential hazards and manage the risks

In addition, for the Assistant Construction Site Manager the following knowledge is required:

Knowledge	What is required
<b>Site Management</b>	Apply knowledge of the construction process to the examination and selection of procurement processes. Evaluate different leadership styles in relation to particular projects.
<b>Quality</b>	Demonstrate knowledge of common defects in buildings and understand quality required

In addition, for the Assistant Construction Planner the following knowledge is required:

Knowledge	What is required
<b>Planning and Programming</b>	Understand different planning techniques including, but not limited to; Last Planner, Collaborative Planning, Goal Directed Planning and the use of Planning software
<b>Work winning</b>	Understand and evaluate construction productivity across a range of activities to assist in planning project programmes before construction starts.

For both pathways the following skills are required:

Skill	What is required
<b>Planning and Organising Work</b>	Be able to set and review objectives, identify resources and their limitations and plan activities and work methods to ensure project completion on time.
<b>Health, Safety and welfare</b>	Be able to identify and manage risks of health, safety and welfare in line with legislation, hazards and safe systems of work.
<b>Manage Quality</b>	Be able to identify the standards required by clients and other stakeholders and implement effective procedures for managing, recording and improving quality.
<b>Implement Sustainable Construction</b>	Be able to manage construction activities in a way that contributes to sustainable development and implements best practice.
<b>Commercial, Contractual and Legal Issues</b>	Be able to manage legal and contractual matters relating to the site and work within commercial and legal constraints to ensure effective project outcomes.

<b>Make Effective Decisions</b>	Be able to investigate problems, causes and effects and determine solutions.
<b>Manage Information</b>	Be able to identify, obtain and process information required to manage projects.
<b>Lead Commercial Strategy</b>	Be able to manage risk and plan for its mitigation to minimise its impact.
<b>Develop People and Teams</b>	Be able to manage and appraise team members and specialist contractors, build teams, advise on development and resolve conflicts to ensure effective teamwork.
<b>Demonstrate Innovation</b>	Be able to identify areas for improvement, and implement innovative solutions.

In addition, for the Assistant Construction Site Manager the following skills are required:

<b>Skill</b>	<b>What is required</b>
<b>Site Management</b>	Be able to effectively manage and supervise specialist contractors and operatives during the construction phase.
<b>Quality</b>	Be able to identify and rectify common defects in construction activities.

In addition, for the Assistant Construction Planner the following skills are required:

<b>Skill</b>	<b>What is required</b>
<b>Planning and programming</b>	Be able to develop and produce effective construction programmes, analyse progress and advise construction teams on maintaining progress in line with plans
<b>Work winning</b>	Be able to develop and produce effective tender programmes for future projects

For both pathways the following behaviours are required:

<b>Behaviours</b>	<b>What is required</b>
<b>Exercise Professional Judgement</b>	Be able to work within own level of competence and know when to seek advice from others and when to be able to advise clients.
<b>Commitment to Code of Ethics</b>	Work within the Chartered Institute Of Building's Rules and Regulations of Professional Competence and Conduct and demonstrate integrity and professionalism in all activities.
<b>Communicate Effectively</b>	Be able to plan and manage effective meetings, present information to a variety of audiences and demonstrate effective interpersonal skills.
<b>Maintain CPD</b>	Identify own development needs and take appropriate action to meet those needs.

#### **Duration**

The typical duration for this apprenticeship is three to four years but this will depend on the previous experience of the apprentice and access to opportunities to gain the full range of competence.

#### **Entry requirements**

Individual employers will set their own selection criteria for this apprenticeship. As it requires achievement to Level 6 the typical entry requirements for this Apprenticeship will be the completion of the Level 4 Construction Technician Standard; HNC in Construction; ACIOB status or equivalent qualifications and commensurate experience.

#### **Qualifications**

The following qualifications will be gained:

- BSc (Hons) Construction Management or equivalent Level 6 Construction Diploma, mapped to the Chartered Institute Of Building's Education Framework
- Industry certificates in Site Safety Plus Site Managers' Safety Training Scheme and Site Environmental Awareness Training Scheme which are required for safe operations in the workplace
- English and Maths will be required to be demonstrated at Level 3

#### **Link to professional registration**

This Apprenticeship will include the knowledge, skills and behaviours required to achieve Chartered Construction Manager status with the Chartered Institute of Building and lead to the designatory letters MCIOB. The professional review process for MCIOB is included in the final assessment process for this Apprenticeship.

#### **Level**

This apprenticeship standard is at Level 6.

#### **Review date**

This apprenticeship standard should be reviewed three years after approval of the standard.