

**Highfield Level 3 End-Point Assessment for
ST0550 Safety, Health and Environment (SHE)**

Technician Written Submission Sheet

This document should be used to map the apprentice’s project report to the SHE Technician standard and should accompany the project report and presentation when submitted to Highfield Assessment.

Apprentice Name:	
Employer:	
Training Provider:	
Confirmed Word Count:	

Project appendix

Appendix name	Appendix Ref

Ref	Knowledge, Skills & Behaviours	Appendix Ref	Location/Page in report / appendix
Company Health & Safety and Environmental Policies including culture			
S2	Assists the management team in the development, management, implementation and monitoring of the safety, health and environmental management system by updating systems in line with changes in legislation or best practice, delivering training, coaching operational teams and undertaking workplace inspections		
S3	Advises on the practical implementation of the company's SHE policies and processes by applying generic industry guidance into the context of the workplace		
B2	Works with others (colleagues, suppliers, clients and the public) and leads by example in a collaborative and non-confrontational way, and adjusts to change in relation to the requirements of the organization		
B3	Challenges behaviour that is inconsistent with a positive SHE culture and respects the culture and values of others in contributing a positive SHE culture. Positively influences behaviour in others to achieve desired outcomes and resolve conflicts		
B7	Applies attributes of equality and diversity to meet the requirements of fairness at work		
Hazards			
S4	Identifies the hazards and evaluates: <ul style="list-style-type: none"> 1. workplace instructions that are relevant to the individual's job 2. working practices in the individual's job that may harm themselves or others 3. aspects of the individual's job that could harm themselves or others 4. which of the potentially harmful working practices and aspects of the individual's work present the highest risks to themselves or others 5. how to deal with hazards in accordance with workplace instructions and legal requirements 		
Presentation and Communication			
S1	Presents and holds an audience's attention, for example when delivering SHE training, toolbox talks, inductions or presenting data or investigation findings to the workforce or management team. Shows they can sell the SHE message, have personal impact, deal with challenge, reflect on personal performance, use appropriate language for the audience		
K11	How to write and present a business justification e.g., cost/benefit analysis to influence managers		
B1	Communicates in both spoken and written styles, adapting to the audience to present information or training in an assertive, engaging way		
Financial Implication			
S12	Recognises where decisions have a financial cost and contributes to develop a budget		

Apprentice Declaration

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

Apprentice signature:		Date:	
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Please ensure this Project Submission Form is submitted with your portfolio and that all appendices submitted are saved in one of the following file formats:

.docx

.xlsx

.pptx

.pdf

.jpg

.png

.mp3

.mp4

.m4a

Employer Declaration

I confirm that the project submitted is the apprentice's own work.

Employer representative name:			
Employer signature:		Date:	