

Working with management and delivery teams to advise on the statutory health, safety and environmental requirements

SHE TECHNICIAN

SAFETY, HEALTH AND ENVIRONMENT
STANDARD

LEVEL 3

Successful learners also achieve IOSH Managing Safely and IOSH Environment for Business qualifications.

12-24 MONTHS

Our IOSH based delivery plan aims to achieve completion approximately month 14.

Maximum funding = £5000

Estimated days away from business = 15

Reference = ST0550

OUR GROUP

APT Group was formed in Stoke-on-Trent in 2013 by two local business owners to create a high quality health and safety training provider.

The service provided to new, emerging and established businesses has long been acknowledged as an important part of our continued growth and diversification.

The Group's clients include sole traders, limited companies, partnerships, charities, community organisations, co-operatives, social enterprises, public sector partners, further and higher education institutions and PLCs with turnovers ranging from less than £4k a year to those exceeding £4bn through Apprenticeship Provision, Health & Safety Training, Consultancy and Recruitment from our modern headquarters in the heart of the country, Staffordshire.

APPRENTICESHIPS

In partnership with the Institute for Apprenticeships & Technical Education, and built on our foundations of developing and implementing bespoke high quality training programmes we are accredited to train and qualify candidates in Apprenticeship Standards.

HEALTH AND SAFETY TRAINING

With over 30 years experience developing relevant, effective and engaging Health & Safety high quality training tailored for business. We are accredited by the CIEH, CITB, IOSH, a member of the Association of First Aiders, the Fire Protection Association, UKATA, ECITB, NEBOSH and Mental Health First Aid England.

RECRUITMENT

With over 16 years recruitment experience, we recognise the importance of recruitment knowledge and have access to candidates to support your business with specialisms which include HR, Office Support, Personal Executive and Executive Assistants, Accountancy and Finance

HEALTH AND SAFETY CONSULTANCY

Employing a full time Health and Safety professional with the right qualifications is a time-consuming and costly. We will provide you with the same high level of expertise and a safe and healthy working environment at a fraction of the cost.

TRAINING COVERAGE

We deliver national projects designed to inform and inspire learners about apprenticeships on behalf of the National Apprenticeship Service. We arrange bespoke support packages for schools and colleges who want to increase awareness of apprenticeships. We create and deliver resources from posters and guides to films and live broadcasts onsite with some of the country's most prestigious employers and from our modern training centre.



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DETAILS OF STANDARD

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.

ENTRY REQUIREMENTS

Whilst any entry requirements will be a matter for individual employers, typically an apprentice might be expected to have achieved or be working towards 5 GCSE's A*- C including English and Maths as well as having knowledge to level 1 equivalent for commonly used office computer applications.

ROLE OVERVIEW

A background image of a man wearing a hard hat, looking upwards and to the right. The image is partially obscured by a blue and green geometric design on the right side of the page.

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OUR IOSH PATHWAY

IOSH are the Institution of Occupational Safety and Health (IOSH), a globally recognised Chartered body and leading membership organisation for safety and health professionals and our pathway is the ideal training package for an apprentice going through the Level 3 Safety, Health and Environment Technician apprenticeship. The skills, knowledge and behaviours required of the apprentice will be taught, and re-affirmed, using different perspectives and in varying depths throughout the course of the training.

Our IOSH apprenticeship pathway though provides an additional advantage for learners; in addition to the Level 3 Safety, Health and Environment apprenticeship, they will also receive credit for the NCFE IOSH Certificate in Safety and Health for Business qualification, as well as internationally recognised certificates for the Managing Safely and Environment for Business courses at no additional cost to the employer to really increase the value to our levy paying clients.



IOSH Managing Safely



IOSH Environment for Business



IOSH Level 3 Safety & Health for Business



OUR HIGH QUALITY DELIVERY PLAN

KNOWLEDGE

The SHE technician will know:

		ASSESSMENT METHOD	UNITS COVERING RELEVANT KNOWLEDGE
K1	The moral reasons for good safety, health and environmental working practices, ensuring no harm to people or the environment.	Knowledge Test	Safety and Health for Business Managing Safely Environment for Business
K2	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.	Knowledge Test	Safety and Health for Business Managing Safely Environment for Business
K3	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.	Knowledge Test	Safety and Health for Business Managing Safely
K4	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.	Knowledge Test	Safety and Health for Business Managing Safely
K5	The range of work activities in a given situation and identify how to prioritise the hazards with the potential to cause harm and/or loss.	Discussion	Safety and Health for Business Managing Safely
K6	The difference between occupational hygiene, health surveillance and health and wellbeing campaigns and methods for implementing these in the workplace.	Knowledge Test	Safety and Health for Business
K7	How to plan and have systems in place to manage change during an activity relevant to the working environment.	Knowledge Test	Safety and Health for Business
K8	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.	Knowledge Test	Safety and Health for Business
K9	How to plan for Safety, Health or Environmental emergencies – e.g. accidents, exposure to hazardous substances, fire, pollution.	Knowledge Test	Safety and Health for Business Managing Safely Environment for Business
K10	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).	Knowledge Test	Safety and Health for Business
K11	How to write and present a business justification e.g. cost/benefit analysis to influence managers.	Knowledge Test and Presentation	Safety and Health for Business

SKILLS

The SHE technician will be able to:

		ASSESSMENT METHOD	UNITS COVERING RELEVANT KNOWLEDGE
S1	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, use appropriate language for the audience.	Work Project and Presentation	Safety and Health for Business
S2	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.	Work Project and Presentation	Safety and Health for Business Managing Safely
S3	Provide advice on the practical implementation of the company's SHE policies and processes applying generic industry guidance into the context of the workplace.	Work Project and Presentation	Safety and Health for Business
S4	Identify the hazards and evaluate: 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	Work Project and Presentation	Safety and Health for Business Managing Safely
S5	Support the practical application of the workplace instructions and suppliers' or manufacturers' instructions for the safe use of equipment, materials and products	Discussion	Safety and Health for Business
S6	Support and assist in the implementation of SHE inspections and monitoring systems demonstrating the balance between enforcement and internal support.	Discussion	Safety and Health for Business Managing Safely
S7	Undertake and/or assist with the monitoring, analysis of and reporting of SHE performance.	Knowledge Test	Safety and Health for Business
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. 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.	Discussion	Safety and Health for Business Environment for Business
S9	Assist 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.	Discussion	Safety and Health for Business Managing Safely
S10	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.	Discussion	Safety and Health for Business Managing Safely Environment for Business
S11	Assist and/or manage the investigation of accidents, incidents, dangerous occurrences, near misses and other incidents as directed.	Discussion	Safety and Health for Business Managing Safely
S12	Recognising where decisions have a financial cost and assisting to develop a budget.	Work Project and Presentation	Safety and Health for Business
S13	Recognising situations where the activity will benefit from contributions and expertise of other internal departments such as HR, Finance, IT or Occupational Health.	Discussion	Safety and Health for Business

BAHAVIOURS

The SHE technician will show they:

	ASSESSMENT METHOD	UNITS COVERING RELEVANT KNOWLEDGE
B1 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.	Work Project and Presentation	Safety and Health for Business
B2 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.	Work Project and Presentation	Safety and Health for Business Managing Safely
B3 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.	Work Project and Presentation	Safety and Health for Business
B4 Drive Innovation: Be able to identify areas for improvement and suggest sustainable innovative solutions.	Discussion	Safety and Health for Business Managing Safely
B5 Use their Professional Judgement: Be able to work within own level of competence, know when to seek advice from others.	Discussion	Safety and Health for Business Managing Safely
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.	Discussion	Safety and Health for Business
B7 Commit to equality and diversity: Apply attributes of equality and diversity to meet the requirements of fairness at work.	Work Project and Presentation	Safety and Health for Business
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.	Discussion	Safety and Health for Business

LINK TO PROFESSIONAL REGISTRATION

Upon completion learners will be able to join the Institution of Occupational Safety and Health (IOSH) at TechIOSH level. They will also be eligible to join the Institute of Environmental Management and Assessment (IEMA) at Affiliate level.

UNITS

ALL LEARNERS
MUST COMPLETE

ALL MANDATORY UNITS
MINIMUM OF 5 HEALTH, SAFETY AND SOCIAL UNITS
MAXIMUM OF 4 BUSINESS LEADERSHIP AND MANAGEMENT UNITS
MAXIMUM OF 3 PERSONAL DEVELOPMENT AND EMPLOYABILITY UNITS

MANDATORY UNITS

UNIT 1 - INTRODUCTION

- Useful contacts
- Welcome
- Where can apprenticeships lead
- What qualifications do you gain
- My qualification
- Others involved in my training
- Understanding your contract
- Your role in the company
- Career planning
- Representative bodies
- Areas of public concern
- Data protection
- Health & Safety
- Display screen equipment e-Safety
- Code of conduct

UNIT 2 - SAFEGUARDING AND PREVENT

- Understanding what Safeguarding is
- Know what to do if there is a concern
- Understanding what PREVENT is
- Identifying your role in PREVENT

UNIT 3 - EQUALITY AND DIVERSITY

- Our commitment
- The Equality Act 2010
- Protected characteristics
- How laws change lives

UNIT 4 - BRITISH VALUES

- Understanding what British Values mean
- What are fundamental British Values
- Democracy
- Rule of law
- Respect and tolerance
- Individual Liberty

UNIT 5 - RIGHTS AND RESPONSIBILITIES

- What are employment rights and responsibilities

UNIT 6 - MENTAL HEALTH AWARENESS

- Types of mental health problems
- Helping yourself
- Treatments
- Support services
- Asking for help
- Recovering
- What friends and family can do to help
- Useful contacts

UNIT 7 - MANAGING SAFELY

- Introducing Managing Safely
- Assessing Risks
- Controlling Risks
- Understanding Responsibilities
- Understanding Hazards
- Investigating Incidents
- Measuring Performance

UNIT 8 - ENVIRONMENT FOR BUSINESS

- What is the environment
- Recognising how organisations impact the environment
- Recognising how to minimise the risks and maximise sustainability opportunities
- Identifying how to minimise environmental risks and maximise sustainability opportunities

UNIT 9 - SAFETY AND HEALTH FOR BUSINESS

- Safety and Health Management in an organisation
- Understand how to influence safety and health culture in an organisation
- A strategic approach to safety and health in an organisational context

OPTIONAL HEALTH, SAFETY AND SOCIAL UNITS

UNIT 10 - ACCIDENT INVESTIGATION

- Investigating accidents
- Gathering evidence
- Presenting findings

UNIT 11 - ASBESTOS

- Legislation relating to asbestos
- The risks to and effects of health caused by exposure to asbestos
- How to avoid the risks from exposure

UNIT 12 - CONFINED SPACE

- What is Confined Space
- Danger's of Unplanned Rescue Attempt
- Hazards

UNIT 13 - COSHH AWARENESS

- COSHH Regulations
- Defining substances hazardous to health
- Effects of substances hazardous to health

UNIT 14 - COSHH RISK ASSESSMENT

- Identifying people at risk
- Evaluating risk
- Monitoring and maintaining control measures

UNIT 15 - DSE RISK ASSESSMENT

- Examine the impact of ergonomics on the workplace
- DSE Regulations
- Walked through the stages of a DSE risk assessment

UNIT 16 - PRINCIPLES OF FIRE SAFETY

- How fires are caused
- How fires spread
- Detection, alarm and means of escape
- Firefighting equipment

UNIT 17 - GENERAL RISK ASSESSMENT

- Define hazard and risk
- Understand the legal requirement for risk assessment
- Be able to carry out a risk assessment

UNIT 18 - HEALTH AND SAFETY

- Understand the health and safety responsibilities
- Know how to work in a safe way in a business environment
- Be able to comply with health and safety requirements in a business environment

UNIT 19 - LEGIONELLA

- What is legionnaires' disease?
- Where are legionella bacteria found?
- Are there legionella risks in my workplace?
- Test your awareness of legionella

UNIT 20 - LONE WORKING

- Types of lone working
- Remoteness and isolation
- Hazards of lone working
- Employee's responsibilities

UNIT 21 - MANUAL HANDLING AT WORK

- An introduction to manual handling
- Considerations for manual handling
- Controlling risks

UNIT 22 - METHOD STATEMENT

- Introduction to method statement
- What's the benefit of having a method statement
- Writing a method statement

UNIT 23 - WORKING AT HEIGHT

- Legislation
- Dangers of working at height
- Causes of falls from height

UNIT 24 - FIRST AID

- Legislation

UNIT 25 - TIDINESS AND HYGIENE

- Housekeeping
- Personal Hygiene

UNIT 26 - TRANSPORT AND VEHICLES

- Pwuer Regulations
- Segregation of People & Vehicles
- Traffic Plan

UNIT 27 - SAFETY SIGNAGE

- Legislation
- 5 Types of Signs

UNIT 28 - DRUGS AND ALCOHOL

- Employer Responsibilities
- Risks in the Workplace
- Control Measures

OPTIONAL BUSINESS, LEADERSHIP AND MANAGEMENT UNITS

UNIT 29 - CONFLICT MANAGEMENT

- Understanding what conflict and conflict management is
- Approaching conflict

UNIT 30 - RECRUITMENT AND SELECTION

- Understand the recruitment and selection process
- Be able to administer the recruitment process
- Be able to administer the selection process

UNIT 31 - RESEARCH IN BUSINESS

- Understand the research process
- Understand how to use research in business

UNIT 32 - LEGAL CONTEXT OF BUSINESS

- Understand the legal framework within which businesses operate
- Understand the principles of business governance
- Understand how contract law affects a business
- Understand the requirements of employment law

UNIT 33 - PRINCIPLES OF TEAM LEADING

- Understand leadership styles in organisations
- Understand team dynamics
- Understand techniques used to manage the work of teams
- Understand the impact of change management within a team
- Understand team motivation

UNIT 34 - DISCIPLINE IN THE WORKPLACE

- Introduction to discipline in the workplace
- Importance of discipline
- How to manage discipline

UNIT 35 - INDUCTION OF NEW STAFF

- What is an employee induction
- What makes an induction successful
- Best practice

UNIT 36 - LEADING AND MOTIVATING

- Types of motivation
- Motivation in the workplace
- Motivation in management

UNIT 37 - ORGANISING AND DELEGATING

- Understand how to organise people to achieve objectives
- Understand how to delegate to achieve workplace objectives

UNIT 38 - PERFORMANCE MANAGEMENT

- Introduction to performance management
- What are the stages of managing performance
- What is Effective Performance Management?

UNIT 39 - HANDLING DIFFICULT PEOPLE

- Identifying Difficult People
- Identifying the Issue
- Managing your reactions

UNIT 40 - MANAGING MEETINGS

- The Meeting's Objective
- Using time wisely
- Satisfying participants

UNIT 41 - PROJECT MANAGEMENT

- What is project management
- What is a project
- Project core components

UNIT 42 - BUSINESS CASE WRITING

- The business case
- Why you need a business case
- How to write a business case

UNIT 43 - INTRODUCING GDPR

- What is GDPR
- Who does GDPR apply to?
- Accessing data

UNIT 44 - DEVELOPING TEAMWORK

- Introduction to teamwork
- Why develop teamwork
- The stages of team development
- Effectively developing teamwork

UNIT 45 - PROBLEM SOLVING / MAKING DECISIONS

- Decision-making process
- Pros and cons' and 'weighted' decision-making methods
- Complex problems and decisions

OPTIONAL PERSONAL DEVELOPMENT AND EMPLOYABILITY UNITS

UNIT 46 - PRINCIPLES OF TIME MANAGEMENT

- Overview of the principles of time management
- Time management techniques

UNIT 47 - COMMUNICATING IN BUSINESS

- Understand the requirements
- Produce written communications
- Be able to communicate verbally in business environments

UNIT 48 - PERFORMANCE + DEVELOPMENT

- Be able to manage personal performance
- Be able to manage their own time and workload
- Be able to identify their own development needs
- Be able to fulfil a personal development plan

UNIT 49 - WORKING RELATIONSHIPS

- Understand the principles of effective team working
- Be able to maintain effective working relationships with colleagues
- Be able to collaborate with colleagues to resolve problems

UNIT 50 - USING EMAIL

- Use e-mail software tools and techniques to compose and send messages
- Manage incoming mail effectively

UNIT 51 - SPREADSHEET SOFTWARE

- Use a spreadsheet to enter, edit and organise numerical and other data
- Select and use appropriate formula and data analysis tools to meet requirements
- Select and use tools and techniques to present and format spreadsheet information

UNIT 52 - PARTICIPATE IN A PROJECT

- Understand how to manage a project
- Be able to support the delivery of a project

UNIT 53 - RESEARCH IN BUSINESS

- Understand the research process
- Understand how to use research in business

UNIT 54 - DEVELOP A PRESENTATION

- Understand how to develop one
- Be able to develop a presentation

UNIT 55 - PRESENTATION SOFTWARE

- Input and combine text and other information within presentation slides
- Use presentation software tools to structure, edit and format slide sequences
- Prepare slideshow for presentation

