

Summary of Changes Log

Document title and version number	Overview of change	Date of the change
L3 Improvement Technician v1.0 EPA Kit v3.4	The EPA kit has been updated to provide extra amplification across the KSBs for the knowledge test. The EPA kit has also been amended on page 8 to provide clarity surrounding the submission of the log and log evidence matrix at gateway.	21/05/2024
L3 Improvement Technician v1.0 Log Evidence Matrix v3.3	Standardised the log evidence matrix in line with other standards. Distinction references italicised and KSBs emboldened. Added an employer declaration in line with the Highfield Approach section of the EPA Kit.	16/12/2024
L3 Improvement Technician v1.0 Think About Project Report, Presentation and Questioning v2.0	Guidance on employer/training provider representation at assessment methods updated in line with the assessment plan. Added ST number into title. Mapped KSBs to assessment criteria.	02/04/2025
L3 Improvement Technician v1.0 Think About Professional Discussion v2.0	Guidance on employer/training provider representation at assessment methods updated in line with the assessment plan. Added ST number into title. Mapped KSBs to assessment criteria.	02/04/2025
L3 Improvement Technician v1.0 Timeline 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 Improvement Technician v1.0 EPA Kit v3.5	Guidance on English and maths requirements updated in line with the funding rules.	13/05/2025
L3 Improvement Technician v1.0 Factsheet v1.1	Guidance on English and maths requirements updated in line with the funding rules. Updated Highfield logo. Updated on-programme duration in line with the assessment plan.	13/05/2025
L3 Improvement Technician v1.0 Timeline v1.2	Guidance on English and maths requirements updated in line with the funding rules.	13/05/2025

L3 Improvement Technician v1.0 EPA Kit v4.0	The EPA Kit has been updated with the following changes: • Improved and up-to-date amplification and guidance for all assessment methods • Updated the formatting of the document for clarity and ease of use as well as bringing the document in line with other standards • Updated the professional discussion criteria and criteria referencing in line with the assessment plan • Amended professional discussion criteria wording to fully match with the assessment plan • Mapped the assessment criteria to their relevant KSBs • Guidance on English and maths requirements updated in line with the funding rules	26/09/2025
L3 Improvement Technician v1.0 Mock Assessment Materials – Professional Discussion v2.4	Added column to clarify whether criteria were met/not met, improving clarity during mock assessments. Mapped assessment criteria to KSBs. Merged all pass, merit and distinction criteria into 1 table for ease of use. Updated the Highfield logo in the footer.	26/09/2025
L3 Improvement Technician v1.0 Mock Assessment Materials – Project Report, Presentation and Questioning v2.4	Added column to clarify whether criteria were met/not met, improving clarity during mock assessments. Mapped assessment criteria to KSBs. Merged all pass, merit and distinction criteria into 1 table for ease of use. Updated the Highfield logo in the footer.	26/09/2025
L3 Improvement Technician v1.0 Log Evidence Matrix v3.3	Updated Highfield logo. Emboldened KSBs. Italicised distinction criteria. Added employer declaration to the bottom of the document.	26/09/2025

L3 Improvement Technician v1.0 Written Submission Sheet v2.4	Updated Highfield logo in the footer of the document. Updated the editable boxes for clarity and ease of use.	26/09/2025
L3 Improvement Technician v1.0 Timeline v1.2	Guidance on English and maths requirements updated in line with the funding rules. Updated 'on-programme learning' box in line with the assessment plan. Updated gateway and scheduling requirements in line with the assessment plan. Updated EPA window length in line with the assessment plan. Updated professional discussion timing in line with the assessment plan.	26/09/2025
L3 Improvement Technician v1.0 Factsheet v1.2	Updated Highfield logo. Updated on-programme duration in line with the assessment plan.	26/09/2025
L3 Improvement Technician v1.0 - EPA Kit v4.1	'Assessing the project report, presentation and questioning' and 'On-programme requirements' sections of the EPA Kit wording has changed to align with the assessment plan. Updated wording relating to who needs to attend the assessor-led assessment methods. Customer Engagement team name changed to Apprenticeship Customer Engagement.	01/09/2026