**Summary of Changes Log**

| Document title and version number | Overview of change | Date of the change |
|---|---|---|
| Gateway Readiness Report v4.1 | Updated wording of policies and procedures section to 'Relevant policies and procedures submitted' | 11/11/2024 |
| Timeline v1.4 | Guidance on employer/training provider representation at assessment methods updated in line with the assessment plan. Added ST number into title. | 02/04/2025 |
| Think About Professional Discussion v1.2 | Guidance on employer/training provider representation at assessment methods updated in line with the assessment plan. Updated timing of assessment method in line with updates to the assessment plan. Added ST number into title. | 02/04/2025 |
| Think About Written Project Report v1.2 | Guidance on employer/training provider representation at assessment methods updated in line with the assessment plan. Updated timing of assessment method in line with updates to the assessment plan. Added ST number into title. | 02/04/2025 |
| Factsheet | Added ST number into title. Guidance on English and maths requirements updated in line with the funding rules. | 13/05/2025 |
| EPA Kit v2.1 | Guidance on English and maths requirements updated in line with the funding rules. Updated Highfield logo in footer. | 13/05/2025 |
| Timeline v1.5 | Guidance on English and maths requirements updated in line with the funding rules. | 13/05/2025 |
| EPA Kit v2.2 | Updated the 'Highfield Approach' and 'The gateway meeting' sections with information regarding employer representatives. | 06/10/2025 |

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| EPA Kit v2.3 | All sections reformatted.<br><br>Page 24 mapping updated in line with assessment plan.<br><br>Follow up questions guidance added in presentation with questioning section in line with assessment plan.<br><br>Minimum number of questions added in mock written project report section. | 03/03/2026 |
| Portfolio Matrix v2.1 | Criteria references updated in line with other documents. | 03/03/2026 |
| Project Mapping Document v1.1 | Criteria references updated in line with other documents. | 03/03/2026 |
| Project Scoping Document v2.1 | Criteria references updated in line with other documents. | 03/03/2026 |
| Written Submission Sheet v2.1 | Document standardised. | 03/03/2026 |
| Mock Assessment Materials – Professional Discussion v2.1 | Mapping updated in line with assessment plan. | 03/03/2026 |
| Mock Assessment Materials v2.1 | Mapping updated in line with assessment plan. | 03/03/2026 |
| Fact sheet | Gateway requirements section updated to align with assessment plan and other documentation.<br><br>Written project with presentation and questioning timing updated.<br><br>Information about the portfolio added to the professional discussion underpinned by a portfolio of evidence section. | 03/03/2026 |
| Timeline v1.7 | Written project with presentation and questioning timing updated. | 03/03/2026 |
| Think About Written Project v2.2 | KSB mapping added for the criteria. | 03/03/2026 |

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| Think About Professional Discussion v2.2 | KSB mapping added for the criteria.<br><br>Criteria updated to align with the assessment plan. | 03/03/2026 |