



| Ref   | Assessment Criteria   | Evidence Ref | Location/Page in evidence |
|---|---|--------------|---------------------------|
| <b>Code of conduct for Good SHE working practices</b>   |   |              |                           |
| B6.1:   | Can demonstrate applying the professional institution code of conduct to their workplace.   |              |                           |
| B6.2:   | Can demonstrate applying the professional institution code of conduct to their workplace and can suggest improvements.  |              |                           |
| <b>SHE Legislation, Methods and Theories</b>            |   |              |                           |
| S8.1:   | Can demonstrate preparing and maintaining legal or workplace SHE records.   |              |                           |
| S8.2:   | Can demonstrate improvements to processes for preparing and maintaining legal or workplace SHE records.   |              |                           |
| S10.1   | Can demonstrate research to improve systems or processes.   |              |                           |
| S10.2   | Can demonstrate research and application in the workplace to improve systems or processes.  |              |                           |
| <b>Measuring performance and accident investigation</b> |   |              |                           |
| S6.1  | Can demonstrate assisting in the implementation of SHE inspections and monitoring systems.  |              |                           |
| S6.2  | Can demonstrate assisting and improving in the implementation of SHE inspections and monitoring systems.  |              |                           |
| S11.1   | Can demonstrate managing or assisting in an incident investigation.   |              |                           |
| S11.2   | Can demonstrate leading an incident investigation and embedding the lessons learnt.   |              |                           |
| <b>Communication and Presentation</b>                   |   |              |                           |
| S9.1  | Can demonstrate assisting the management team in maintaining existing relationships with external stakeholders.   |              |                           |
| S9.2  | Can demonstrate independently establishing or managing new relationships with external stakeholders.  |              |                           |
| S13.1   | Can demonstrate gaining contributions and expertise of other internal departments.  |              |                           |
| S13.2   | Can demonstrate working with other internal departments to achieve mutual benefits to both departments.   |              |                           |
| <b>Work Instructions and Implementation</b>             |   |              |                           |
| B4.1  | Can provide an example of an area for improvement and a suggested sustainable innovative solution.  |              |                           |
| B4.2  | Can provide an example of an area for improvement that they identified, the solution they implemented and the outcome of their intervention.                  |              |                           |
| S5.1  | Can show application of workplace, suppliers or manufacturers' instructions.  |              |                           |
| S5.2  | Can show application and improvement of workplace, suppliers or manufacturers' instructions.  |              |                           |
| <b>Personal Development</b>                             |   |              |                           |
| B5.1  | Can recognise the limitations of their own competence.  |              |                           |
| B5.2  | Can recognise the limitations of others in addition to their own competence and provide examples of taking action when recognising the limitations of others. |              |                           |
| B8.1  | Can identify own development needs and has a plan to achieve these with support of manager.   |              |                           |
| B8.2  | Can identify own development needs and has a plan with timescales to achieve these gaining experience beyond their usual workplace.                           |              |                           |

## Apprentice Declaration

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

**Apprentice signature:**

**Date:**

Please ensure this Portfolio Matrix Sheet is submitted with your portfolio and that all evidence submitted is saved in one of the following file formats:

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*.m4a*