

### Summary of Changes Log

| Document title and version number   | Overview of change  | Date of the change |
|---|---|--------------------|
| L3 Business Administrator AP02<br>EPA Kit<br>was v2.4 is now v2.5                               | Updated the amplification on page 22 in line with the release of the new Worker Protection (Amendments of Equality Act) Act | 14/11/2024         |
| L3 Business Administrator AP02<br>Portfolio Matrix<br>was v2.5 is now v3.0                      | Standardised document in line with other standards. Updated project information section in line with the assessment plan.   | 07/03/2025         |
| L3 Business Administrator AP02<br>Think About Project Presentation<br>was v1.0 is now v1.1      | Guidance on employer/training provider representation at assessment methods updated in line with the assessment plan.       | 02/04/2025         |
| L3 Business Administrator AP03<br>Think About Portfolio-based Interview<br>was v1.0 is now v1.1 | Guidance on employer/training provider representation at assessment methods updated in line with the assessment plan.       | 02/04/2025         |
| L3 Business Administrator AP03<br>Timeline<br>was v1.1 is now v1.2                              | Guidance on employer/training provider representation at assessment methods updated in line with the assessment plan.       | 02/04/2025         |
| L3 Business Administrator AP03<br>Factsheet<br>was v1.0 is now v1.1                             | Guidance on English and maths requirements updated in line with the funding rules. Added ST number into title.              | 13/05/2025         |
| L3 Business Administrator AP03<br>EPA Kit<br>was v2.5 is now v2.6                               | Guidance on English and maths requirements updated in line with the funding rules.  | 13/05/2025         |
| L3 Business Administrator AP03<br>Timeline<br>was v1.2 is now v1.3                              | Guidance on English and maths requirements updated in line with the funding rules.  | 13/05/2025         |