# **Site Visit Report - Supervisor**

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| WAE:  | Region:  | Date: |
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| Trainee Name: |   |   |
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| Company name:  | Contact person:  | Role: Mobile:   |
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| **5x5 result** |  |  |
| [ ] Proceeded as normal | [ ] The location changed due to site conditions | [ ] The location changed due to weather conditions  |
| **Site Address & Project Type [Commercial / Residential]:** |
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### **Progress:**

Progress has been made since the last visit in the following areas:

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| **Providing Effective Communication** | **Notes** |
| 1 | Identifying team objectives. |  |
| 2 | Communicating team objectives to a construction team. |  |
| 3 | Allocating resources, including labour, time, plant, equipment & materials. |  |
| 4 | Communicating quality requirements. |  |
| 5 |  Determining & communicating work-programme safety requirements, including hazard identification, risk management, personal safety & team safety. |  |

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| **Managing Interpersonal Conflict** | **Notes** |
| 1 | Evaluating situations in terms of their potential to lead to interpersonal conflict. Situations may include communication breakdown, noncompliance with work requirements or worksite practices. |  |
| 2 | Explaining factors that contribute to situations of interpersonal conflict.  |  |
| 3 | Identifying the views of opposing parties and explaining them in terms of how they lead to interpersonal conflict. |  |

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| **Leading and Monitoring Teams** | **Notes** |
| 1 | Identifying barriers that may impact the team or team member’s performance. Barriers may include skills, knowledge, experience, work environment and facilities, language and communication, culture. |  |
| 2 | Identifying and addressing performance issues for individual team members. |  |
| 3 | Monitoring and determining team performance and progress against work programme requirements, including scheduling and task allocations. |  |
| 4 | Giving feedback to the team about performance against the objectives of the work programme. |  |
| 5 | Providing guidance to team members about how to improve performance. |  |
| 6 | Eliciting feedback from the team and reflect upon own performance. Identify areas of success and opportunities for improvement. |  |

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| **Wellbeing Responsibilities** | **Notes** |
| 1 | Identifies & describes the statutory provisions, Employment Relations Act, Human Rights Act, Health & Safety at Work Act that apply to worker wellbeing in NZ construction. |  |
| 2 | Describes the emotional, behavioural & thinking indicators of negative change in mental health.  |  |
| 3 | Describes workplace considerations, employee privacy, dignity and safety, the limitations of the employer-employee relationship relevant to a response to indicators of a change in mental health |  |
| 4 | Describes responses, providing a safe and private place to talk, seeking guidance from the employee about what they need, seeking guidance and support from managers, following workplace protocols.  |  |

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| **Implementing Training Activities** | **Notes** |
| 1 | Identifying team training needs relevant to the work programme by assessing the team. Addressing and coordinating the training needs for the residential/commercial construction team. Including on-site training, referral to a training programme and inductions. |  |
| 2 | Eliciting feedback to determine the effectiveness of training activities specified in a training plan. |  |
| 3 | Identification of additional training needs required to meet the work programme objectives. Discuss Toolbox talks, peer support, internal & external training. |  |

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| **Compliance** | **Notes** |
| 1 | Construction workplace processes for compliance with regulatory and good-practice frameworks, including hazard control measures, risk management, environmental protection & reporting. |  |
| 2 | Requirements for compliance with regulatory & good- practice frameworks involving the construction team & other people on the worksite. |  |

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| **Leading Quality Assurance** | **Notes** |
| 1 | Workplace quality control processes for a residential/commercial construction work programme. Including check sheets, quality assurance software programmes & workplace quality control procedure. |  |
| 2 | Responsibilities/techniques to communicate quality assurance requirements to team members for a construction work programme. |  |
| 3 | Requirements for compliance with the quality assurance process including schedule of control checks & record keeping requirements. |  |
| 4 | Remedial action where quality standards are not met including reporting, rework & replacement |  |
| 5 | Procedure for final quality assurance checks of completed work.Requirements for maintaining quality assurance records for a work programme. |  |

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| **Construction Planning** | **Notes** |
| 1 | Coordinating activity and resources to meet the requirements of the work programme. |  |
| 2 | Monitoring the progress of activities against the timeline specified in the work schedule. |  |
| 3 | Documenting progress against the work schedule. |  |
| 4 | Communicating progress against the work schedule to team members, subcontractors, management, clients, compliance bodies, etc. as appropriate |  |
| 5 | Adjusting planned work programme activity & resources during projects as required according to workplace procedures and contractual requirements |  |
| 6 | Recording and comparing actual workflow outcomes to planned outcomes.  |  |
| 7 | Evaluating the effectiveness of a work programme on the basis of actual outcomes compared to intended outcomes. |  |
| 8 | Documenting recommendations for improvement based on the evaluation of the outcomes of a work programme. |  |

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| **Sustainable Practices** | **Notes** |
| 1 | Residential construction workplace processes for compliance with regulatory and good- practice frameworks including hazard control measures, risk management, environmental protection & reporting. |  |
| 2 | Requirements for compliance with regulatory and good- practice frameworks involving the construction team & other people on the worksite.  |  |
| 3 | Procedures for addressing non-compliance with the regulatory and good- practice frameworks including signage & barriers, information, feedback about performance, training needs, disciplinary action & reporting. |  |
| 4 | Evaluation of current workplace compliance processes & their implementation to identify areas of success and failure. |  |
| 5 | Improving to the compliance framework in construction work programmes. |  |

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| **Residential Building Strand** | **Notes** |
| 1 | Requirements for compliance with current methods and practices as they apply to a residential construction work programme. |  |
| 2 | Accurate & current technical advice that applies to residential construction methods & practices including technologies, practices & materials. |  |
| 3 | Plan for monitoring how onsite residential construction practices is consistent with technical specifications & plans. |  |
| 4 | Plan for how to address any onsite residential construction practices that are non- compliant. |  |

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| **Commercial Building Strand** | **Notes** |
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**Information assessed by the WAE that supports components to be awarded**

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| [ ] Photos/videos | [ ] On-site observation | [ ] Verbal discussion with Trainee |
| [ ] Verbal Discussion with the Employer/Supervisor | [ ] Other: |
| Was the information verified? | [ ] Yes or [ ] No | By whom? |

**Concerns or Issues:**

Please provide any details if there were any concerns or issues:

If any, what were the discussions held and any agreed-upon actions or solutions?

# **Goal Setting:**

Set specific goals for the trainee to achieve by the next visit.

Set specific goals for the employer/supervisor to achieve by the next visit.

# **Insert Photos [if required]:**

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