

# Trade Supervisor Competence Framework





# How to read this document

This document aims to outline the Competence Standard set out by the Sector Group. The elements in the above menu are the Competence Framework elements.

### Routes to Competence:

Read this document from the bottom to the top. It contains 3 swim lanes which show the routes for a new entrant, someone who has some skills, knowledge, experience and behaviours (SKEB) as well as an experienced worker.

### Functional Map:

This shows the grouping of functions together to show competencies for a specific role. This will be used to form the basis of any new qualification structures in the future. It may look very similar to existing competence qualification structures as the groups of functions are likely to be the same. It is the finer detail found in the Trade Specific Competencies that will outline the next level of detail.

### Core Trade Competencies:

These are the common requirements for this trade more generally.

### Trade Specific Competencies:

These are the functions themselves, when put together with other functions they become the competence requirements for a particular role. Use the Knowledge and Skill tabs (where applicable) to reveal or conceal additional details within sections

### Experience:

Requirements set out by the Sector Group. These will form part of any checks carried out to validate competence initially as well as what is required for revalidation purposes. This could be a number of CPD hours that an individual is expected to undertake, observation of fire or safety critical installation activities on an annual basis or requirements that in the future would be required to trigger a construction card scheme card.

### Behaviours:

Based on those found in BS8670-1:2024 the behaviours are what is expected from individuals working in this role. It is felt that most of these would be monitored by an employer on an ongoing basis, some might be added to competence qualifications where they can be demonstrated during the time served on an apprenticeship for example.

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## Background

In the report, Building a Safer Future, Dame Judith Hackitt spoke of the industry's approach to competence as being "fragmented, encompassing a range of disciplines and different competence frameworks even within one discipline and without reference to other interacting disciplines".

The Building Safety Act 2022, together with supporting secondary legislation, has introduced a new regulatory regime, which requires the engagement of everyone working in the built environment, not just those involved in Higher-Risk Buildings (HRBs).

Regulations define competence as having the appropriate **skills, knowledge, experience** and **behaviours (SKEB)**, and requires all individuals carrying out any design, construction or refurbishment work to be competent to undertake the role to which they are appointed.

Organisations must also demonstrate that they have the 'organisational capability', and it is a legal requirement for anyone appointing an individual or organisation to ensure that they meet the requirements.

In December 2024, the Industry Competence Steering Group (ICSG) was formally launched as the updated structure to the Competence Steering Group (CSG). Made up of 15 different working groups, representing all of Construction and the Built Environment, with the agreed goal of creating competence frameworks. Sector Lead Group 10 in the Industry Competence Steering Group represents Installation and Maintenance and this work has taken place in conjunction with that programme of work.





# ICSG Working Groups

In September 2020, The CSG released Setting the Bar – a new competence regime for building a safety future which included recommendations from WG2 (pages 54 – 60) Under the move from the CSG to the ICSG, WG2 has become SLG10.

Since the publication of this report WG2 (now SLG10) has focussed on delivering its recommendation that the industry should adopt a framework for all the installer roles working on in- scope buildings that can also be applied to other project types. The frameworks should consist of:

- Accredited third party certification of companies
- Level 2 or 3 qualifications for individuals
- A card scheme such as, but not limited to, the CSCS
- CPD refresher training and the maintenance of individual skills
- All installers have a core knowledge of fire safety in buildings – training to be standardised and made mandatory.

A requirement identified within the Setting the Bar report was to identify any SKEB needed for working within a Higher-Risk Building (HRB). Whilst developing the competence frameworks, the working groups noted that there is very little difference between work carried out in a non-HRB and an HRB, however, where there are differences, these have been identified within the competence frameworks.

In 2024 SLG10 scaled up its initial pilot programme into the format on the next page, grouping the work into five workstreams: Envelope, Engineering Services, Interiors, Civils and Structures.

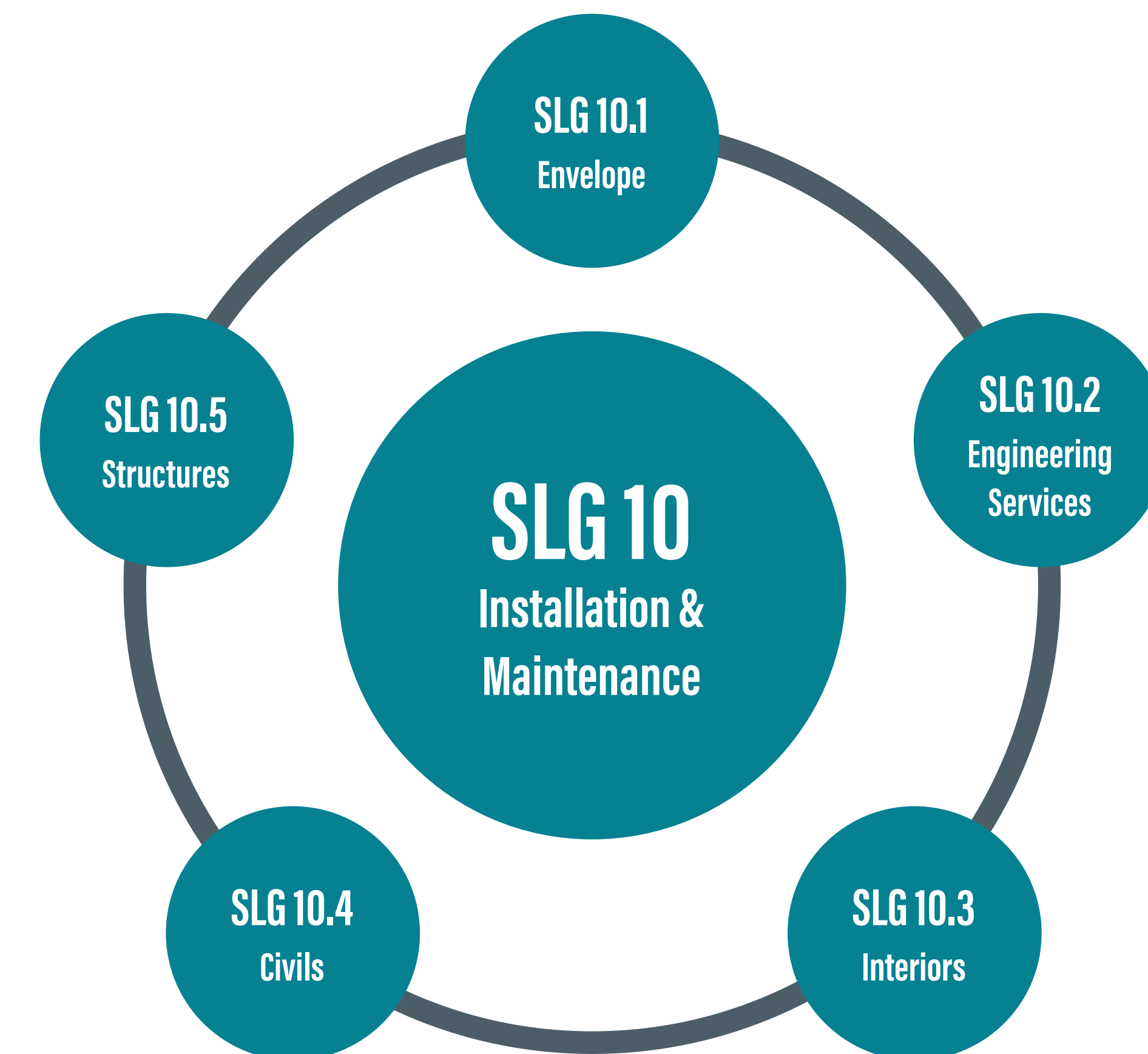
CITB provides Developer support to all roles within its scope order, facilitating the Sector Group’s work and allowing them to concentrate on defining the competence requirements with support and guidance to document the requirements set for the frameworks.

In this role CITB can support the standardisation of statements contained within the Competence Frameworks, sharing best practice between the groups. This working relationship also allows CITB to plan in any Implementation Plan actions that have been identified and that fall under its responsibility. This allows for faster implementation of the Competence Frameworks.



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## The Industry Competence Steering Group (ICSG)





# Fire Safety in Buildings

Following the recommendations in the Building a Safer future report, a group of Industry Experts met to design and build the content for a Fire Safety in Buildings training course for all installers to undertake. CITB funded the creation of the course and it is now a free to access training resource which sits on the eLearning platform on the CITB website.

[Fire Safety in Buildings Free Online Training Course](#)





# Competence Frameworks

The following documents that make up the Competence framework:

- 1. **The SKEB Statements** - outlining the **S**kills, **K**nowledge, **E**xperience and **B**ehaviours (SKEB) required to obtain competence in the occupation(s).
- 2. **A Route to Competence** - showing the path (or paths) to obtaining, and then maintaining, individual competence in the occupation(s).
- 3. **An Implementation Plan** - identifying what practical steps are required (as well as a timeframe) to allow every individual in scope to the competence framework to come into compliance with its requirements.

The Competence frameworks have been written in line with BS8670-1:2024 Competence frameworks for building safety which outlines the key components of a Competence Framework.

**These include:**

- **What Competence is defined as**
- **What Validation and Revalidation looks like**
- **How to maintain and develop Competence over time**
- **Limits of Competence**

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## Competence Framework Key Definitions

BS8670-1:2024 Defines the key elements of Competence Frameworks as follows:

**Competence:** application of skills, knowledge, experience and behaviour to achieve a defined outcome

**Skills:** ability to perform an activity or task consistently with a specific intended outcome

**Knowledge:** assimilation of facts, theories and practices in relation to a given role, function, activity or task

**Experience:** participation in relevant activities or observation of facts and events leading to acquisition or improvement of knowledge and skills

**Behaviours:** observable things that an individual does or does not do

**Validation:** formal process of assessing an individual's competence against a sector-specific competence framework

**Revalidation:** formal process of reassessing an individual's competence against a sector-specific framework on a periodic basis to check that competence has been maintained

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## Sector Overview

### Trade Supervisor Competence Framework Development

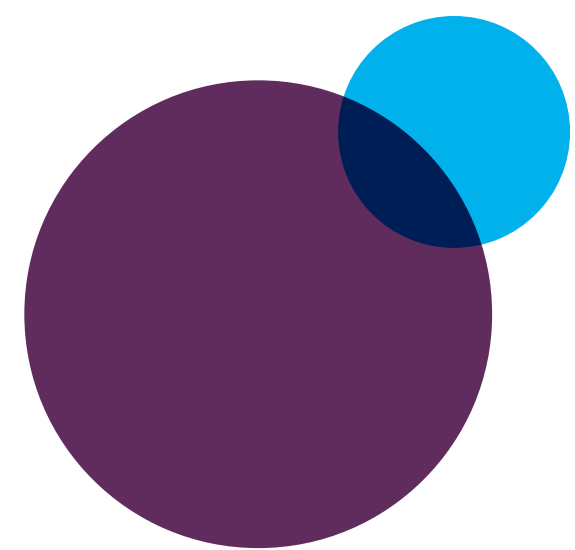
The development of the Trade Supervisor Competence Framework aims to establish a structured, standardised approach for assessing and ensuring the competencies of Trade Supervisors working in the built environment. The framework serves to address the growing demand for high-quality and safe installations, promoting the development of skilled professionals who meet industry standards.

The framework outlines key competencies required for Trade Supervisors, including, health and safety, productivity managing resources the training and qualification landscape and re-validation requirements. It is designed to guide training programs, qualifications, employers, workers, regulatory bodies across the industry. This competency model is intended to reduce risks associated with poor installation practices, improve building performance, and ensure compliance with relevant regulations and standards.

Key components of the framework include:

- 1. Routes to Competence:** Identification of the recognised routes to achieving competence.
- 2. Competency Levels:** Clear definitions of the Skills, Knowledge, Experience & Behaviours required for each function of the Trade Supervisor.
- 3. Technical Skills:** A comprehensive understanding of productivity, communication, and managing resources in Trade Supervisor.
- 4. Health and Safety:** Emphasis on safety standards to minimise accidents and ensure safe working environments.
- 5. Sustainability and Efficiency:** Incorporating best practices for energy efficiency, sustainability, and the long-term performance of Trade Supervisor.

The framework is intended for use by industry professionals, training providers, and regulatory bodies to create a consistent and accountable approach to competency for Trade Supervisors. By ensuring that Trade Supervisors meet the framework's requirements, the industry can improve the quality of Trade Supervisor projects and support regulatory compliance.



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## Sector Overview

### Development Process

The development process involved extensive consultation and collaboration through a series of working group meetings with SLG10 Installation and Maintenance (previously WG2 Installers), HBF, NHBC, Construct, RSMA, TICA representation, employers, training providers and CITB. An online survey and webinar are also available to present the Competence Framework and offer an opportunity to review, provide feedback, support and validate the framework development.

Thorough analysis of existing competencies, standards, training, qualifications, current working practices and known issues and challenges were carried out to produce the framework and identify actions that needed to be addressed.

The working groups were generally very well attended and were conducted in a very cooperative, open and friendly manner with all participating getting the opportunity to contribute to the discussions and work being done in relation to the SKEB.





# Sector Overview

## Outcomes and Findings

The following actions have been identified and will be addressed as part of an implementation plan:

- Review the National Occupation Standards OWS (NOS)
- Develop short duration training courses to support the Competence Framework

The National Occupational Standards (NOS) were used as the foundation for developing the Competence Framework. During this process, the working group identified the need to include two additional functions: Planning for Building Safety and Supervising Building Safety-Related Work Activities. These functions were added to the framework based on the group's view that supervising certain trades may require a more focused awareness of building safety considerations.

The working group have also identified the Experience and Behaviour requirements. When adapted either individually or through an organisation, these will promote a culture of self-development, responsibility and reinforce positive values.





# Routes to Competence

PROGRESSION ROUTE

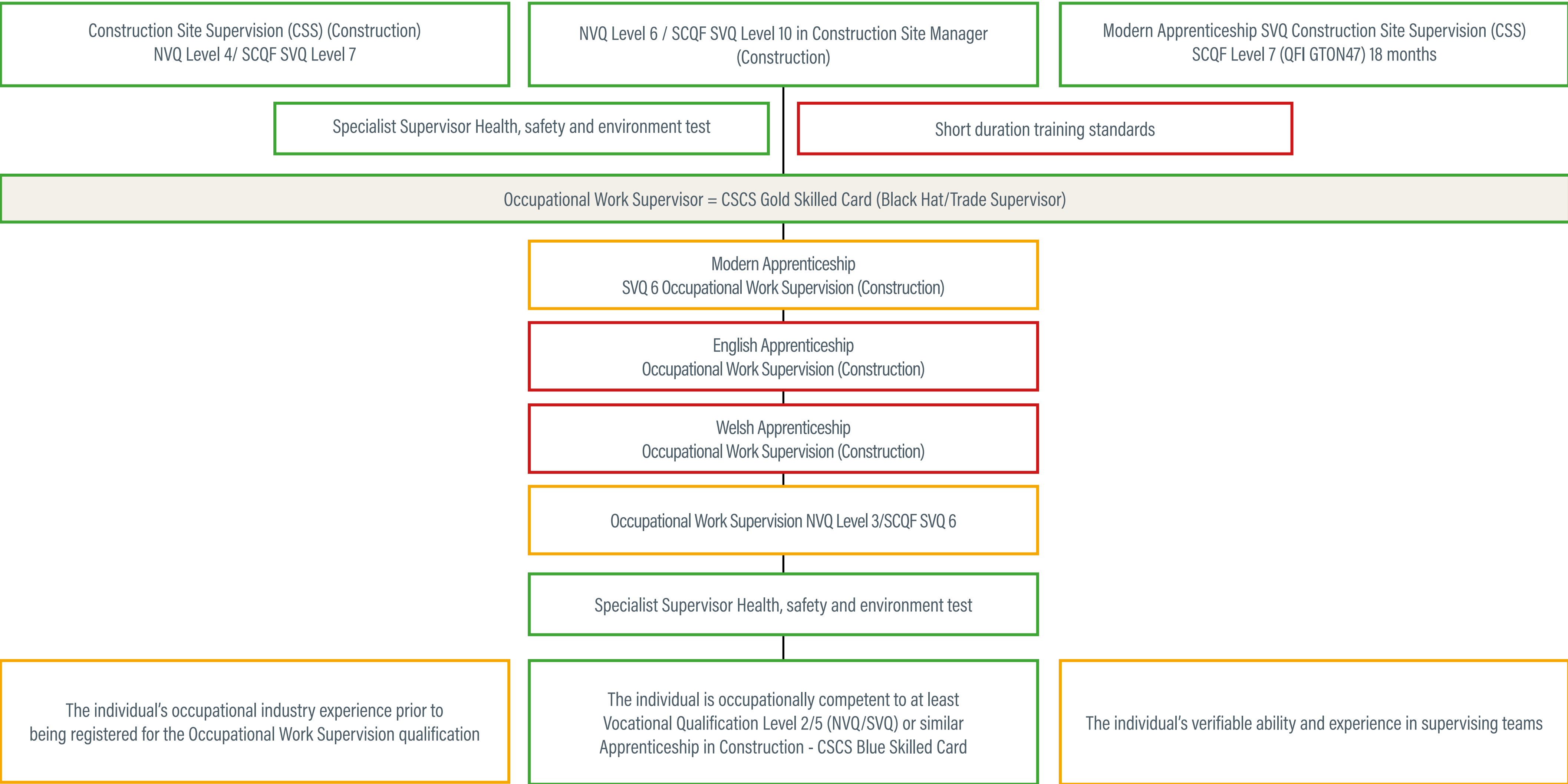
RE-VALIDATION OF COMPETENCE

BASLINE COMPETENCE

ROUTE TO COMPETENCE

PRE-REQUISITE FOR TRADE SUPERVISION

- To develop
- Developed - needs amending
- Developed





# Functional Map

## Introduction

### Training Pathways for Trade Supervisor

#### PURPOSE

The purpose of this work, the Route to Competence (RtC) and Skills, Knowledge, Experience and Behaviour (SKEB) statements is to confirm the industry agreed standards and qualification landscape for Trade Supervisor.

Consultation with sector experts, established the necessary structure to train and qualify the workforce and maintain and monitor levels of competence. Building regulations and industry best practice knowledge guidelines were referenced throughout the consultation.

#### SCOPE

The scope of the document validates the Competence requirements, qualification pathways and any re-validation requirements.

#### FUNCTIONAL MAP

The agreed competencies required to demonstrate competence for a role

#### DEFINITIONS

**SKEB** Skills, Knowledge, Experience and Behaviours; **VQ** Vocational Qualification – NVQ and SVQ; **COSVR XXX** Specific National Occupational Standards; **RQF** Regulated Qualification Framework (England)

#### EXPERIENCE

Information on how to evidence competence and confirm the level of experience

#### BEHAVIOURS

Core behavioural statements originating from the BS8670-1:2024 document which sets out core building safety competence criteria which have been added to this framework.

#### CORE TRADE SUPERVISOR COMPETENCIES

These skills and knowledge statements are derived from a standard set of competencies that underpin the Occupational Work Supervisor.

#### ADDITIONAL SUPERVISOR COMPETENCIES

These functions are a standard set of competencies that underpin the Occupational Work Supervisor and might be used as Continuous Professional Development.

Additional new functions (CC0011 & CC0012) were developed in relation to the Building Safety Act 2022 but may not be relevant to all sectors in the built environment.



# Functional Map

## Core Trade Supervisor Competencies

| FUNCTIONAL MAP ACTIVITIES          |                                                                      | PROPOSED COMPETENCE ROUTE |
|------------------------------------|----------------------------------------------------------------------|---------------------------|
| CORE TRADE SUPERVISOR COMPETENCIES |                                                                      |                           |
| CC001                              | Confirm work activities and resources for the work                   | ✓                         |
| CC002                              | Develop and maintain good working relationships                      | ✓                         |
| CC003                              | Confirm the occupational method of work                              | ✓                         |
| CC004                              | Implement and maintain health, safety and welfare                    | ✓                         |
| CC005                              | Co-ordinate and organise work operations                             | ✓                         |
| CC006                              | Monitor progress against work schedules                              | ✓                         |
| ADDITIONAL SUPERVISOR COMPETENCIES |                                                                      |                           |
| *CC007                             | Allocate and monitor the use of plant, machinery or equipment        | ✓                         |
| *CC008                             | Confirm work meets contractual, industry and manufacturers standards | ✓                         |
| *CC009                             | Implement procedures to support team's performance                   | ✓                         |
| *CC010                             | Co-ordinate and confirm the dimensional requirements of the work     | ✓                         |
| *CC011                             | Plan for Building Safety                                             | ✓                         |
| *CC012                             | Supervise Building Safety related work activities                    | ✓                         |



CC001

CC002

CC003

CC004

CC005

CC006

# Core Construction Competencies

## Confirm work activities and resources for the work (CC001)

**Description:** This function, in the context of your occupation and work environment, is about identifying your own work activities, adopting safe and healthy work practices, identifying resources to carry out the work and confirmation of a work program/schedule for the work being carried out.

### SKILLS

#### You must know and understand:

##### Interpretation of Information

why organisational procedures have been developed and how they are implemented

types of information, their source and how they are interpreted in relation to:

- technical
- product and regulatory
- oral
- written
- graphical presentation

the importance of reporting and rectifying inappropriate information

how to obtain information to use and store lifting aids and equipment

##### Safe Work Practices

information for relevant, current legislation and official guidance and how it is applied

the types of fire extinguishers and how and when they are used in relation to water, CO<sub>2</sub>, foam, powder

how emergencies should be responded to in accordance with organisational authorisation and personal skills in relation to:

- fires, spillages, injuries
- emergencies relating to occupational activities

the organisational security procedures for tools, equipment and personal belongings in relation to:

- |           |                    |
|-----------|--------------------|
| operative | company            |
| site      | customer           |
| workplace | the general public |
| vehicles  |                    |

### KNOWLEDGE



how to report risks and hazards identified by the following:

- methods of work
- manufacturers' technical information
- statutory regulations
- official guidance

the accident reporting procedures and who is responsible for making the report

why, when and how health and safety control equipment identified by the principles of prevention should be used in relation to:

- collective protective measures
- personal protective equipment (PPE)
- respiratory protective equipment (RPE)
- local exhaust ventilation (LEV)

how to comply with environmentally responsible work practices to meet current legislation and official guidance

the organisational procedure when dealing with potential accidents, health hazards and the environmental impact whilst working:

- below ground level
- in confined spaces
- at height
- with tools and equipment
- with materials and substances
- moving and storing materials by manual handling and mechanical lifting



# Core Construction Competencies

## Develop and maintain good working relationships (CC002)

**Description:** This function, in the context of your occupation and work environment, is about developing and maintaining good occupational working relationships, informing and supporting people interpreting information, adopting safe and healthy working practices.

### SKILLS

### KNOWLEDGE

#### You must be able to:

- Identify the work activities and the required resources
- Obtain clarification and advice when the required resources are not available
- Evaluate the work activities against records covering project requirements and the requirements of any significant external factors
- Influencing the work relating to the following:
- other occupations and/or customers
  - resources
  - weather conditions
  - health and safety requirements

- Make the best use of the resources available by identifying the following:
- work activities that influence each other
  - durations and sequencing of work activities
  - sustainability of resources
  - environmental requirements
- Identify changes to the work activities to meet changing circumstances and justify the proposed changes to the decision makers, line management or customer
- Prepare a plan for the work activities and required resources



# Core Construction Competencies

## Confirm the occupational method of work (CC003)

**Description:** This function is about confirming the occupational method of work by assessing and summarising available project data, including the programme of work, drawings, specifications, schedules, risk assessments, method statements, and manufacturers' information. It also involves obtaining additional information from alternative sources when project data is insufficient, identifying and planning work methods that optimise resource use to meet specified requirements, and keeping records of occupational work activities and related communications.

### SKILLS

#### You must be able to:

- Identify the work activities and the required resources
- Obtain clarification and advice when the required resources are not available
- Evaluate the work activities against records covering project requirements and the requirements of any significant external factors
- Influencing the work relating to the following:
  - other occupations and/or customers
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  - weather conditions
  - health and safety requirements

- Make the best use of the resources available by identifying the following:
  - work activities that influence each other
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  - sustainability of resources
  - environmental requirements
- Identify changes to the work activities to meet changing circumstances and justify the proposed changes to the decision makers, line management or customer
- Prepare a plan for the work activities and required resources

### KNOWLEDGE



# Core Construction Competencies

## Implement and maintain health, safety and welfare (CC004)

**Description:** This function is about interpreting information, adopting safe, healthy and welfare practices, promoting and encouraging a health, safety, environmental and welfare culture, implementing and monitoring health, safety, environmental and welfare practices within the operational work environment and performing a supervisory role within craft and operative work areas as associated with work carried out in the built environment.

### SKILLS

### KNOWLEDGE

#### You must be able to:

- Identify the work activities and the required resources
- Obtain clarification and advice when the required resources are not available
- Evaluate the work activities against records covering project requirements and the requirements of any significant external factors
- Influencing the work relating to the following:
- other occupations and/or customers
  - resources
  - weather conditions
  - health and safety requirements

- Make the best use of the resources available by identifying the following:
- work activities that influence each other
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  - environmental requirements
- Identify changes to the work activities to meet changing circumstances and justify the proposed changes to the decision makers, line management or customer
- Prepare a plan for the work activities and required resources



# Core Construction Competencies

## Co-ordinate and organise work operations (CC005)

**Description:** This function is about interpreting project information and planned work operations to ensure safe and healthy working practices. It includes selecting appropriate materials, components, and equipment, preparing, coordinating, and organising work activities, and performing a supervisory role within craft and operative work areas in the built environment.

### SKILLS

#### You must be able to:

Communicate information relating to the work and resources, confirming its relevance for the following:

- Scope of work
- When it will start
- How long it will take
- When it will finish
- Methods of work
- Any associated hazards

Implement the established organisational and communication requirements for a program and identify, report and resolve any potential or existing communication breakdowns.

Communicate and coordinate with associated occupations about the work being carried out within predetermined levels of authorisation.

Organise and allocate the correct quantity and quality of resources for the specified task.

Organise and coordinate the designated workspace, including resources, tidiness and safe disposal of waste in accordance with current organisational and regulatory requirements within predetermined levels of authorisation.

### KNOWLEDGE

Identify and report any unforeseen circumstances, including but not limited to the following:

- Occupiers
- Environment
- Vehicular access
- Hazards
- Site security
- Near neighbours
- Other occupations
- Workplace conditions
- Health, safety and welfare
- Statutory regulations and limitations
- Codes of practice

Coordinate the storage and use of materials and components so that material handling and movement is safe and efficient, and wastage is minimised.



# Core Construction Competencies

## Monitor progress against work schedules (CC006)

**Description:** This function is about monitoring progress against work schedules by using discussion, observation, measurement, and forecasting to ensure work meets contractual, industry, and manufacturers' standards while maintaining quality and compliance.

### SKILLS

#### You must be able to:

Monitor and report the progress of the work schedule using the following:

- Discussion
- Observation
- Measuring work activities
- Forecasting

Taking into consideration the following:

- Contractual agreements
- Industry standards, and manufacturers' specifications
- Maintain quality and compliance

Report any inappropriate and inadequate resources and suggest alternatives.

Quantify any potential deviations from planned progress and which could alter the programme, report accordingly.

Confirm the circumstances of the deviation and explain the process of how the corrective action will be implemented in regard to restoring progress in accordance with the agreed programme, altering the planned work, agreeing new completion dates and securing additional resources.

Seek advice and implement appropriate corrective action and report in accordance with company procedures.

### KNOWLEDGE

Whilst maintaining quality, report options which are likely to help the programme of work including the following:

- Report information and recommendations options likely to reduce cost and time environmental considerations

Report and confirm progress, including any changes to the operational programme, current and future resource needs, and potential options for adjustments to ensure alignment with project objectives.



# Additional Supervisor Competencies

## Allocate and monitor the use of plant, machinery or equipment (CC007)

**Description:** This function is about selecting, using, and managing plant, machinery, equipment, and vehicles safely and effectively in line with organisational and regulatory requirements. verifying operator authorisation, conducting risk assessments, maintaining accurate records, ensuring safe systems of work, identifying and reporting unsuitable equipment or operators, providing operational information, and recording when resources are no longer needed.

### SKILLS

#### You must be able to:

- Identify the work activities and the required resources
- Obtain clarification and advice when the required resources are not available
- Evaluate the work activities against records covering project requirements and the requirements of any significant external factors
- Influencing the work relating to the following:
- other occupations and/or customers
  - resources
  - weather conditions
  - health and safety requirements

- Make the best use of the resources available by identifying the following:
- work activities that influence each other
  - durations and sequencing of work activities
  - sustainability of resources
  - environmental requirements
- Identify changes to the work activities to meet changing circumstances and justify the proposed changes to the decision makers, line management or customer
- Prepare a plan for the work activities and required resources

### KNOWLEDGE



# Additional Supervisor Competencies

Confirm work meets contractual, industry and manufacturers standards (CC008)

**Description:** This function is about confirming that work meets contractual, industry, and manufacturers’ standards by allocating responsibilities and ensuring compliance throughout the programme of work. involves implementing and monitoring work against design requirements and specified standards, carrying out inspections and control procedures, identifying and reporting any non-compliance or variations, and coordinating corrective actions with suppliers, workforce, and project teams. It also includes maintaining safe and healthy work practices in line with relevant legislation, codes, and organisational policies.

## SKILLS

### You must be able to:

- Identify the work activities and the required resources
- Obtain clarification and advice when the required resources are not available
- Evaluate the work activities against records covering project requirements and the requirements of any significant external factors
- Influencing the work relating to the following:
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- Prepare a plan for the work activities and required resources

## KNOWLEDGE



# Additional Supervisor Competencies

## Implement procedures to support team’s performance (CC009)

**Description:** This function is about implementing procedures to support the team’s performance by monitoring, evaluating, and responding to individual and team needs in line with organisational requirements. Identifying and addressing both good and poor performance, creating a safe space for team members to raise concerns, and agreeing on timely, effective actions to support improvement. It includes communicating disciplinary and grievance procedures, promoting safe and healthy working practices, recording key discussions, and maintaining confidentiality while adhering to organisational policies and performance measures.

### SKILLS

#### You must be able to:

- Identify the work activities and the required resources
- Obtain clarification and advice when the required resources are not available
- Evaluate the work activities against records covering project requirements and the requirements of any significant external factors
- Influencing the work relating to the following:
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- Prepare a plan for the work activities and required resources

### KNOWLEDGE



# Additional Supervisor Competencies

## Co-ordinate and confirm the dimensional requirements of the work (CC010)

**Description:** This function is about Co-ordinating and confirming the dimensional requirements of the work by following organisational and statutory requirements. Co-ordinating and communicating information with work colleagues, selecting, using and confirming and measuring dimensional control requirements of the work and performing a supervisory role within craft and operative work areas as associated with work carried out in the built environment.

### SKILLS

### KNOWLEDGE

#### You must be able to:

- Identify the work activities and the required resources
- Obtain clarification and advice when the required resources are not available
- Evaluate the work activities against records covering project requirements and the requirements of any significant external factors
- Influencing the work relating to the following:
- other occupations and/or customers
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# Additional Supervisor Competencies

## Plan for building safety (CC011)

**Description:** This function is about planning work in a way that prioritises Building Safety by identifying and addressing building safety-related risks, resource requirements, and legislative responsibilities. Applying relevant legislation, guidance, and manufacturer instructions; developing compliant work methodologies; assessing workforce competency; and planning for inspections and hold points. It includes ensuring materials meet quality standards and embedding Building Safety information throughout the planning process to support regulatory compliance and contribute to the Golden Thread.

### SKILLS

#### You must be able to:

- Identify the work activities and the required resources
- Obtain clarification and advice when the required resources are not available
- Evaluate the work activities against records covering project requirements and the requirements of any significant external factors
- Influencing the work relating to the following:
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- Prepare a plan for the work activities and required resources

### KNOWLEDGE



# Additional Supervisor Competencies

## Supervise building safety related work activities (CC012)

**Description:** This function is about communicating, coordinating, and managing Building Safety responsibilities and requirements across the workforce and project stakeholders to ensure safe and compliant progress of work. Managing resources in line with regulatory and quality standards, understanding and applying change control procedures, and maintaining accurate Building Safety records. It supports collaborative working practices and contributes to the integrity of Building Safety information, including compliance with the Golden Thread.

### SKILLS

#### You must know and understand:

##### Interpretation of Information

why organisational procedures have been developed and how they are implemented

types of information, their source and how they are interpreted in relation to:

- technical
- product and regulatory
- oral
- written
- graphical presentation

the importance of reporting and rectifying inappropriate information

how to obtain information to use and store lifting aids and equipment

##### Safe Work Practices

information for relevant, current legislation and official guidance and how it is applied

the types of fire extinguishers and how and when they are used in relation to water, CO<sub>2</sub>, foam, powder

how emergencies should be responded to in accordance with organisational authorisation and personal skills in relation to:

- fires, spillages, injuries
- emergencies relating to occupational activities

the organisational security procedures for tools, equipment and personal belongings in relation to:

- |                                                                                                           |                                                                                                     |
|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>operative</li><li>site</li><li>workplace</li><li>vehicles</li></ul> | <ul style="list-style-type: none"><li>company</li><li>customer</li><li>the general public</li></ul> |
|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|

### KNOWLEDGE



how to report risks and hazards identified by the following:

- methods of work
- manufacturers' technical information
- statutory regulations
- official guidance

the accident reporting procedures and who is responsible for making the report

why, when and how health and safety control equipment identified by the principles of prevention should be used in relation to:

- collective protective measures
- personal protective equipment (PPE)
- respiratory protective equipment (RPE)
- local exhaust ventilation (LEV)

how to comply with environmentally responsible work practices to meet current legislation and official guidance

the organisational procedure when dealing with potential accidents, health hazards and the environmental impact whilst working:

- below ground level
- in confined spaces
- at height
- with tools and equipment
- with materials and substances
- moving and storing materials by manual handling and mechanical lifting



# Experience

Information that can be evidenced to confirm level of experience

Occupational Work Supervision (OWS) NVQ 3 / SCQF SVQ 6

Modern Apprenticeship (MA) Occupational Work Supervision (OWS) (Construction) SQA GT1N23 & GQA GT6246

Construction Site Supervision (Construction) NVQ 4 /SCQF SVQ 7

Modern Apprenticeship (MA) Construction Site Supervision (CSS) SCQF 7 QFI GT0N47

Provide evidence of completed projects, testimonials from clients or customers, a job description and confirmation of your role from your employer, a current CV, and proof of transferable skills and health and safety knowledge.





# Behaviours

You must be able to demonstrate:

**Act ethically and contribute to safe outcomes**

Upholds ethical principles to promote safe outcomes.

Acts conscientiously and professionally at all times.

Proactively reports problems as soon as they arise.

Careful to ensure compliance with the rules, regulations and follows instructions.

Inclined to ask questions and clarify queries.

Mindful of the limits of own experience and works within the limits of own competence.

Open to seeking advice from others.

Challenges unsafe behaviours and activities, reporting where necessary.

Observant of sustainability and environmental considerations at all stages of operations.

Acts respectfully to all and applies the principles of inclusivity.

**Demonstrate effective supervision, teamwork and communication as an individual and as a member of a team:**

Prioritises a commitment to a strong safety culture.

Engages in teamwork and effective communication when working as part of a team.

Strives for impeccable time management skills by being dependable and punctual and manages own time effectively.

Recognises and respects lines of communication.

Professionally communicates with other tradespeople to meet project deadlines and maximise productivity.

Open to engaging in collaborative processes.

Provides feedback to others on site on the progress of works.





# Behaviours

You must be able to demonstrate:

**Manage individual competence and contribute towards organisational competence:**

Motivated to managing own competence.

Honestly assesses own level of existing competence.

Considers organisational documentation about the requirements of own role.

Motivated to follow reporting procedures and protocols for competence.

Reflects on own level of competence and open to making plans to take action and upskill.

Willing to undertake personal development activities to maintain competence and contribute to a learning culture.

Seeks out ways to keep up to date with best practice, new technology, terminology, techniques and materials.

Readiness to value own potential and open to continuously learn as part of a lifelong learning process.

Remains professionally curious.

Monitor competence of others including fulfilling dutyholder obligations when making appointments or allocating tasks within teams.

Reporting, monitoring, and taking action to improve work force skills as part of a learning culture.

**Demonstrate personal responsibility and accountability:**

Critically aware of own role and responsibilities with particular reference to safety.

Acknowledges and manages accountability for individual actions.

Considers own responsibility and accountability for collective actions.

Conducts oneself in a way that represents own trade and employer in a positive manner.

Displays resilience in challenging situations, showing patience whilst remaining calm.





# Behaviours

## You must be able to demonstrate:

Maintains a positive attitude at all times and focuses on solutions.

Avoids reacting impulsively.

Actively works in accordance with quality requirements and challenges when they are not being met.

Anticipating, identifying and challenging unsafe or inappropriate behaviours and escalating concerns through reporting or whistleblowing mechanisms.

Identifying and providing feedback on unsafe process, equipment, procedures, construction products, building systems, standards or quality.

### Understand and respect duty of care to others including general public:

Mindful to tailor methods of communication of information to various audiences.

Responds respectfully to any risks or concerns being reported.

Considers other points of view and is empathetic and respectful.

Willing to set and manage realistic expectations.

Confident of own decisions and resists negative influences.

Inclined to maintain perspective.

Motivated to see things through to the end.

Respectfully polite, approachable and responsive to the needs of the client and any building occupants at all times.

Aware of the differing approaches for interacting with other trades and building occupants.

Aware of the differing requirements for a live site environment compared to an occupied environment.

Inclined to protect members of the public and any building occupants from any inconveniences.





# References/Glossary

The Competence Framework page hosted by the CLC:  
[Competence – Construction Leadership Council](#)

Details of the new ICSG Structure:  
[Industry Competence Steering Group – Construction Leadership Council](#)

CITB Competence Framework page:  
[Competence Frameworks - CITB](#)

The BSI Competence Programme pages:  
[Raising Competency Across the Built Environment | BSI](#)