

Summary of Changes Log

Document title and version number	Overview of change	Date of the change
Gateway Readiness Report v4.3	Streamlined the document to include one policies and procedures section	01/11/2024
Portfolio Matrix v1.3	The distinction criteria references have been changed into italics. S8 has been updated to better align with the assessment plan.	20/02/2025
EPA Kit v4.7	CO1 and K12 have been updated to better align with the assessment plan. The guidance for the observation has been updated on page 38, the questioning can occur both during and after the observation. The guidance for the interview has been updated on page 42, the apprentice will be given 2 weeks' notice of the interview.	13/03/2025
Mock Assessment Materials v4.3	The columns have been amended to 'Achieved' and 'Not achieved'. CO1 within the observation with questions form has been updated in line with the change to the kit.	13/03/2025
EPA Kit v4.8	This guidance has been added to page 42 'The apprentice must have access to their portfolio of evidence during the interview'.	17/06/2025