

### Summary of Changes Log

Document title and version number	Overview of change	Date of the change
L5 Early Years Lead Practitioner EPA Kit v1.3	<p>Amends made to a piece of legislation on pg16 for Early Years Foundation Stage (EYFS) 2023 and wording for portfolio on pg6 amended for further clarity.</p> <p>Guidance has been included on pages 7, 34 and 45 of the EPA kit on parental consent forms and 2 new parental consent forms have also been created and added to the Highfield website. The parental consent forms are a gateway requirement and have been added to the GRR.</p>	23/04/2024
L5 Early Years Lead Practitioner EPA Kit v1.4	The EPA Kit has been updated to provide clarity surrounding stakeholder involvement within assessments. Further clarity has been provided on pg46 regarding timeframes for the case study.	01/05/2024
L5 Early Years Lead Practitioner EPA Kit v1.5	<p>Updated the front cover.</p> <p>Updated the title of the case study title and scope in line with the assessment plan.</p> <p>The on-programme requirements for the portfolio of evidence and case study title and scope on pages 5-6 have been updated to better align with the assessment plan and provide further clarity.</p> <p>Guidance on English and maths requirements updated in line with the funding rules.</p>	22/04/2025

	<p>The readiness for end-point assessment wording has been updated to provide further clarity.</p> <p>The tables within the Early Years Lead Practitioner apprenticeship standard section have been reformatted and updated to provide further clarity.</p> <p>The wording for all 3 assessment methods has been updated to provide further clarity and better align to the assessment plan:</p> <ul style="list-style-type: none"> <li>• observation with questions on pages 47-49</li> <li>• professional discussion on page 55</li> <li>• case study with report and presentation with questioning on pages 61-63</li> </ul> <p>The Highfield Assessment logo has been updated.</p>	
L5 Early Years Lead Practitioner Mock Assessment Grids v1.2	The Highfield Assessment logo has been updated.	22/04/2025
L5 Early Years Lead Practitioner Portfolio Matrix v1.2	<p>Distinction criteria references have been italicised and KSB references have been emboldened.</p> <p>The Highfield Assessment logo has been updated.</p>	22/04/2025
L5 Early Years Lead Practitioner Case Study Matrix v1.1	<p>The Highfield Assessment logo has been updated.</p> <p>The assessment criteria has been mapped to the KSBs.</p>	22/04/2025
L5 Early Years Lead Practitioner Case Study Title and Scope Form v1.2	<p>Updated the title of the form in line with the amendment in the EPA Kit.</p> <p>The Highfield Assessment logo has been updated.</p>	22/04/2025

L5 Early Years Lead Practitioner Case Study Parental Consent Form v1.1	The Highfield Assessment logo has been updated.	22/04/2025
L5 Early Years Lead Practitioner Written Submission Sheet v1.2	The Highfield Assessment logo has been updated.	22/04/2025
L5 Early Years Lead Practitioner Merged Parental Consent Form v1.1	The Highfield Assessment logo has been updated.	22/04/2025
L5 Early Years Lead Practitioner Observation Consent Form v1.1	The Highfield Assessment logo has been updated.	22/04/2025
L5 Early Years Lead Practitioner Observation Session Plan Form v1.1	The Highfield Assessment logo has been updated.	22/04/2025
L5 Early Years Lead Practitioner Factsheet	Added the ST number to the title.  Guidance on English and maths requirements updated in line with the funding rules.	22/04/2025
L5 Early Years Lead Practitioner Think Abouts	Added the ST number to the title.  Updated the table to plan and prepare for all 3 assessment methods to provide the assessment criteria under each assessment theme.  Guidance on employer/training provider representation at case study with report and presentation and questioning updated in line with the assessment plan.	22/04/2025
L5 Early Years Lead Practitioner Apprenticeship Journey Guide	Added the ST number to the title.  Guidance on English and maths requirements updated in line with the funding rules.	22/04/2025

	Guidance on employer/training provider representation at case study with report and presentation and questioning updated in line with the assessment plan.	
L5 Early Years Lead Practitioner Parental Consent Form v1.2	We have updated the merged parental consent form to streamline the submission process and provide greater clarity on the timeframes required for each assessment method.	10/07/2025
L5 Early Years Lead Practitioner Observation Session Plan Form v1.4	Removed page 3.	19/02/2026