

Summary of Changes Log

Document title and version number	Overview of change	Date of the change
L3 Team Leader v1.4 EPA Kit was v6.0 is now v6.1	Updated the ‘additional, relevant on-programme qualification’ section as a result of the launch of Highfield’s Level 3 Diploma in Team Leader (RQF)	08/01/2024
L3 Team Leader v1.4 EPA Kit was v6.1 is now v6.2	Added wording into resit and retake guidance outlining that apprentices who fail the presentation with questions will need to be given a different topic when resitting/retaking that method in line with the assessment plan	19/02/2025
L3 Team Leader v1.4 Timeline was v1.0 is now v1.1	Guidance on employer/training provider representation at assessment methods updated in line with the assessment plan. Added ST number into title.	02/04/2025
L3 Team Leader v1.4 EPA Kit was v6.2 is now v6.3	Guidance on English and maths requirements updated in line with the funding rules.	13/05/2025
L3 Team Leader v1.4 Factsheet was v1.0 is now v1.1	Guidance on English and maths requirements updated in line with the funding rules.	13/05/2025
L3 Team Leader v1.4 Timeline was v1.1 is now v1.2	Guidance on English and maths requirements updated in line with the funding rules.	13/05/2025
L3 Team Leader v1.4 EPA Kit was v6.3 is now v6.4	Wording removed to reflect template review standardisation and AI guidance updated	11/09/2025
L3 Team Leader v1.4 EPA Kit was v6.4 is now v6.5	Wording updated in the ‘assessing the presentation with questions’ section to provide further clarity	27/01/2026