



SAFETY, HEALTH & ENVIRONMENT TECHNICIAN

#REACHWITHRHG

What is a Safety, Health and Environment apprenticeship?

The SHE Technician will work with the management team of the organisation to advise on the statutory health, safety and environmental requirements.

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.

You will be responsible for supporting the embedding of a safety culture 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.

Topics covered:

- Identifying, evaluating and mitigating hazards
- How a SHE management system works
- How to plan for Safety, Health or Environmental emergencies
- How people think and why they make decisions which can lead to risk



Who is it for?

This apprenticeship is suited to individuals with a broad scope of responsibilities and exposure to a wide range of tasks such as those listed above.

Typically, applicants will have 5 GCSE's or equivalent at grade C or above. If not already achieved, then Level 2 in English and maths will be required prior to end point assessment.

Want to know more?

Read more about the programmes we offer on our website at www.rhgconsult.co.uk or contact us directly and we will be happy to answer your questions and give you more detail on the apprenticeship programmes we offer, how to access funding or even how to hire staff.

What qualifications will you gain?

In addition to the apprenticeship, we also offer an added value qualification of the RHG approved Level 4 Accident Investigation course.



The apprenticeship standard journey



What do our learners say?

Our tutor, who is a very experienced health and safety professional, was able to provide real life examples of situations to the learning we are undertaking, and this makes it much easier to visualise and apply to everyday use.

I think the most beneficial part of the apprenticeship has been the closeness of the group. We are encouraged to work together, we are encouraged to work in small teams, larger teams, and to mix up between the teams, so that we are benefiting from each others knowledge and experience.

Once I've completed my qualification, the plan is that I will take on more of the schools health and safety needs and I hope to be able to offer health and safety audits and support to other schools in the area.

“ I think the most beneficial part of the apprenticeship has been the closeness of the group.”

I would just like to thank the team, who have been really supportive during this process, and if you are going to chose an apprenticeship with anybody, I recommend you chose RHG.

Victoria Brennan

Redwell Primary School

SAFETY, HEALTH & ENVIRONMENT TECHNICIAN

Mindmap of weekly timescales

Week No.

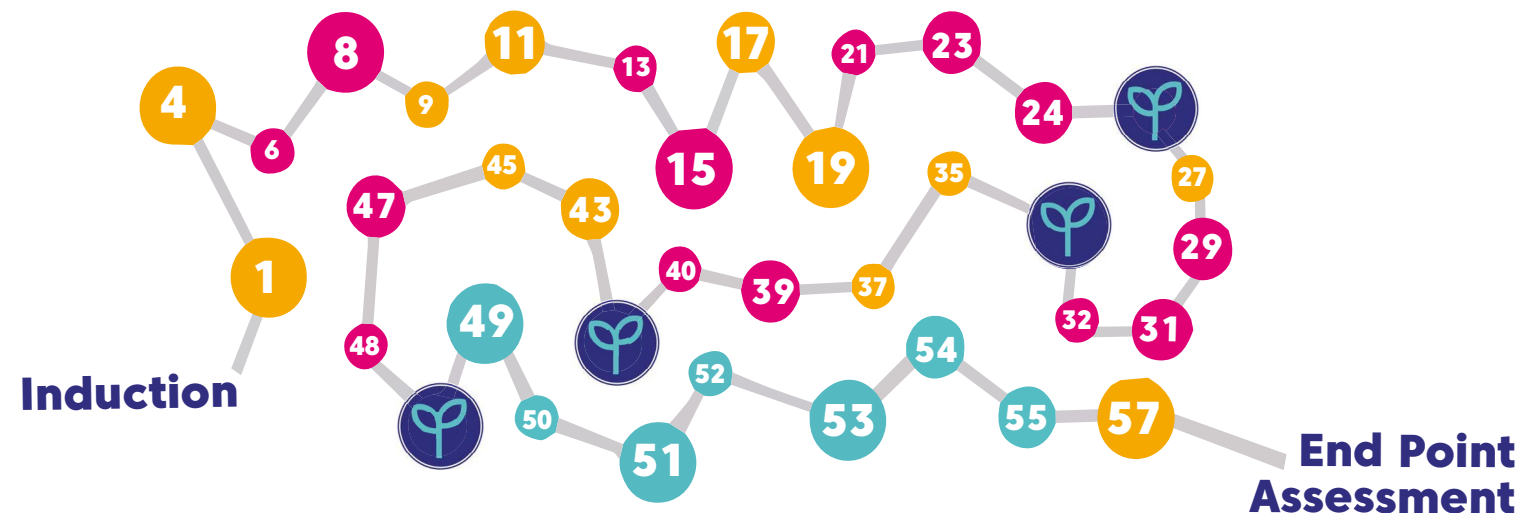
Learning Unit

- 1 The moral reasons for good SHE working practices
- 4 Statutory legislation and sources of guidance
- 6 Preparing and maintaining records
- 8 Continuing own professional development
- 9 Identifying, evaluating & controlling hazards
- 11 Prioritising and scoping hazards
- 13 Assisting implementation of SHE inspections
- 15 Use professional judgement
- 17 How a SHE management system works
- 19 Monitoring and reporting of SHE performance
- 21 Preparing and maintaining records
- 23 Assisting implementation of SHE inspections
- 24 Drive innovation
- 25 PROGRESS REVIEW
- 27 Occupational health and hygiene monitoring
- 29 Assisting management with external stakeholders
- 31 Input from other departments
- 32 Preparing and maintaining SHE records
- 33 PROGRESS REVIEW
- 35 Managing change
- 37 How people think and make decisions
- 39 Practical application of workplace instructions
- 40 Research and updates to SHE best practices
- 41 PROGRESS REVIEW
- 43 How to plan for emergencies
- 45 Theories for incident causation and prevention
- 47 Assist/manage accident investigations
- 48 Apply the code of ethics
- 49 PROGRESS REVIEW

PROJECT

- 49 Communicate effectively
- 50 Work effectively in a team
- 50 Contribute to a positive SHE culture
- 51 Commit to equality and diversity
- 52 Present and hold an audience's attention
- 53 Assisting the management team
- 53 Advise on implementation of policies and procedures
- 54 Identify hazards and evaluate
- 55 Developing a budget
- 57 How to write and present a business justification

GATEWAY REVIEW





End point assessment explained



Apprentice

Creates and submits a portfolio of evidence and completes a project submitting a report ready for a presentation. Completes a one hour theory test followed 10-14 days later by the project presentation and professional discussion.



Employer/
Training provider

Plays no part in the actual assessment but prepares the apprentice by means of mock papers, professional discussions and presentation feedback.



Independent
assessor

Assess and grade the apprentice based on the theory test answers, project presentation and professional discussion. Sends out results within 21 days.



Knowledge exam?

Knowledge of the core standard tested through 40 multiple choice questions to be completed within an hour.

Did you know?

All three components of the end-point assessment must be passed for the apprentice to be deemed competent. Each criteria has a pass and a distinction achievement level.

Workplace project assessed by means of a presentation?

Demonstration of skills and behaviours through a workplace project carried out. A written report is prepared and assessed through a presentation followed by question and answer session on the outcomes.

Professional Discussion

Based on a portfolio of evidence from workplace activities, the discussion will cover skills and behaviours that have been applied and can be evidenced across the standard.



FAQs

We have compiled a list of frequently asked questions so whether you're looking to grow your team by hiring new members, or upskill your current workforce, you can gain maximum benefits from apprenticeship schemes.

Background

The Apprenticeship Levy was introduced from 6 April 2017 to inspire employees to expand existing and introduce new apprenticeship schemes.

Here at RHG, we help employers to deliver high-quality, professional apprenticeship programmes to grow existing employees by closing skills gaps and hire new team members.

What is the Apprenticeship Levy?

The Apprenticeship Levy is a compulsory levy on employers that is used to fund the delivery of and increase the quantity and quality of apprenticeships within the UK.

Who has to pay the levy?

From April 2017, UK employers within the private and public sector with a bill of over £3 million pay the Apprenticeship Levy.

Non-levy paying employers will contribute 5% towards the cost of training and assessing apprentices, with the government paying the remaining 95%.

How much do organisations pay?

The levy is set at 0.5% of an organisation's pay bill, however employers receive a £15,000 annual allowance to offset against the levy.

How are levy payments made?

HM Revenue and Customs (HMRC) will collect monthly payments. Businesses are required to calculate and report the levy that they owe each month.

What happens to the levy?

The payments made by levy-paying organisations go into the Digital Apprenticeship Service account where employers can get access to funding as well as find relevant apprenticeships and training providers.



How can funds be accessed?

Levy-paying employers can access their Apprenticeship Levy contributions through their Digital Apprenticeship Service (DAS) account to pay for their apprenticeship training.

For non levy-paying organisations please contact us or visit <https://www.apprenticeships.gov.uk/employer/funding-an-apprenticeship-non-levy#>

How are funds spent?

The funding can be put towards the cost of training and assessments within the apprenticeship and can only be used with an approved training provider who is on the register of apprenticeship training providers.

Are there any funding rules?

Yes, and a key one is that apprentices must be permitted to dedicate at least 6 hours of their working week to off the job training.

Who can become an apprentice?

The apprenticeship scheme is available for both new and existing employees to enable you to develop existing team members, as long as they meet eligibility criteria. There are no age restrictions on the apprenticeship scheme.

Is there a time limit to spend the levy funds?

Levy funds will expire 24 months after they enter the account unless they are spent on apprenticeship training.



Did you know?

A 10% top-up is applied by the government to funds added into the account. So for every £1 an employer adds, the organisation has £1.10 to spend on apprenticeships.



How do I find out more?

Contact us today to discuss how you could fill skills gaps within your existing team, hire new team members through the apprenticeship scheme or for more information about the Apprenticeship Levy.

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