

## Summary of Changes Log

| Document title and version number | Overview of change                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Date of the change |
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| EPA Kit v1.3                      | <p>Criteria has been grouped together in line with the assessment plan</p> <ul style="list-style-type: none"> <li>• Utilisation of tools (travel equipment/systems) now has 1 assessment criteria rather than 3</li> <li>• Preparing for work now has 1 assessment criteria instead of 2</li> <li>• Legislative, procedural and operator requirements now has 2 assessment criteria instead of 3</li> <li>• Identifying possible incidents and responding to incidents/emergencies now has 3 assessment criteria instead of 4</li> <li>• Working in different conditions and supporting others now has 4 assessment criteria instead of 5</li> </ul> <p>Removed paragraph recommending that the apprentice meets with the on-programme assessor at least every 2 months in line with funding rules.</p> <p>Moved the portfolio of evidence information to the on-programme requirements section to provide further clarity.</p> <p>Reviewed and updated the assessment methods content for the observation with questions and interview underpinned by a</p> | 28/08/2024         |

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|                                                                                                                                                                                                                                                                                                                                                                                                                         | portfolio of evidence in line with the assessment plan to provide further clarity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |            |
| Portfolio Matrix v1.4                                                                                                                                                                                                                                                                                                                                                                                                   | Amended the theme title for pathway 3: dispatch operative from promoting sales to vehicle turnaround and emergencies, in line with the AP.<br><br>Removed the policies and procedures table.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 28/08/2024 |
| Mock Assessment Materials v1.2 <ul style="list-style-type: none"> <li>Dispatch interview underpinned by a portfolio of evidence</li> <li>Dispatch observation with questions</li> <li>Onboard interview underpinned by a portfolio of evidence</li> <li>Onboard observation with questions</li> <li>Ticketing interview underpinned by a portfolio of evidence</li> <li>Ticketing observation with questions</li> </ul> | Assessment criteria has been grouped together in line with the AP <ul style="list-style-type: none"> <li>Utilisation of tools (travel equipment/systems) now has 1 assessment criteria rather than 3</li> <li>Preparing for work now has 1 assessment criteria instead of 2</li> <li>Legislative, procedural and operator requirements now has 2 assessment criteria instead of 3</li> <li>Identifying possible incidents and responding to incidents/emergencies now has 3 assessment criteria instead of 4</li> <li>Working in different conditions and supporting others now has 4 assessment criteria instead of 5</li> </ul> Added KSB mapping to the assessment criteria. | 28/08/2024 |
| Factsheet                                                                                                                                                                                                                                                                                                                                                                                                               | Added ST number into the title.<br><br>Amended the wording of the assessment methods to provide further clarity and align better with the AP.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 28/08/2024 |

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| <p>Think Abouts v1.1</p> <ul style="list-style-type: none"> <li>• Dispatch interview underpinned by a portfolio of evidence</li> <li>• Dispatch observation with questions</li> <li>• Onboard interview underpinned by a portfolio of evidence</li> <li>• Onboard observation with questions</li> <li>• Ticketing interview underpinned by a portfolio of evidence</li> <li>• Ticketing observation with questions</li> </ul> | <p>Amended wording of the assessment methods in line with the AP to provide further clarity.</p> <p>Added ST number into title.</p> <p>Added KSB mapping to the assessment criteria.</p> | 28/08/2024 |
| Apprentice Journey Guide v1.2                                                                                                                                                                                                                                                                                                                                                                                                 | Added ST number into title.                                                                                                                                                              | 28/08/2024 |
| Gateway Readiness Report v1.4                                                                                                                                                                                                                                                                                                                                                                                                 | Streamlined the document to include 1 policies and procedures section.                                                                                                                   | 28/10/2024 |
| Apprentice Journey Guide v1.3                                                                                                                                                                                                                                                                                                                                                                                                 | Guidance on employer/training provider representation at assessment method updated in line with the assessment plan.                                                                     | 14/03/2025 |
| Factsheet                                                                                                                                                                                                                                                                                                                                                                                                                     | Guidance on English and maths requirements updated in line with the funding rules.                                                                                                       | 10/04/2025 |
| Apprentice Journey Guide v1.4                                                                                                                                                                                                                                                                                                                                                                                                 | Guidance on English and maths requirements updated in line with the funding rules.                                                                                                       | 10/04/2025 |
| EPA Kit v1.4                                                                                                                                                                                                                                                                                                                                                                                                                  | <p>Guidance on English and maths requirements updated in line with the funding rules.</p> <p>Highfield logo updated.</p>                                                                 | 10/04/2025 |