Site supervisor development plan and evidence log

Blank development plan and evidence log

Original development conversation tool, not an accredited qualification portfolio, competence assessment, site authorisation, appointment or recruitment guarantee. The 90-day periods are illustrative and must be adapted with a manager. Record actual work and pending work separately.

Use approved references or anonymised summaries. Keep client-confidential and personal records in the appropriate controlled system; do not copy another person's work or submit a CV/portfolio through this guide.

Use: agree appropriate scope, support and review dates with a manager/adviser. Evidence available / needs supervised practice / not yet demonstrated are discussion states, not scores. No course, elapsed time or completed log guarantees a role, salary or qualification.

Dated route note (11 November 2026): England ST0048 v1.0 has latest new starts 10 March 2027; its revised record shows new starts from 11 March 2027. Check the current record and actual provider/start, and use the appropriate nation's system. No automatic transfer or place is implied.

England apprenticeship version facts are distinct from Scotland, Wales and NI systems. Follow the guide's four official nation routes.

Use the labelled editable fields. Add continuation entries for more evidence, retaining the plan reference, dates and actual support/approval limits. Keep completed evidence separate from proposed work and pending reviews.

1 Starting point and route checks

Field	Record details
Target role and actual scope Record the role, employer/project context, reporting line and decisions being explored. A title is not a grant of authority.	
Relevant experience and current limits Describe your own construction experience, transferable skills and gaps; do not infer competence from course completion.	

Field	Record details
Route, qualification or apprenticeship checks Record the exact route/title, nation, source and date checked, employer/provider questions and unresolved requirements. Verify any standard version for the actual start date.	

2 Skills and experience self-review

Field	Record details
Trade and site knowledge Use evidence available / needs supervised practice / not yet demonstrated, then add a real example or question. This is a development note, not a competence score.	
Planning and coordination What sequence or interface have you helped organise, within whose authority? Identify the next supported opportunity.	
Communication and understanding Describe an instruction, concern or handover and how understanding was checked. Record specific feedback or a gap.	
Quality and follow-up What discrepancy did you identify or report? Distinguish your contribution from any competent verification or approval.	

3 Illustrative 90-day development plan

Field	Record details
Days 1–30: agreed practice and support Adapt the period with a manager: role review, shadowing or another bounded task. Identify authority, mentor and whether each activity is planned or completed.	
Days 1–30: evidence and review Record the evidence sought, actual feedback if available, review date and next step. Leave uncompleted activities pending.	
Days 31–60: agreed practice and support Consider an agreed supervised briefing or action follow-up. Record scope, supervision and approval limits; opportunity or elapsed time is not competence.	
Days 31–60: evidence and review Record your own work and feedback separately from planned activity. Any technical close-out remains with the appropriate competent/authorised person.	
Days 61–90: agreed practice and support Consider a defined handover/interface and review of the next development route. Do not assume appointment, broader authority or promotion.	
Days 61–90: evidence and review What would demonstrate progress? Record an actual outcome only after it happens, then the agreed next task or route enquiry.	

4 Evidence log: repeat these entries as needed

Field	Record details
Entry 1: task, stage and your responsibility Identify the task/date or relative period, actual status and agreed responsibility. Use an approved reference or redacted summary.	
Entry 1: what you personally did Describe your action, communication and escalation. Separate your contribution from decisions or work by other people.	
Entry 1: outcome, feedback and next improvement Record what actually happened, who supplied feedback, remaining limits and the next step. Do not invent approval or an outcome.	
Entry 2: task, stage and your responsibility For a pending opportunity, state planned/not yet done. Record proposed scope and the support needed before work.	
Entry 2: what you personally did If not undertaken, say so; record only preparation actually completed. Do not convert a plan into completed evidence.	
Entry 2: outcome, feedback and next improvement For pending work, leave the outcome unconfirmed and record the next review or question. An expected result is not evidence.	

5 SSSTS-to-SMSTS development conversation

Field	Record details
Coordination across people or trades What is your current evidence and gap? Agree a bounded supported task and who controls the wider interface.	
Planning and changes Can you explain the sequence and effects of change? Identify a review/approval point before a proposed change is used.	
Communication across groups What briefing or handover could be practised with support? Record how understanding and feedback will be checked.	
Commercial interfaces What factual resource/delay information can you prepare? Identify who may approve commitments or variations; programme/cost pressure does not override safety.	
Wider responsibility and training fit Clarify scope, reporting line, decisions requiring approval and specialist advice. Discuss course fit with employer/provider; no automatic SSSTS conversion or compulsory SSSTS-first ladder.	

6 Applications, next steps and review

Field	Record details
Genuine interview example Draft situation, own responsibility, action, result and learning. The supplied example is fictional; do not present it as your own experience.	
Questions about a vacancy or offer Ask about role scope, essential/desirable evidence, support, reporting, working patterns, training and limits. Verify actual requirements rather than inferring them from SSSTS in the advert.	
Next agreed development step Record an action, owner/support, due or review date and current status. No deadline guarantees a job, qualification, pay rise or safe authority.	
Next review and source checks Set a practical review date with the manager/adviser. Recheck qualification/apprenticeship requirements before committing, including any future version/start-date change.	