

Summary of Changes Log

Document title and version number	Overview of change	Date of the change
L4 Improvement Practitioner v1.1 EPA Kit was v2.1 is now v2.2	The EPA kit has been updated to provide extra amplification for the knowledge test on page 12. The EPA kit has also been amended on page 7 to provide clarity surrounding the submission of the log and log evidence matrix at gateway.	21/05/2024
L4 Improvement Practitioner v1.1 Written Submission Sheets was v1.3 is now v1.4	Updated the wording for the declarations to provide clarity on which assessment method the written submission sheet supports	31/05/2024
L4 Improvement Practitioner v1.1 EPA Kit was v2.2 is now v2.3	The amplification within the EPA kit has been updated.	13/09/2024
L4 Improvement Practitioner v1.1 Timeline was v1.0 is now v1.1	The timeline has been updated to include the ST number in the title and the assessor-led methods have been updated to include the need for an employer representative to be present during the assessment, to align with the assessment plan.	20/09/2024
L4 Improvement Practitioner v1.1 EPA Kit was v2.3 is now v2.4	The resit/retake guidance has been clarified to align with guidance outlined in the assessment plan. Added information to the on-programme requirements section regarding the log and project portfolio.	13/11/2024
L4 Improvement Practitioner v1.0 Think About Project, Presentation and Questioning was v1.0 is now 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
L4 Improvement Practitioner v1.0 Think About Professional Discussion was v1.0 is now 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

L4 Improvement Practitioner v1.1 Timeline was v1.0 is now 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
L4 Improvement Practitioner v1.1 Factsheet was v1.0 is now v1.1	Added ST number into title. Guidance on English and maths requirements updated in line with the funding rules.	13/05/2025
L4 Improvement Practitioner v1.1 Timeline was v1.1 is now v1.2	Guidance on English and maths requirements updated in line with the funding rules.	13/05/2025
L4 Improvement Practitioner v1.1 EPA Kit was v2.4 is now v2.5	Guidance on English and maths requirements updated in line with the funding rules.	13/05/2025
L4 Improvement Practitioner v1.1 EPA Kit was v2.5 is now v3.0	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 • Mapped the assessment criteria to their relevant KSBs	18/08/2025

L4 Improvement Practitioner v1.1 Mock Assessment Materials was v1.6 is now v2.0	Made the following changes: - Updated the professional discussion criteria and criteria referencing in line with the assessment plan - Mapped the assessment criteria to their relevant KSBs - Standardised the document in line with other standards - Updated the criteria into 1 table rather than 3 for ease of use and italicised distinction criteria - Updated the 'presentation and questioning' column into 2 'criteria met' and 'criteria not met' columns for clarity when completing a mock assessment for the project report, presentation and questioning and in line with other standards	18/08/2025
L4 Improvement Practitioner v1.1 Log Evidence Matrix was v2.5 is now v3.0	Standardised the appearance of the document in line with matrices used in other standards.	18/08/2025
L4 Improvement Practitioner v1.1 Written Submission Sheet was v1.4 is now v1.5	Standardised the appearance of the document in line with other standards.	18/08/2025
L4 Improvement Practitioner v1.1 EPA Kit was v3.0 is now v3.1	Wording of EPA Kit updated in 'How to use this EPA Kit', 'Use of Artificial Intelligence (AI) in the EPA', 'Readiness for end-point assessment', 'The Highfield approach' and 'The gateway meeting' sections	18/09/2025
L4 Improvement Practitioner v1.1 EPA Kit was v3.1 is now v3.2	'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 'the Highfield customer engagement team'.	01/09/2026