Site supervisor development plan and evidence log

Fictional Amir example: day-45 review

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.	Fictional example: Amir, an experienced carpenter, is exploring a foreperson role on an England construction project. Manager Leena retains work-sequence approval and wider coordination. No new appointment or independent management authority has been made.
Relevant experience and current limits Describe your own construction experience, transferable skills and gaps; do not infer competence from course completion.	Amir has relevant carpentry/site experience and has helped communicate agreed work instructions. He needs supervised practice with cross-trade handovers, clear outstanding-item records and wider planning. Experience duration and formal qualification eligibility are not assessed by this example.

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.	Work-based progression is being explored with Leena; no course or qualification purchase is agreed. Official careers/CSCS/CITB information checked 11 November 2026. Any NVQ/SVQ enquiry must establish the exact title, workplace evidence and assessment requirements. England ST0048 v1.0 currently has latest new starts 10 March 2027; the revised record starts 11 March 2027. No apprenticeship place or entry eligibility has been established.

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.	Evidence available for Amir's own carpentry work within current responsibilities; wider trade/technical decisions remain outside this record. Ask Leena which discrepancies Amir should recognise and refer in the target role.
Planning and coordination What sequence or interface have you helped organise, within whose authority? Identify the next supported opportunity.	Needs supervised practice. One defined handover has been assisted with Leena's review. Amir has not independently coordinated the full project or approved work-sequence changes.
Communication and understanding Describe an instruction, concern or handover and how understanding was checked. Record specific feedback or a gap.	Evidence available from the handover described in Entry 1. The receiving trade confirmed the information, but Leena asked for a clearer outstanding-item list. Further supported practice is planned.
Quality and follow-up What discrepancy did you identify or report? Distinguish your contribution from any competent verification or approval.	Needs supervised practice. Amir can describe reporting discrepancies from his current work; the proposed inspection-action follow-up has not yet been assigned. No specialist inspection, technical verification or close-out is claimed.

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.	Completed in this fictional plan: discussed the target role, compared current responsibilities and shadowed a briefing/handover with Leena. Retained the existing reporting and approval limits.
Days 1–30: evidence and review Record the evidence sought, actual feedback if available, review date and next step. Leave uncompleted activities pending.	Role-gap notes identify cross-trade communication and outstanding-item recording. Leena agreed a bounded handover opportunity under her review; no promotion decision was made.
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.	Current snapshot: day 45. Completed one supported handover after a delivery delay (Entry 1). A further briefing and an inspection-action follow-up remain proposed, subject to suitable opportunity, competence and Leena's agreement.
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.	Entry 1 records the actual contribution and feedback. The next handover's clearer outstanding-item list is being prepared (Entry 2). No result is entered for the proposed inspection action.
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.	Planned, not undertaken: a further defined interface/handover with manager support, then a review of evidence and any appropriate occupational-qualification or training enquiry. Scope is to be agreed before the task.
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.	No outcome yet. Review whether the agreed tasks occurred, what feedback changed and which gap remains. A different pace or additional supervised practice may be needed; day 90 is not an appointment date.

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.	Fictional Entry 1, day 45: assist the handover between Amir's carpentry crew and a following trade after a delivery delay. Leena retains approval of the revised sequence. Use only this anonymised learning summary; no real project files are supplied.
Entry 1: what you personally did Describe your action, communication and escalation. Separate your contribution from decisions or work by other people.	Amir recorded the change and informed Leena. After she agreed the revised sequence, he communicated it to the affected groups and checked the receiving trade's understanding. He did not approve an unassessed change or act as project manager.
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.	The receiving trade confirmed the handover information. Leena's feedback: make outstanding items clearer next time. Amir's next improvement is a concise item/owner/status list for review before another supported handover. This is communication evidence, not technical approval.
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.	Fictional Entry 2, next supported handover: planned, not yet undertaken. Amir proposes preparing the outstanding-item list; Leena must agree the actual task and retain sequence/authority decisions.
Entry 2: what you personally did If not undertaken, say so; record only preparation actually completed. Do not convert a plan into completed evidence.	Preparation only: drafted headings for item, owner and status. No real future items, agreed sequence or receiving-trade response exist yet. The draft will be reviewed before use.
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.	Pending: no handover outcome or successful understanding check is claimed. Next action is to discuss a suitable opportunity and list format with Leena at the next review.

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.	Current evidence is one bounded cross-trade handover. Next proposed task: prepare another handover with Leena controlling the wider interface and assigning scope. No independent several-trade management claim.
Planning and changes Can you explain the sequence and effects of change? Identify a review/approval point before a proposed change is used.	Amir can explain the effect of the fictional delivery delay. Next proposed task: prepare a short look-ahead for Leena to review. Changes must be approved through actual arrangements before use.
Communication across groups What briefing or handover could be practised with support? Record how understanding and feedback will be checked.	Practise the revised outstanding-item list and ask the receiving group to explain the key handover points. Seek feedback from Leena; task and participants remain to be agreed.
Commercial interfaces What factual resource/delay information can you prepare? Identify who may approve commitments or variations; programme/cost pressure does not override safety.	Prepare factual delay/resource information for Leena if requested. Amir has no authority in this example to agree a variation, promise additional resources or change a commercial commitment.
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.	Leena and Amir will clarify any future responsibility before assigning it. They may discuss SSSTS or later SMSTS with the provider if the role fits. Neither training nor this log grants occupational competence, card eligibility, automatic conversion or promotion.

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.	Fictional structure only: a delayed delivery changed our agreed handover. My assigned role was to communicate, not approve, the revised sequence. I informed the manager, used the sequence after agreement and checked the receiving trade's understanding. Their confirmation and the manager's feedback showed the outstanding-item list could be clearer. I am preparing that improvement for review.
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.	What does this foreperson role actually control? What experience/qualification evidence is essential? Who mentors and approves changes? What induction, development, reporting and working arrangements apply? No vacancy, offer or wage is represented by this fictional plan.
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.	Amir: discuss the proposed next handover and outstanding-item list with Leena. Status: preparation underway; the actual task/opportunity and authority remain to be agreed. No completion or appointment is entered in advance.
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.	Fictional next discussion: 25 November 2026. Recheck live route, provider and qualification details before any commitment. If considering an England apprenticeship around March 2027, confirm the applicable version and actual start with the employer/provider; the proposed change does not automatically transfer existing learners.