

Safety, Health and Environment Comparison AP03 to AP02

The main changes to the assessment plan are as follows:

- Level 1 ICT is no longer a gateway requirement.
- The EPA period will typically last 4 months.
- The overall EPA grading method has changed:
 - To gain a pass, apprentices must achieve a pass in all 3 assessment methods
 - To gain a distinction, apprentices must achieve a distinction in all 3 assessment methods

There have also been some changes to the assessment methods and new assessment criteria has been written by the trailblazer group. These changes are outlined below.

Knowledge Test

This will now consist of 40 multiple-choice questions with a duration of 60 minutes. The pass mark has increased to 70% (28/40) and the distinction mark has increased to 85% (34/40).

The following table shows how the criteria for the knowledge test from the updated assessment plan, AP03, compare with the previous assessment plan, AP02, and the areas of the standard.

AP03 topic area	AP03 criteria – Assessment Plan and Highfield EPA kit	AP02 criteria – Highfield EPA Kit	AP02 Standard area(s)
Company Health & Safety and Environmental Policies including culture	C1 Demonstrate an understanding of key statutory health, safety and environmental legislation and sources of associated guidance and information	K2.1 Can demonstrate an understanding of key statutory health, safety and environmental legislation and sources of associated guidance and information K2.2 Can demonstrate an understanding of key statutory health, safety and environmental legislation and sources of associated guidance and information and how these are applied in their own working environment	SHE legislation, methods and theories

AP03 topic area	AP03 criteria – Assessment Plan and Highfield EPA kit	AP02 criteria – Highfield EPA Kit	AP02 Standard area(s)
	C3 Demonstrate an understanding of the differences between occupational hygiene, health surveillance and health and well-being campaigns and methods for implementing these in the workplace	<p>K6.1 Can demonstrate an understanding of the differences between occupational hygiene, health surveillance and health and well-being campaigns</p> <p>K6.2 Can demonstrate an understanding of the differences between occupational hygiene, health surveillance and health and well-being campaigns and gives examples of implementing these in the workplace</p>	SHE management systems
	C2 Demonstrate an understanding of how a SHE management system works, and the range of standards used and how these are applied in their working environment	<p>K3.1 Can demonstrate an understanding of how a SHE management system works, and the range of standards used</p> <p>K3.2 Can demonstrate an understanding of how a SHE management system works and the range of standards used and how these are applied beyond their own working environment (e.g. other industries)</p>	
	C4 Demonstrate an understanding of how to plan and have systems in place to manage change	<p>K7.1 Can demonstrate an understanding of how to manage change</p> <p>K7.2 Can demonstrate an understanding of how to manage change and provides a workplace example from beyond their working environment</p>	
Hazards	H1 Demonstrate an understanding of appropriate methods for identifying, evaluating and controlling hazards	K4.1 Can demonstrate an understanding of appropriate methods for identifying, evaluating and controlling hazards	Risk Assessments

AP03 topic area	AP03 criteria – Assessment Plan and Highfield EPA kit	AP02 criteria – Highfield EPA Kit	AP02 Standard area(s)
		K4.2 Can demonstrate an understanding of appropriate methods for identifying, evaluating and controlling hazards and how these are implemented in their working environment	
	H2 Identify and prioritise the hazards with the potential to cause harm and/or loss	K5.1 Can identify and prioritise the hazards with the potential to cause harm and/or loss K5.2 Can identify and prioritise the hazards with the potential to cause harm and/or loss and provide examples from the workplace	
	H3 Demonstrate an understanding of the components of a behavioural program and potential blockers that need to be overcome	K8.1 Can demonstrate an understanding of the components of a behavioural program and potential blockers that need to be overcome K8.2 Can demonstrate an understanding of the components of a behavioural program, potential blockers that need to be overcome and workplace examples of implementation	
Inspections and investigations	I1 Demonstrate an understanding of how to plan for safety, health or environmental emergencies	K9.1 Can demonstrate an understanding of how to plan for safety, health or environmental emergencies K9.2 Can demonstrate an understanding of how to plan for safety, health or environmental emergencies and has workplace examples of practice exercises to test the plan	Measuring performance and accident investigation

AP03 topic area	AP03 criteria – Assessment Plan and Highfield EPA kit	AP02 criteria – Highfield EPA Kit	AP02 Standard area(s)
	I2 Demonstrate an understanding of theories for incident causation and prevention	K10.1 Can demonstrate an understanding of theories for incident causation and prevention K10.2 Can demonstrate an understanding of theories for incident causation and prevention and provide examples of applying the theory in the workplace	SHE legislation, methods and theories

Project Report and presentation with questioning

The project's subject, title and scope must be submitted and agreed at gateway. The word limit for the report has increased to 3000 words (+/- 10%) and the presentation with questioning will now last 40 minutes (20 minutes for the presentation and 20 minutes of questioning). This will no longer be graded based on marks. To pass, all pass criteria must be achieved and to gain a distinction, all pass and distinction criteria must be achieved.

The following table shows how the criteria for the project report and presentation with questioning from the updated assessment plan, AP03, compare with the previous assessment plan, AP02, and the areas of the standard.

AP03 topic area	AP03 criteria – Assessment Plan and Highfield EPA kit	AP02 criteria – Highfield EPA Kit	AP02 Standard area(s)
Company Health & Safety and Environmental Policies including culture	C5 Describes how they support the development, management and implementation of a company's SHE Management Systems as well as how they have delivered training and coaching to relevant staff whilst embedding an ethos of teamwork	S2.1 Can demonstrate supporting the development, management and implementation of SHEMS	SHE management systems
	C6 Provides advice on the practical implementation of the company's SHE policies and processes, working collaboratively in a team to apply generic industry guidance whilst ensuring that they	S3.1 Can demonstrate providing advice and applying industry guidance in the workplace	Work instructions and implementation

AP03 topic area	AP03 criteria – Assessment Plan and Highfield EPA kit	AP02 criteria – Highfield EPA Kit	AP02 Standard area(s)
	positively adapt to change and positively influence behaviour in others to achieve desired outcomes, to resolve conflicts and commit to a policy of equality and diversity	<p>B2.1 Provides evidence they have worked within a team that they have worked in a collaborative and adaptable way</p> <p>B2.3 Demonstrating that they have worked in a collaborative and adaptable way to prevent potential conflict</p> <p>B3.1 Demonstrates an understanding of how to influence SHE culture</p> <p>B3.2 Demonstrates actions that lead (beyond the ‘contribute’ requirement) and can demonstrate a sustained change in culture</p> <p>B7.1 Can demonstrate implementation of the organisation’s equality and diversity requirements</p> <p>B7.2 Can demonstrate creating new procedures or ways of working that promote equality or diversity</p>	<p>Communication and presentation</p> <p>Code of conduct for good SHE working practices</p>
	C7 Justifies the need for new aspects of a management system to be implemented	<p>Loosely maps to</p> <p>S2.2 Has led the development, management and implementation of a particular topic within the SHEMS</p> <p>S3.2 Has developed new tools to provide advice and applying industry guidance within the workplace</p>	

AP03 topic area	AP03 criteria – Assessment Plan and Highfield EPA kit	AP02 criteria – Highfield EPA Kit	AP02 Standard area(s)
Hazards	H4 Identifies hazards and describes how to deal with them in accordance with workplace instructions and legal requirements; evaluates workplace instructions, working practices, aspects that could cause harm, and the highest elements of risk hazards relevant to own workplace	S4.1 Demonstrates identifying and evaluating hazards relevant to the workplace worked in S4.2 Demonstrates identifying and evaluating hazards relevant to the workplace worked in and also demonstrates examples of new control measures implemented to reduce risk to the workforce	Risk Assessments
	H5 Evaluates the prioritisation of hazard control measures implemented to reduce risk to the workforce	NEW – not explicitly mentioned in AP02 Loosely maps to K5.1 Can identify and prioritise the hazards with the potential to cause harm and/or loss K5.2 Can identify and prioritise the hazards with the potential to cause harm and/or loss and provide examples from the workplace	
Presentation and Communication	P1 Describes how they use appropriate language to present a SHE message that is impactful and engages the audience's attention, ensuring they can deal with any challenges and reflect on their own performance	S1.1 Mostly holds attention and presents with occasional referral to notes S1.2 Uses appropriate language S1.3 Can reflect on personal performance when asked B1.1 Presents with occasional referral to notes B1.3 Engages with the audience at times	Communication and presentation

AP03 topic area	AP03 criteria – Assessment Plan and Highfield EPA kit	AP02 criteria – Highfield EPA Kit	AP02 Standard area(s)
	P2 Outlines how to write and present a business justification e.g., cost/benefit analysis to influence managers	K11.1 Can demonstrate an understanding of how to write and present a business justification with workplace example	
	P3 Evaluates alternative presentation techniques for different audiences whilst ensuring the SHE message maintains its impact	Loosely maps to S1.4 Exceeds standard requirement via a range of presentation techniques	
Financial Implication	F1 Identifies where decisions have a financial cost and describes where they have assisted to develop a budget	S12.1 Can demonstrate where finance has been considered and the apprentice has assisted to develop a budget, e.g. with their line manager	Work instructions and implementation

Professional discussion underpinned by portfolio of evidence

This will also no longer be graded based on marks. To pass, all pass criteria must be achieved and to gain a distinction, all pass and distinction criteria must be achieved.

The following table shows how the criteria for the professional discussion underpinned by portfolio of evidence from the updated assessment plan, AP03, compare with the previous assessment plan, AP02, and the areas of the standard.

AP03 topic area	AP03 criteria – Assessment Plan and Highfield EPA kit	AP02 criteria – Highfield EPA Kit	AP02 Standard area(s)
Research and Best Practice	R1 Explains how they use research relating to safety, health and environmental issues from trusted sources to drive forward innovation and how they apply their own ongoing professional development to improve systems or processes	S10.1 Can demonstrate research to improve systems or processes B4.1 Can provide an example of an area for improvement and a suggested sustainable innovative solution	SHE legislation, methods and theories Work instructions and implementation

AP03 topic area	AP03 criteria – Assessment Plan and Highfield EPA kit	AP02 criteria – Highfield EPA Kit	AP02 Standard area(s)
		B8.1 Can identify own development needs and has a plan to achieve these with support of manager	Personal development
	R2 Justifies research and selection criteria for application in the workplace to improve systems or processes	S10.2 Can demonstrate research and application in the workplace to improve systems or processes	
Inspections and investigations	I3 Describes how they can assist in an incident investigation and implement SHE inspection and monitoring systems	S6.1 Can demonstrate assisting in the implementation of SHE inspections and monitoring systems S11.1 Can demonstrate managing or assisting in an incident investigation	Measuring performance and accident investigation
	I4 Explains how they ensure manufacturer's instructions for the safe use of products is cascaded to colleagues	S5.1 Can show application of workplace, suppliers or manufacturers' instructions	Work instructions and implementation
	I5 Describes how they would monitor and analyse SHE performance, whilst ensuring all records are prepared and maintained in accordance with legislation and accessible to all authorised parties.	S7.1 Can demonstrate assisting in monitoring and analysis of SHE performance (<i>previously assessed in the knowledge test</i>) S8.1 Can demonstrate preparing and maintaining legal or workplace SHE records	
	I6 Explains how they would lead an incident investigation and their justification for embedding the lessons learnt	S11.2 Can demonstrate managing or assisting in an incident investigation	SHE legislation, methods and theories

AP03 topic area	AP03 criteria – Assessment Plan and Highfield EPA kit	AP02 criteria – Highfield EPA Kit	AP02 Standard area(s)
	I7 Explains the need for different types of SHE inspections and monitoring systems	Loosely maps to S6.2 Can demonstrate assisting and improving in the implementation of SHE inspections and monitoring systems	
Stakeholder Engagement and signposting	S1 Explains how they assist the management team in establishing, managing or maintaining relationships with external stakeholders, internal departments and use their professional judgement to recognise situations where the activity will benefit from contributions and expertise of other internal departments and signpost to a more relevant third party internally	S9.1 Can demonstrate assisting the management team in maintaining existing relationships with external stakeholders S13.1 Can demonstrate gaining contributions and expertise of other internal departments B5.1 Can recognise the limitations of their own competence	Communication and presentation Personal development
	S2 Justifies their professional judgement to recognise situations where the activity will benefit from contributions and expertise of other internal departments	S13.2 Can demonstrate working with other internal departments to achieve mutual benefits to both departments	
Ethics	E1 Describes the moral reasons for implementing SHE practices and explains how they apply the code of ethics to ensure they uphold safe working practices at all times	K1.1 Demonstrates a theoretical understanding of moral reasons for safety, health and environment <i>(previously assessed in the knowledge test)</i> B6.1 Can demonstrate applying the professional institution code of conduct to their workplace	Code of conduct for good SHE working practices