

Site manager and supervisor standards



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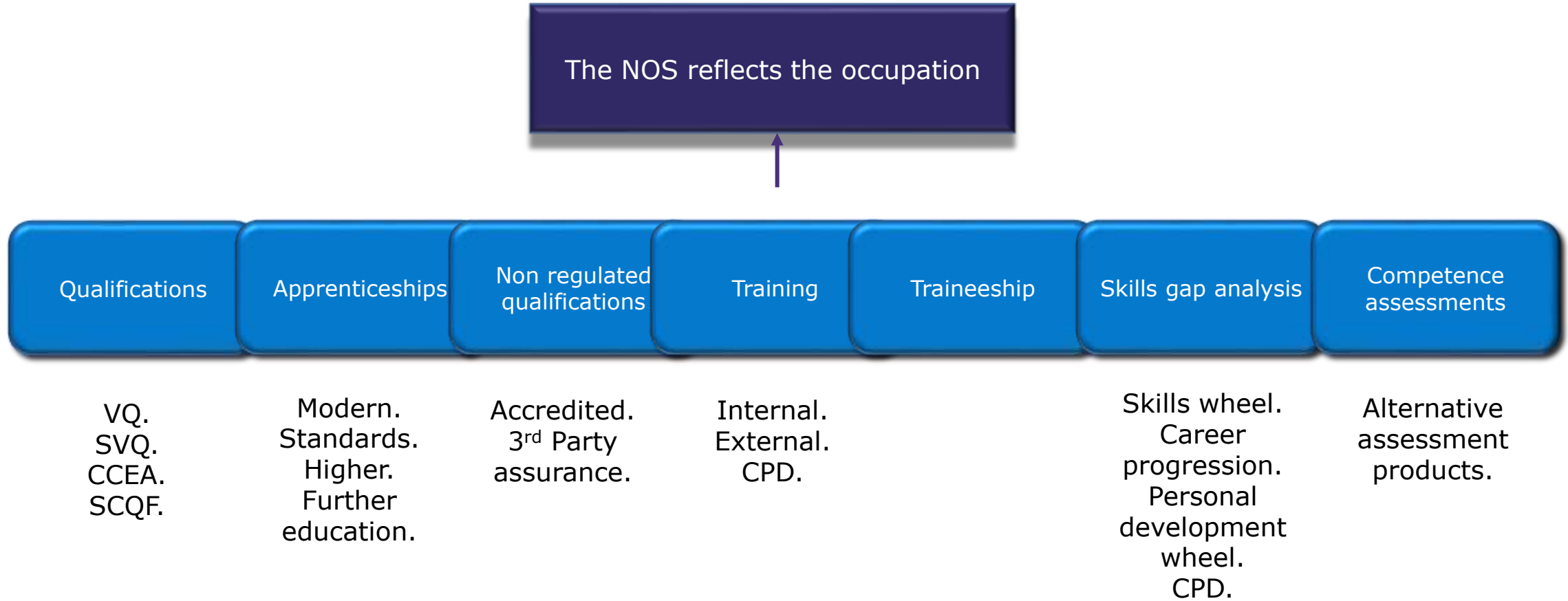


Minerals-Matter

Why change?

- Accessible standard opens opportunities to a wider population
- Recognise prior learning from outside our sector – transferrable skills
- More universal standard, can be used across mineral product industry
- Reflects the modern role of site management
- More aligned to the higher apprenticeship
- More opportunities once the standard reflects the occupation
- Increased flexibility by using imported standards
- Removes the issues raised by assessors and learners alike

Future state



Working Group

Name	Business
Matt Gibbs	Tarmac
Anthony Elgey	Minerals Matter
Mike Phillips	BAA
Tyrone Partridge	Day Group
Julian Smallshaw	IQ
Andy Wade	Myers Group
Gareth Sturges	Breedon Group
Simon Edwards	Breedon Group
Oliver Kibble	Tarmac
Anastasia Grizioti	Aggregate Industries
Mark Boyall	Hanson
Andy Meadows	Longcliffe
William Hardcastle	Omya
Simon Smith	Longwater Gravel



Conclusions from kick off meeting

- Employers were unanimous in their conclusion, that the standards do not fully reflect the occupation, only parts of it
- The standards have not kept pace with the evolving role
- Good practice is to use “pan sector” standards wherever possible
- Existing standards have been identified that may well be fit for our purposes
- Any gaps will be filled with new standards, if required
- The standards developed today, will have an eye on the future
- The group are committed to ensuring the NOS reflects the modern role

Timeline

Step one March

- Map out the current role of a Manager / Supervisor in the Mineral Products sector and reference against the current National Occupational Standards

Outcome: Current NOS are not reflective of the role of a Manager / Supervisor in the Mineral Products sector

Step two May-Aug 2023

- Create a high-level overview of what the NOS would look like with “keeping it simple” in mind following the feedback that the current “suite” is complicated and not easy to follow.
- Review NOS from other sectors for suitability

Outcome: Overview created with 6 core units and a further 3-4 additional units. 3 units from various sectors identified as potential options

Step three Oct-Nov 2023

- Create, review and agree the new draft units.
- Create the communication plan for the wider stakeholders to review
- Create the final presentation to accompany the draft units

Step four Nov-Dec 2023

- **Next slide**

Timeline – Nov – Dec 2023

Date	Action
1 st Nov 2023	Working group final review of the draft proposal
2 nd Nov 2023	Cascade to wider industry stakeholders for comment and feedback
1 st Dec 2023	Deadline for responses
4 th - 15 th Dec 2023	Evaluate responses and update accordingly (providing feedback to the source)
18 th Dec	Next steps

NOS – Core units (draft)

National Occupational Standard
headings (generic skills)

Keeping
everyone safe

Protecting the
environment

Continuous
improvements

Produce a
high-quality
product

Provide
Leadership for
teams

Developing
Capability

Cross sector core standards

NOS: Working environment (draft)

National Occupational Standard
headings (Quarry specific)

Management
of
Geotechnical
activities

Drilling and
blasting

NOS: Keeping people safe

Ensuring
everyone is
safe

New unit
developed

- Demonstrate leadership through positive health & safety behaviour
- Identify health & safety training needs of the team.
- Collaboratively create risk assessment for activities involving significant risks
- Ensure that **inspections** are carried out in compliance to the **written scheme of inspections**
- Create a SMART action plans to resolve defects, improvements and changes
- Evaluate information provided by contractors to carry out work on site

NOS: Protecting the environment

Protecting the
environment
and
sustainability

New unit
developed

- Identify site environmental hazards, risks and impacts and implement suitable controls
- Ensure all waste is minimised and disposed of through approved channels
- evaluate the site environment and sustainability performance identifying areas for improvements.
- How to assess potential improvements in environmental working and sustainability
- evaluate findings from audits and **inspections**

NOS: Continuous Improvements

Continuous improvements

Group to consider existing NOS
SEMBIT5

- Evaluate plans for improvements
- agree objectives and targets for the activity
- lead the activity within the chosen work area/activity
- evaluate comparisons of the agreed work area/activity before and after the activity to confirm improvements using key performance indicators
- the eight wastes (over-production, inventory, transport, over processing, waiting time, operator motion, bad quality, failure to exploit human potential) and how to eliminate them
- problem solving and root cause analysis

NOS: Produce a high-quality product

**Produce a
high-quality
product**

Group to review
existing NOS
COGHP003

- use all necessary safety equipment, in line with organisational and legal requirements
- follow the standard operating procedures (SOPS) for the production process confirm quality criteria for the product and process in line with organisational requirements
- Identify suitable quality assurance methods and procedures
- apply the quality assurance methods and procedures meeting organisational and customer requirements
- obtain accurate information from valid sources on the product and process being quality assured
- specify clearly the required quality of the product and process
- assess accurately and realistically the quality of the product and process meeting organisation requirements
- meet organisational requirements on recording and completing documentation on the quality assurance process
- recommend improvements to quality to the appropriate people in line with organisational requirements

NOS: Provide leadership for teams

Provide Leadership for teams

Group to review existing NOS
PPL1HSL1

- Communicate the purpose and objectives of the team to all members
- Involve members in planning how the team will achieve its objectives
- Ensure that each member of the team has personal work objectives and understands how achieving these will contribute to achievement of the team's objectives
- Encourage and support team members to achieve their personal work objectives and those of the team and provide recognition when objectives have been achieved
- Gain, through your performance, the trust and support of the team for your leadership
- Steer the team successfully through difficulties and challenges, which may include conflict, diversity and inclusion issues within the team
- Encourage and recognise creativity and innovation within the team
- Give team members support and advice when they need it, especially during periods of setback and change
- Motivate team members to present their own ideas and listen to what they say
- Encourage team members to take the lead when they have the knowledge and expertise and show willingness to follow this lead

NOS: Developing Capability

Developing Capability

Group to consider existing NOS
MPQSHE08

- assess the competence requirements of the team
- Maintain accurate records of training, systems, plans, audits, inspections, and incidents
- Develop and maintain your own knowledge, skills, and practice
- promote Continual Professional Development (CPD) opportunities to the team
- the difference between formal and informal learning
- learning styles of individuals

Comms Plan

Area	Date	Deadline	Lead
Working group initial sign off for the structure and units to be cascaded to wider industry stakeholders for review, comment and sign off	1 st November 2023	TBC	AE
Working group to gain a letter of support from their employer (Director position)	November 2023	TBC	WG
BAA members to review, comment and issue letter of support	November 2023	TBC	MP
Cascade to MPQC Council members	November 2023	TBC	AE
MPA review, comment and issue letter of support	November 2023	TBC	AE
Cascade to industry recognised awarding organisations	November 2023	TBC	AE
QNJAC Chair to review and issue letter of support	Dec 2023	TBC	AE