

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 v4.2	On programme duration on page 3 updated to 'Typically 18-24 months' to align with the assessment plan. Retake and resit information has been added to 'The Highfield approach' section on page 8. The reference to submitting a portfolio matrix on page 5 has been removed as this is not necessary, and the guidance updated to reflect this.	17/01/2025
Gateway Readiness Report v4.3	The gateway requirement of achieving English and maths has been amended to level 2. 'Completed' has been added to the portfolio of evidence requirement and guidance added below.	17/01/2025
Think About...VIVA v2.0	Guidance on employer/training provider representation at assessment methods updated in line with the assessment plan. The assessment criteria has been added to the table.	17/04/2025

	The ST number has been added to the title.	
Apprenticeship Journey Guide v2.1	Guidance on employer/training provider representation at assessment methods updated in line with the assessment plan. The assessment window has been removed. The portfolio of evidence gateway requirement has been added. The ST number has been added to the title.	17/04/2025
EPA Kit v4.3	Amplification added for the criteria throughout. Criteria AS2 amended on page 16 to align with the assessment plan. On page 36 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. The requirement for the project report and diary to be submitted within 3 weeks of gateway has been removed.	24/10/2025
Written Submission Sheet v3.3	Highfield logo updated within the footer.	24/10/2025
Mock Assessment Form – Project Report and VIVA v3.2	The 2 separate documents have been merged into 1, this is due to both assessment methods having the same criteria.	24/10/2025

Apprenticeship Journey Guide v2.2	Guidance on English and maths requirements updated in line with the funding rules.	24/10/2025
Fact Sheet	The gateway requirements have been updated. The ST number has been added to the title. Guidance on English and maths requirements updated in line with the funding rules.	24/10/2025