

## 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 v2.3	<p>On programme duration on page 3 updated to 'Typically 18-24 months' to align with the assessment plan.</p> <p>Retake and resit information has been added to 'The Highfield approach' section on page 8.</p> <p>The memberships on page 4 have been amended to those in the assessment plan.</p> <p>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.</p>	17/01/2025
Gateway Readiness Report v2.4	<p>The gateway requirement of achieving English and maths has been amended to level 2.</p> <p>'Completed' has been added to the portfolio of evidence requirement and guidance added below.</p>	17/01/2025
Think About...VIVA v2.0	<p>Guidance on employer/training provider representation at assessment methods updated in line with the assessment plan.</p> <p>The assessment criteria has been added to the table.</p>	17/04/2025

	The ST number has been added to the title.	
Apprenticeship Journey Guide v2.1	<p>Guidance on employer/training provider representation at assessment methods updated in line with the assessment plan.</p> <p>The assessment window has been removed.</p> <p>The portfolio of evidence gateway requirement has been added.</p> <p>The ST number has been added to the title.</p>	17/04/2025