

Summary of Changes Log

Document title and version number	Overview of change	Date of the change
Gateway Readiness Report v1.4	<p>Updated the 'Gateway Requirements' table to only include the need for an achievement of Level 1 English and maths.</p> <p>Removed requirement for submission of employer's policies and procedures.</p>	09/07/2024
Portfolio Matrix v2.2	<p>Updated 'Portfolio of evidence' section to state that the portfolio is agreed and submitted at the time of scheduling rather than at gateway.</p> <p>Removed e-portfolio boxes as they are no longer required.</p>	09/07/2024
Portfolio Matrix v2.3	Distinction criteria references italicised.	24/01/2025
EPA Kit v1.8	<p>References to submitting organisation's policies and procedures on page 6 and 9 have been removed.</p> <p>The location for the real-life practical observation on page 33 has been updated to better align with the assessment plan.</p> <p>The list on page 40 stating the activities the apprentice must carry out for the real-life practical observation has been moved to page 39.</p> <p>A portfolio of evidence section has been created on page 6, the content for this has been taken from page 47.</p>	24/01/2025

Apprenticeship Journey Guide v1.1	<p>Guidance on employer/training provider representation at assessment methods updated in line with the assessment plan.</p> <p>ST number added to title.</p>	17/04/2025
EPA Kit v1.9	Guidance on English and maths requirements updated in line with the funding rules.	07/07/2025
Apprenticeship Journey Guide v1.2	Guidance on English and maths requirements updated in line with the funding rules.	07/07/2025
Fact Sheet	Guidance on English and maths requirements updated in line with the funding rules.	07/07/2025