

Summary of Changes Log

Document title and version number	Overview of change	Date of the change
Written Submission Sheet was v2.1 is now v2.2	Updated the wording for the apprentice declaration to provide clarity on which assessment method the written submission sheet supports	31/05/2024
Written Submission Sheet was v2.2 is now v2.3	Assessment criteria have been mapped to the relevant knowledge, skills and behaviours (KSBs)	02/07/2024
Gateway Readiness Report was v2.1 is now v2.2	Streamlined the document to include one policies and procedures section	06/09/2024
Portfolio Matrix was v2.2 now v2.3	Updated mapping of KSBs to assessment criteria	10/01/2025