

Summary of Changes Log

Document title and version number	Overview of change	Date of the change
Retail Team Leader Written Submission Sheet v2.2	Updated the wording for the apprentice declaration to provide clarity on which assessment method the written submission sheet supports.	03/06/2024
Retail Team Leader EPA Kit v3.2	Updated the front page of the EPA Kit. Highfield Assessment logo has been updated. Removed paragraph regarding apprentice meeting with their manager every 2 months and the statement of ‘Further guidance and support on planning and managing a retail team leader apprentice’s training and development journey is available from the Retail Apprenticeship Board via People1st.co.uk.’ on page 5. Added guidance to the Highfield Approach section on page 7. • Addition of the diversity criteria for the on-demand test • Three distinction criteria in the business project that are remaining as pass criteria Amended the Retail Team Leader apprenticeship standard section: • restructured the themes within the Kit to better align with the AP • restructured the themes for the professional discussion and retail business project by creating two overall themes for the professional discussion and retail	27/03/2025

	business project assessment method to ensure all criteria is mapped to the correct assessment method Added amplification and guidance for the on-demand test criteria to better support learners and prepare them for the test. Amended the assessment methods to better align with the AP and provide further clarity on how the assessment methods are assessed. • Added a statement that the multiple-choice questions are scenario based • Updated the grading information for all three assessment methods and mock assessment information Updated the formatting of the assessment criteria for all three assessment methods.	
Retail Team Leader Gateway Readiness Report v4.2	Updated assessment criteria in line with the restructure of themes within the EPA Kit. Updated the Highfield Assessment logo.	27/03/2025
Retail Team Leader Mock Assessment Grids v3.2	Updated assessment criteria in line with the restructure of themes within the EPA Kit. Created a mock assessment for the retail business project. Updated the Highfield Assessment logo.	27/03/2025
Retail Team Leader Written Submission Sheet v2.3	Updated the Highfield Assessment logo.	27/03/2025

Retail Team Leader Think Abouts 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
Retail Team Leader Apprenticeship Journey Guide 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
Retail Team Leader EPA Kit v3.3	Removed information regarding the apprenti-kit after its withdrawal from the Highfield website.	29/05/2025
L3 Retail Team Leader Apprenticeship Journey Guide v1.2	Amended retail business project information in line with assessment plan. Amended timings for the professional discussion in line with the assessment plan.	06/02/2026
L3 Retail Team Leader Apprenticeship Journey Guide v1.3	Update to venue requirements for the on-demand test to reflect exam delivery arrangements	01/10/2026