

Summary of Changes Log

Document title and version number	Overview of change	Date of the change
Portfolio matrix v1.4	Included statement for clearer guidance on portfolio requirements.	04/09/2024
Think About – Professional Interview v2.0	ST number added to the title. The assessment criteria has been added to the table. Guidance on employer/training provider representation at assessment methods updated in line with the assessment plan.	17/04/2025
Apprenticeship Journey Guide v1.1	ST number added to the title. Guidance on employer/training provider representation at assessment methods updated in line with the assessment plan.	17/04/2025
EPA Kit v1.6	Updated the amplification on pages 12 and 21 in line with the release of the new Worker Protection (Amendments of Equality Act) Act. The tables on page 10-25 have been amended, the KSBs and criteria are now organised by assessment method rather than themes. The KSB mapping and criteria references have been amended in line with this. This has been added to the Highfield approach. Within the knowledge test guidance on page 31 the list of themes assessed within the test have been removed. The methods in which the test can be taken have been updated to align with the assessment plan.	20/05/2025

	<p>Guidance on English and maths requirements updated in line with the funding rules.</p> <p>On page 33 duplicated portfolio guidance has been removed as this can already be found on page 4.</p> <p>The assessment method order flexibility has been added to page 7.</p>	
Mock Assessment Form – Professional Interview v1.3	<p>The pass criteria has been merged into 1 table, named professional interview criteria. The references have also been changed to reflect this.</p> <p>A ‘Not achieved’ column has been added.</p>	20/05/2025
Portfolio Matrix v1.5	<p>The criteria references have been updated to reflect the changes that have been made within the EPA Kit.</p> <p>K4, K6, S15 and S16 have been added.</p>	20/05/2025
Apprenticeship Journey Guide v1.2	<p>Guidance on English and maths requirements updated in line with the funding rules.</p>	20/05/2025
Fact Sheet	<p>ST number added to the title.</p> <p>Guidance on English and maths requirements updated in line with the funding rules.</p>	20/05/2025
EPA Kit v1.9	<p>Updated retake and resit information on page 30 to align with assessment plan.</p>	05/03/2026