

Summary of Changes Log

Document title and version number	Overview of change	Date of the change
WSS	Updated the wording for the apprentice declaration to provide clarity on which assessment method the written submission sheet supports.	31/05/2024
EPA Kit v5.2	Updated the amplification on page 12 in line with the release of the new Worker Protection (Amendments of Equality Act) Act The KSBs for the following themes have been merged together to better align with the assessment plan: communication, tools and equipment, and personal equipment. The need to take the tests for level 2 English and maths has been removed from page 6.	17/01/2025
Portfolio Matrix v4.2	Statement added in 'The appropriate use of work equipment' and criteria mapping. The changes made to the KSBs have been reflected in the portfolio matrix.	17/01/2025
Portfolio Matrix v4.3	The guidance on page 1 regarding the portfolio being assessed has been updated.	18/02/2025
EPA Kit v5.3	This sentence has been removed from page 5 'The portfolio of evidence must be submitted to Highfield at gateway. It is not directly assessed but underpins the professional discussion.' to better align with the assessment plan.	18/02/2025

EPA Kit v5.4	Amplification added for the criteria throughout. A row has been added within the 'Teamwork' table on page 28 to demonstrate which KSBs are assessed in which method. On page 37 the requirement for the employer to sign the case study submission sheet has been removed. Guidance on English and maths requirements updated in line with the funding rules. Example case study titles and content has been added to pages 38-39. The requirement for the work-based case study to be submitted within 3 weeks of gateway has been removed.	17/10/2025
Portfolio Matrix v4.4	The knowledge, skills and behaviours that are only assessed in the case study have been removed.	17/10/2025
Mock Assessment Form – Case Study v4.2	The 'Responsive' theme has been added. Additional column added for 'Not achieved'.	17/10/2025
Mock Assessment Form – Portfolio v4.2	The 'Responsive' theme has been removed. Additional column added for 'Not achieved'.	17/10/2025
Case Study Submission Sheet v4.3	Highfield logo within the footer has been updated.	17/10/2025
Fact Sheet	Added ST number to the title. Case study word count updated.	17/10/2025

	English and maths gateway requirement updated to level 1. Guidance on English and maths requirements updated in line with the funding rules.	
Apprenticeship Journey Guide v1.1	Added ST number to the title. Removal of level 2 English and maths gateway requirement. Assessment window updated. Case study word count updated. Guidance on English and maths requirements updated in line with the funding rules.	17/10/2025
Think About v2.0	Added ST number to the title. Assessment criteria added to the tables.	17/10/2025