



Portfolio Matrix

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 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 interview. Please use the same reference as the file name to ensure the correct piece of evidence can be located.

Core

KSB	Evidence reference	Evidence location
S5: Support the practical application of the workplace instructions and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products. (S5.1, S5.2)		
S6: Support and assist in the implementation of SHE inspections and monitoring systems demonstrating the balance between enforcement and internal support. (S6.1, S6.2)		
S8: Prepare and maintain 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. (S8.1, S8.2)		
S9: Assist the management team in establishing, managing or maintaining relationships with external stakeholders and others as required and directed. (S9.1, S9.2)		

S10: Research safety, health and environmental issues and best practices. Review updates of health and safety regulations. (S10.1, S10.2)		
S11: Assist and/or manage the investigation of accidents, incidents, dangerous occurrences, near misses and other incidents as directed. (S11.1, S11.2)		
S13: Recognising situations where the activity will benefit from contributions and expertise of other internal departments. (S13.1, S13.2)		
B4: Drive innovation: be able to identify areas for improvement and suggest sustainable innovative solutions. (B4.1, B4.2)		
B5: Use their professional judgement: be able to work within own level of competence, know when to seek advice from others. (B5.1, B5.2)		
B6: Apply the code of ethics: work within rules and regulations of professional competence and code of conduct as defined by a professional institution. Be able to resist pressures to allow others to utilise unsafe working practices. (B6.1, B6.2)		
B8: Continue their professional development: identify own development needs and take action to meet those needs. Use own knowledge and expertise to help others when requested. (B8.1, B8.2)		

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