

OAL Level 3 Safety, Health and Environment Technician End-point Assessment

Apprenticeship Standard Specification

1.1 Occupational profile

The SHE Technician will be able to work in organisations of varying size and industry; the role could be based in one location or may involve travel across a range of contracts. The role will be partly office based and partly at the work front providing advice to others on how to work without harming themselves or others. The Technician will work with the management and delivery team of the organisation to advise on the statutory health, safety and environmental requirements as they affect the company's operations.

They will assist the management team in ensuring that the legal and company SHE requirements are implemented. On a daily basis the SHE Technician will assist to develop, review and check on the implementation of safe systems of work, deliver training (e.g. toolbox talks & inductions), investigate incidents, analyse data and present findings to the management team. The SHE Technician will engage with all aspects of the organisation to support the embedment of a culture that ensures everyone is able to return to their family and friends unharmed every day whilst also protecting and enhancing the global land, air and water resources for future generations. This will be achieved by inspiring and influencing others to see the benefit of working responsibly, understanding the legal framework and showing how safety, health and environmental management can enhance operational activities.

1.2 Purpose

This apprenticeship has been designed by a range of employers to ensure that both new entrants and those interested in progressing a career in the sector have an opportunity to develop the right skills, knowledge and behaviours. This apprenticeship is a fantastic way of developing these skills whilst learning and gaining experience at work.

At the end of the programme apprentices will be able to:

- assist the management team in the development, management, implementation and monitoring of the Safety, Health and Environmental Management System
- provide advice on the practical implementation of the company's SHE policies and processes
- support and assist in the implementation of SHE inspections and monitoring systems
- prepare and maintain records relating to safety, health and environmental matters.

1.3 Entry requirements

There are no formal entry requirements for apprentices selecting this apprenticeship standard. Employers and training providers must ensure that learners have the potential and opportunity to achieve the apprenticeship standard successfully.

1.4 Regulatory requirements

Regulated by	Ofqual
Countries offered in:	England
Ofqual subject/sector areas:	01.3 Health and Social Care
Qualification operational start date	4 th November 2019
Qualification review date:	31 st October 2022
Qualification type:	End point assessment
Applicable age ranges (years):	19+

1.5 Gateway requirements

Gateway requirements are stipulated by the apprenticeship standards assessment plan and end-point assessment organisations must ensure that all apprentices have completed and achieved the requirements.

1.5.1 Apprenticeship duration

Safety, Health and Environment Technician apprentices must have exceeded the 12-month Government minimum duration and completed a programme of learning as set by their employer, supported by the appointed training provider. The programme will develop the skills, knowledge and behaviours detailed in the standard. The typical duration is 24 months depending on the apprentice’s prior learning and experience.

1.5.2 Mandated qualifications

Apprentices are required to achieve the following mandated qualifications for this standard:

- Level 2 English
- Level 2 mathematics

- Level 1 ICT

Evidence of these qualifications must be submitted to OAL along with a declaration that the apprentice has met the gateway requirements. Qualification certificates can be submitted at any point once the apprentice has been registered on our Portal. OAL will accept qualification certificates from any awarding organisation.

In the main OAL expects evidence to be in the form of the qualification certificate. Where the certificate is not available then a formal transcript or notification of results. Where either a certificate or formal notification of results is not available, but the apprentice has other evidence that may be acceptable, you should contact us directly so we can offer advice on the verification of the evidence.

Apprentices, who have previously achieved their English, mathematics and/or ICT as specified above, must submit their qualification certificates to Occupational Awards Limited as evidence of achievement and exemption.

1.5.3 Gateway evidence required

Apprentices are required to compile and submit a portfolio of evidence to OAL at gateway. The portfolio of evidence should be compiled throughout the apprenticeship and finalised before the apprentice enters gateway.

1.6 End-point Assessment (EPA) requirements

End-point assessment for this standard includes a:

- **Knowledge test**

The test will be 2 hours under controlled examination conditions and invigilated by an independent assessor. It can take place in the workplace or at an assessment centre. The test will comprise of 11 questions. Each question is worth 5 marks and will have two parts: a multiple-choice question worth 1 mark and an extended answer question worth 4 marks.

- **Work based project and presentation**

The work project report and presentation end-point assessment includes a number of components:

- complete and submit to OAL a project report no later than 10 working days before the agreed date for the presentation
- prepare and present the report to an independent assessor, including a questioning session at the end.

- **Professional discussion**

The professional discussion is a structured discussion between the apprentice and independent assessor. The discussion will be based on a portfolio of evidence compiled by the apprentice. The portfolio of evidence will contain relevant and best examples of evidence that demonstrate the apprentices' application of core knowledge, skills and behaviours.

The professional discussion will typically last 60 minutes (+/- 10%) under controlled conditions and will focus on the 11 specific skills and behaviours being tested.

1.7 Order of end-point assessment

The assessment plan for this standard stipulates that the EPA is taken in the following order:

1. Knowledge test
2. Work based project and presentation
3. Professional discussion.

1.8 Assessment personnel

An Independent Assessor appointed by OAL must invigilate and assess all components of the end-point assessment.

1.9 Apprenticeship grading

The apprenticeship is graded: Fail, Pass, Distinction or Referral. Apprentices must achieve a minimum of a pass in each of the 3 components.

Results are subject to moderation and will be issued every 10 working days to the named training provider. OAL will send results to the Education and Skills Funding Agency in line with

guidelines for certification.

Where referral of one or more element is required further learning should be undertaken in order to achieve the assessment standard. Apprentices should resubmit referred elements within 12 months of referral. If the work project presentation component needs to be resubmitted, this should be done within 3 months of referral. This will usually be a revised version of the existing work project, not a new project.

1.10 EPA fees

Fees are worked out on an individual basis to ensure that employers and apprentices get the best value for money. For approved centres our fees can be found in the online Portal. Non-approved centres should contact us directly for a bespoke quote.

At OAL there are no hidden fees. Our fees are inclusive of all support, documentation and materials. This includes access to our team of experts to support the induction of apprentices, preparation for EPA, handbooks and assessment specifications and materials.

1.11 Standard SKB criteria

Safety, Health and Environment Technician Apprenticeship Standard	
Knowledge statements	Assessed by:
The moral reasons for good safety, health and environmental working practices, ensuring no harm to people or the environment.	KT
The statutory health, safety and environmental legislation and sources of associated guidance and information applicable to their working environment. E.g. Health and Safety at Work etc. Act 1974, Management at Work Regulations 1999, Environmental Protection Act 1990, Environment Act 1995.	KT
How a SHE Management system works, the range of standards which a typical HSE professional would be involved with e.g. OHSAS 18001, ISO 45001, ISO 14001 and if applicable how these are applied in their working environment.	KT
Appropriate methods for identifying, evaluating and controlling hazards relevant to their workplace. E.g. 5 steps to Risk Assessment and involving people who are experienced in the activity.	KT
The range of work activities in a given situation and identify how to prioritise and scope out the hazards with the potential to cause harm and/or loss.	KT
The difference between occupational hygiene, health surveillance and health and wellbeing campaigns and methods for implementing these in the workplace.	KT
How to plan and have systems in place to manage change during an activity relevant to the working environment.	KT
How people think and why they make decisions which can lead to risk, how behaviours can be used, the components of a behavioural program and potential blockers to the successful implementation of a behavioural programme.	KT
How to plan for Safety, Health or Environmental emergencies – e.g. accidents, exposure to hazardous substances, fire, pollution.	KT
Theories for incident causation and prevention such as James Reason’s Swiss Cheese model, Heinrich and Hertzberg theories (Domino, Competency Matrix) including behavioural considerations and implications on business risk (fines, reputation, lost work etc.).	KT

Knowledge statements	Assessed by:
How to write and present a business justification e.g. cost/benefit analysis to influence managers.	WPP
Skills statements	Assessed by:
Present and hold 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. Show they can sell the SHE message, have personal impact, deal with challenge, reflect on personal performance, and use appropriate language for the audience.	WPP
Assist 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.	WPP
Provide advice on the practical implementation of the company's SHE policies and processes applying generic industry guidance into the context of the workplace.	WPP
<p>Identify the hazards and evaluate:</p> <ol 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 	WPP
Support the practical application of the workplace instructions and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products	PD
Support and assist in the implementation of SHE inspections and monitoring systems demonstrating the balance between enforcement and internal support.	PD
Undertake and/or assist with the monitoring, analysis of and reporting of SHE performance.	KT

Skills statements	Assessed by:
<p>Prepare and maintain records relating to safety, health and 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.</p>	<p>PD</p>
<p>Assist the management team in establishing, managing and 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.</p>	<p>PD</p>
<p>Research Safety, Health and Environmental Issues and best practices. Review 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.</p>	<p>PD</p>
<p>Assist and/or manage the investigation of accidents, incidents, dangerous occurrences, near misses and other incidents as directed.</p>	<p>PD</p>
<p>Recognise where decisions have a financial cost and assisting to develop a budget.</p>	<p>WPP</p>
<p>Recognise situations where the activity will benefit from contributions and expertise of other internal departments such as HR, Finance, IT or Occupational Health.</p>	<p>PD</p>
Behaviour statements	Assessed by:
<p>Communicate effectively: Be able to contribute effectively in both spoken and written styles, adapting to the audience to present information or training in an assertive, engaging way.</p>	<p>WPP</p>
<p>Work effectively in a team: Be able to work with others (colleagues, suppliers, clients and the public) and lead by example in a collaborative and non- confrontational way. Be able to adjust to change in relation to the requirements of the organisation.</p>	<p>WPP</p>
<p>Contribute to a positive SHE culture. Challenge behaviour that is inconsistent with SHE culture, respect the culture and values of others in contributing a positive SHE culture. Positively influence behaviour in others to achieve desired outcomes and resolve conflicts.</p>	<p>WPP</p>

Behaviour statements	Assessed by:
Drive Innovation: Be able to identify areas for improvement and suggest sustainable innovative solutions.	PD
Use their Professional Judgement: Be able to work within own level of competence, know when to seek advice from others.	PD
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.	PD
Commit to equality and diversity: Apply attributes of equality and diversity to meet the requirements of fairness at work.	WPP
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.	PD

Key:

KT Knowledge Test

WPP Work based project and presentation

PD Professional discussion