

# Construction Site Supervisor Apprenticeship

(Incorporating NVQ Level 4 Site Supervisor – Residential Pathway)



## Programme overview

### Duration

Typically, this apprenticeship takes 14 months on average with fast-track practical delivery followed by three months\* of end-point assessment.

### End-point assessment

This is conducted once all practical learning has been completed. For this apprenticeship, the end-point assessor is Chartered Institute of Building (CIOB).

\*You have three months (but up to six months) to complete the EPA tasks.

## Award contents

This programme includes:

- NVQ Level 4 Site Supervisor – Residential Pathway
- Functional Skills: English and Maths if required
- a range of modules covering aspects of the construction process and site management responsibilities as below.

## What types of study are involved?

All learning is done remotely and will include:

- individual activities
- group work
- research
- assignments
- role play
- video aids
- debate on key construction points
- self-directed study.

	On-programme learning	Overview of topics covered in each module
Module 1	Health and safety	COSHH, RIDDOR, CDM, risk assessments, health and safety law.
Module 2	Effective communications and teamwork	Challenging conversations, communication techniques, conflict resolution.
Module 3	Construction technology	Types of construction, modern methods of construction, specifications.
Module 4	Customer service and handovers	After-sales, customer feedback, handover checks, certification, legal.
Module 5	Planning and organising	Site layout, drawings, Gantt charts, short-term programmes.
Module 6	Environmental and sustainability	Waste management, pollution, surveys, ground conditions and regulations.
Module 7	Construction management	Types of meetings, team management, legal, planning.
Module 8	Professional behaviours and ethics	Ethics, morals, limits of authority, E&D, professional development.
Module 9	Monitoring quality and costs	Inspections, Pride in the Job, defects prevention, call offs, variation orders, invoicing.
Module 10	Legislation	Building Regulations, NHBC Standards, building control.

## The NVQ Level 4 Site Supervisor – Residential Pathway

Typically this starts in the second month of the programme to run in line with the delivery of the apprenticeship modules. On completion, most candidates go on to undertake a Level 6 NVQ with us, equivalent to a bachelor's degree.

An overview:

- 15 units - 14 mandatory units and one optional
- delivered virtually and on site
- dedicated industry expert assessor
- bespoke assessment plan tailored to each learner.

The award is assessed using a range of methods:

- written accounts
- professional discussion
- witness testimonies
- site observations
- signed and dated relevant documentation
- signposting (examination of evidence)
- video and photos.

### NVQ Level 4 Site Supervisor mandatory units

Plus, you can select one optional unit from a choice of nine.

<b>Unit 1</b>	Developing and maintaining good occupational working relationships in the workplace.
<b>Unit 2</b>	Implementing, maintaining and reviewing systems for health, safety, welfare, wellbeing and environmental protection in the workplace.
<b>Unit 3</b>	Assessing and agreeing on work methods in the workplace.
<b>Unit 4</b>	Planning work activities and resources to meet project requirements in the workplace.
<b>Unit 5</b>	Co-ordinating work control in the workplace.
<b>Unit 6</b>	Controlling work progress against agreed programmes in the workplace.
<b>Unit 7</b>	Allocating and monitoring the use of plant, equipment or machinery in the workplace.
<b>Unit 8</b>	Implementing communication systems for the project in the workplace.
<b>Unit 9</b>	Controlling work against agreed quality standards in the workplace.
<b>Unit 10</b>	Contributing to the control of work quantities and costs in the workplace.
<b>Unit 13</b>	Maintaining supplies of materials to meet project requirements in the workplace.
<b>Unit 14</b>	Maintaining the dimensional accuracy of the work in the workplace.
<b>Unit 18</b>	Handing over property in the workplace.
<b>Unit 19</b>	Providing customer service in the construction workplace.

## Additional modules, self-study, end-point assessment and guest speakers

In addition to the modules and units outlined above, the programme will include:

- an induction day
- a submission workshop where you can meet the team - your employer and site manager(s) are encouraged to participate
- a range of self-study days with pre-determined set tasks designed to stretch your learning
- report writing workshop to improve written skills and grammar
- a range of workshop covering all the end-point-assessment criteria\*

\* each workshop will include a range of guest speakers drawing from NHBC's wealth of expertise and knowledge, such as claim investigators, building inspectors, our construction quality review (CQR) team, and mental health experts in construction.



## What will you learn?

At the end of the programme, candidates will have the knowledge, skills and behaviours to complete the apprenticeship standard successfully.

### In particular, you will have knowledge and understanding of the following

<b>Health and safety</b>	Understand risk assessment of activities and the importance of behaviours in safety-critical environments.
<b>Sustainability</b>	Understand the sustainability issues in projects across economic, social and environmental aspects.
<b>Construction technology</b>	Understand different construction methods and materials.
<b>Construction management</b>	Understand management principles and the project management lifecycle.
<b>Planning and organising work</b>	Understand the importance of project planning and resourcing and be able to analyse different techniques.
<b>Monitor quality</b>	Able to define the quality required on a finished construction project.
<b>Costs control</b>	Understand the importance of cost control on a construction project.

### You will develop your skills to demonstrate the following

<b>Health and safety</b>	Identify risks of activities and encourage all employees to demonstrate safety-conscious behaviours.
<b>Sustainability</b>	Assess, identify and record the environmental impact of projects.
<b>Construction technology and innovation</b>	Assist in the implementation of the most appropriate solutions for construction projects.
<b>Construction management</b>	Use effective management principles and be able to supervise construction workers.
<b>Planning and organising work</b>	Understand overall plan for project and measure and record progress against plan.
<b>Monitor quality</b>	Assess and report on quality standards and assist in the commissioning of finished construction projects.
<b>Monitor costs</b>	Understand financial and legal constraints and measure and record progress against budget.

### You will display behaviours of the following

<b>Work within your limits of authority</b>	Work within your own level of competence and know how to seek advice from others.
<b>Ethical working practices</b>	Work within rules and regulations of professional competence and conduct for the industry's recognised professional bodies.
<b>Self-development</b>	Identify your own development needs and act to meet those needs. Use your knowledge and expertise to help others when requested.
<b>Treat all equally</b>	Understand the importance of equality and diversity and demonstrate these attributes to meet the requirements of fairness at work.
<b>Confident speaking and listening</b>	Be able to contribute effectively to meetings and present information in a variety of ways, including oral and written.
<b>Teamwork</b>	Be able to work with others in a collaborative and non-confrontational way.
<b>Contribute to site-based solutions</b>	Be able to identify areas for improvement and suggest innovative solutions.

## End-point assessment gateway

### Tasks to be completed at the gateway to be eligible for end-point assessment (EPA)

The EPA will be triggered by the following:

- minimum time spent on the programme: 12 months plus 1 day
- employer agrees candidate is ready to progress via tri-partite gateway meeting
- EPA confirms all gateway evidence is suitable
- completed Maths and English Level 2 Functional Skills
- NVQ completed
- Appendix A project scope (500-word synopsis) uploaded.

## End-point assessment (EPA)

You have three months (but up to six months) to complete the EPA tasks.

The EPA consists of the following tasks:

- online multiple-choice test
- professional discussion
- Appendix A
- Appendix B
- Appendix C
- portfolio of evidence.

### Online test

The online test is designed to evaluate the essential knowledge needed for the role of a Construction Site Supervisor. This assessment will cover the topics included in the knowledge, skills and behaviours list. The test will consist of 20 multiple-choice questions, selected from a large question bank from CIOB and randomly generated. Apprentices will have 40 minutes to complete the test, which is a closed book, meaning no reference materials or books are allowed.

### Professional discussion

The professional discussion will draw out your knowledge, skills, and behaviours linked to this assessment method. It will feature questions to focus on your understanding and experiences as a site manager. The discussion will last 60 minutes, though additional time may be provided for apprentices with specific needs by the EPAO's Reasonable Adjustments Policy.

## Appendixes and portfolio

### The Project

#### Appendix A and B

#### Appendix A

This is a 500-word synopsis completed by you based on a factual project associated with your role relevant to the KSBs. This will be a precursor and inform

#### Appendix B – (The project)

A 2,500-word written summary/methodology, including detailed construction methods, project planning and resourcing techniques, quality standards, environmental impact, management principles and supervision, commissioning, financial and legal constraints and measurement of progress.

#### Appendix C and portfolio of evidence

You collate a portfolio of 30+ quality items of performance evidence to support the KSBs. Alongside this body of evidence, you will complete Appendix C, a 1,350-word written summary of experiences based on the portfolio of evidence provided.

## How are you graded?

An assessor grades the apprenticeship, considering the project's three elements: the online test, professional discussion, and project. If successful, you will achieve a pass or distinction.

## Cost

Apprenticeship programmes in England are funded through the **Apprenticeship Levy**.

The £9,000 cost of the Construction Site Supervisor Apprenticeship can either be recouped from Apprenticeship Levy payments your company has made, or can be accessed by reserving levy funds for companies who do not pay the levy.

Most employers can fund the entire apprenticeship in this way, some may have to make a contribution of up to 5% of the total cost depending on the apprentice's age and the size of the company.\*

More information can be found here

– **Pay Apprenticeship Levy – GOV.UK ([www.gov.uk](http://www.gov.uk))**

– **CITB apprenticeship levy – ([www.citb.co.uk](http://www.citb.co.uk))**

Please get in touch to discuss further if you have any questions.

\* Amounts may vary and are regularly reviewed, please refer to **Pay Apprenticeship Levy – GOV.UK** for the most up-to-date information.

## Additional funding

The Government will fund additional payments under certain conditions.

- For learners between 16–18 years of age, £1,000 is available to support the recruitment and training of younger apprentices.
- For learners between 19–24 years of age, an additional £1,000 is available for employers or learners with an education and healthcare plan and/or who has been in the care of their local authority.

### CITB grants are available.

Grants are available from the Construction Industry Training Board (CITB) for learners registered on a recognised apprenticeship.

£2,500 per year attendance grant – payable for a valid learner registered and attending an approved apprenticeship.

£3,500 achievement – payable providing the apprentice completes the full apprenticeship course.

CITB can support up to 80% of required travel or accommodation costs through their travel-to-train scheme.

\*Amounts may vary and are regularly reviewed, please refer to CITB for the most up-to-date information.

## Who is eligible to apply for this apprenticeship?

- You must be in a suitable full-time role.
- You should either be a UK national or have been living in the UK as a resident for at least the past three years.
- You must be able to commit a minimum of six hours of your working week to the course.
- You must spend over 50% of your working time in England.
- This programme is aimed at people with little to no experience in site management. For those who are more experienced, a standalone NVQ may suit you better, please get in touch for more details.
- You must have the equivalent of Functional Skills Level 1 in Maths and English. If required, Functional Skills tuition will be provided to get candidates to Level 2 in Maths and English if not already achieved, which is a requirement of the course.
- You must have good communication and planning skills.
- You must be committed to achieving.

## Why choose this NHBC apprenticeship?

- This is a fast track programme – 14-months average compared to a traditional three-year programme.
- We offer intakes throughout the year, so you are not constrained to a conventional September start.
- Everything is delivered virtually, with no travelling for you.
- We developed this programme with leading UK house builders to meet industry needs.
- Backed by the NHBC brand – synonymous with standards and quality
- Delivered by industry-leading experts.
- Expert input from guest speakers in our Construction Quality Review, Inspection and Claims Investigation teams.



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