

Highfield Level 3 End-Point Assessment for ST0550 Safety, Health and Environment Technician

Apprentice Details

Name	
Employer	
Training Provider	

Portfolio of evidence

It is a requirement of this assessment plan that a portfolio of evidence is submitted at Gateway to support the professional discussion. This is not assessed. Please see the EPA-kit for more information on the requirements for the portfolio of evidence.

Please indicate below which piece of evidence is mapped to each KSB covered in the professional discussion. Please use the same reference as the file name to ensure the correct piece of evidence can be located.

KSB	Evidence reference	Evidence location
K1: The moral reasons for good safety, health and environmental working practices, ensuring no harm to people or the environment. (E1)		
S5: Supports the practical application of the workplace instructions and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products. (I2)		
S6: Supports and assists in the implementation of SHE inspections and monitoring systems demonstrating the balance between enforcement and internal support. (I1, I5)		
S7: Undertakes and/or assists with the monitoring, analysis and reporting of SHE performance. (I3)		

<p>S8: Prepares and maintains records relating to safety, health or environmental matters that comply with legal and workplace requirements and are accessible to those who are authorised to use them. E.g., records associated with Provision and Use of Work Equipment Regulations, Lifting Operation and Lifting Equipment Regulations, Noise at Work Regulations, Hand Arm Vibration Regulations or Environmental Permitting Regulations. (I3)</p>		
<p>S9: Assists the management team in establishing, managing or maintaining relationships with external stakeholders such as local authorities, Health and Safety Executive, Environment Agency, Occupational Health, Occupational Hygienists and others as required and directed. (SE1)</p>		
<p>S10: Researches safety, health and environmental issues and best practices and reviews updates of health and safety regulations e.g., changes to Construction, Design and Management Regulations or updates to the Control of Substances Hazardous to Health along with workplace instructions, making sure that information is from reliable sources. (R1, R2)</p>		
<p>S11: Assists and/or manages the investigation of accidents, incidents, dangerous occurrences, near misses and other incidents as directed. (I1, I4)</p>		
<p>S13: Recognises situations where the activity will benefit from contributions and expertise of other internal departments such as HR, Finance, IT or Occupational Health. (SE1, SE2)</p>		
<p>B4: Drive Innovation: Be able to identify areas for improvement and suggest sustainable innovative solutions. (R1)</p>		
<p>B5: Use their professional judgement to work within own level of competence, and knows when to seek advice from others. (SE1)</p>		

B6: Applies the code of ethics to work within rules and regulations of professional competence and code of conduct as defined by a professional institution. Able to resist pressures to allow others to utilise unsafe working practices. (E1)		
B8: Identifies own professional development needs and take action to meet those needs. Uses own knowledge and expertise to help others when requested. (R1)		

Apprentice Declaration

I confirm that the evidence contained in this portfolio of evidence is all my own work and any assistance given and/or sources used have been acknowledged.

Signed by apprentice (name)	Signature	Date

Employer Declaration

I confirm that the portfolio of evidence is valid and attributable to the apprentice.

Signed on behalf of employer (name)	Signature	Date

Project Subject, Title and Scope

Project Subject:	
Project Title:	
Project Scope	

Employer Declaration

I confirm that the project proposal outlined above provides a benefit to the business and any assistance given and/or sources used have been acknowledged.

Employer representative name:			
Employer signature:		Date:	

For Highfield Assessment use only:

Consideration	Met	Not Met
Has the apprentice included a project title and scope?		
Does the project allow the apprentice to meet all of the assessment criteria specified under the 'project report and presentation with questioning'?		
Will the apprentice be able to measure improvements and/or benefits to the organisation?		
Approved:		
Feedback:		
End-point Assessor:		
Date of Approval:		