

## HBSP - Skills and Training Framework

### Assistant Site Manager & Site Manager



The information on this spreadsheet contains the agreed modules across the Home Building Sector for either an Assistant Site Manager or a Site Manager. Subsequent tabs will give a more detailed overview of course content and key objectives along with, where available, links to samples of full course programmes. Over the coming months and in line with the work on CITB Grant reform and National Training Standards the relevant key information, where available will be added. Its primary aim is to help with standardising, understanding, developing, deployment and the tracking of people and their skills. The information within this and all associated Skills Matrices for Home Building should be used as a **minimum** standard across the sector.

Module	Unit of Training	Assistant Site Manager	Site Manager
<b>Regulatory Environment &amp; Standards</b>			
Statutory Legislation	Building Regulations	Y	
	Environmental Legislation	Y	
Insurance Compliance	NHBC Defects Prevention	y	
Site Management Regulations	CDM Regulations	y	y
<b>Health, Safety &amp; Environment</b>			
Site operations	SSSTS / IOSH or equivalent	y	
	SMSTS / NEBOSH		y
	SEATS	y	
	IEMA		y
	Risk Assessments		y
	Waste Transfer Licencing		y
Environmental Awareness & Management	Duty of Care		y
	Compliance		y
	First Aid in the workplace	y	
	Working at Heights & Lifting Operations	y	
	Scaffold Awareness	y	
	Site Security	y	
<b>Construction Process</b>			
General Site Management	Pre-commencement Planning		y
	Site & Ground investigation		y
	Plot Planning & Handover	y	y
	Specifications	y	y
	Dimensional positioning & site levelling	y	
	Groundworks & Foundations	y	
	Piling types & Rafts	y	
	Drainage	y	
	Understanding Road Construction	y	
Build operations & trades awareness	Sub-structures	y	

Build quality	Superstructure	y	
	Roof Construction	y	
	1st & 2nd Fix operations	y	
	Understanding Services	y	
	Plot protection	y	
	Work inspections	y	
	NHBC Certification	y	y
<b>Site &amp; Project Planning</b>			
IT Skills	Software & hardware skills	y	
Project Management	Compiling site programmes	y	
	APM (or similar)		y
BIM	Awareness	y	
General Content Specifications	Compliance		y
	Understanding	y	
Technical Drawings	Monitoring & Evaluation		y
Commercial Awareness	Costing & Finance	y	y
Pre Site Commencement	Understanding of requirements		y
Site Establishment			y
Logistics		y	
<b>Supply Chain Management</b>			
Leadership skills, culture & behaviours	Managing teams	y	y
	Managing Meetings	y	
	Assertiveness	y	
	Handover	y	y
	Sales	y	y
	Customer Service	y	y
	Managing Performance	y	y
	Chairing meetings	y	y
<b>People Management</b>			
	Roles & Responsibilities	y	y
	Employment law		y
	Conflict resolutions	y	
	Motivating others	y	



In conjunction with

