

Summary of Changes Log

Document title and version number	Overview of change	Date of the change
L4 Hospitality Manager Business Project Proposal Approval Form v1.3	Removed Learner ID box from the proposal form.	09/04/2024
L4 Hospitality Manager - Conference and Events EPA Kit v1.3	Updated the assessing the professional discussion section to provide clarity on feedback gathered regarding the apprentice's competence across areas within the professional discussion on pg.56.	09/05/2024
L4 Hospitality Manager - Food and Beverages EPA Kit v1.3	Updated the assessing the professional discussion section to provide clarity on feedback gathered regarding the apprentice's competence across areas within the professional discussion on pg.58.	09/05/2024
L4 Hospitality Manager - Kitchen Management EPA Kit v1.3	Updated the assessing the professional discussion section to provide clarity on feedback gathered regarding the apprentice's competence across areas within the professional discussion on pg.57.	09/05/2024
L4 Hospitality Manager - Front Office EPA Kit v1.3	Updated the assessing the professional discussion section to provide clarity on feedback gathered regarding the apprentice's competence across areas within the professional discussion on pg.57.	09/05/2024
L4 Hospitality Manager - Hospitality Outlet Manager EPA Kit v1.3	Updated the assessing the professional discussion section to provide clarity on feedback gathered regarding the apprentice's competence across areas within the professional discussion on pg.58.	09/05/2024
L4 Hospitality Manager - House Keeping Management EPA Kit v1.3	Updated the assessing the professional discussion section to provide clarity on feedback gathered regarding the apprentice's	09/05/2024

	competence across areas within the professional discussion on pg.57.	
L4 Hospitality Manager - Multifunctional Management EPA Kit v1.3	Updated the assessing the professional discussion section to provide clarity on feedback gathered regarding the apprentice's competence across areas within the professional discussion on pg.71	09/05/2024
L4 Hospitality Manager - Revenue Management EPA Kit v1.3	Updated the assessing the professional discussion section to provide clarity on feedback gathered regarding the apprentice's competence across areas within the professional discussion on pg.58	09/05/2024
L4 Hospitality Manager - Conference and Events Management EPA Kit v2.0	<p>The on-programme requirements on pages 4-5 have been updated to better align with the assessment plan and provide information on the business project proposal.</p> <p>The Highfield approach section on page 7 has been updated to provide further clarity on the carry-over criteria achieved in the professional discussion will not need to be reassessed during the business project.</p> <p>Guidance on English and maths requirements updated in line with the funding rules.</p> <p>The Hospitality Manager apprenticeship standard section has been updated to better align with the assessment plan and provide further clarity:</p> <ul style="list-style-type: none"> • theme titles for professional discussion and business project criteria have been updated and restructured 	16/04/2025

	<ul style="list-style-type: none"> • separated the assessment criteria into new themes - professional discussion and business project • specialist function knowledge, skills and behaviour statements have been moved into the retrospective theme <p>The wording of the assessment method for the on-demand test on page 38 has been updated to provide further clarity.</p> <p>The wording of the assessment methods for the business project on pages 41-45 has been updated to provide further clarity.</p> <p>The wording of the assessment methods for the professional discussion on pages 46-52 has been updated to provide further clarity.</p> <p>The Highfield Assessment logo has been updated.</p>	
L4 Hospitality Manager - Food and Beverage Service Management EPA Kit v2.0	<p>The on-programme requirements on pages 4-5 have been updated to better align with the assessment plan and provide information on the business project proposal.</p> <p>Guidance on English and maths requirements updated in line with the funding rules.</p> <p>The Highfield approach section on page 7 has been updated to provide further clarity on the carry-over criteria achieved in the professional discussion will not need to be reassessed during the business project.</p>	16/04/2025

	<p>The Hospitality Manager apprenticeship standard section has been updated to better align with the assessment plan and provide further clarity:</p> <ul style="list-style-type: none"> • theme titles for professional discussion and business project criteria have been updated and restructured • separated the assessment criteria into new themes - professional discussion and business project • specialist function knowledge, skills and behaviour statements have been moved into the retrospective theme <p>The wording of the assessment method for the on-demand test on page 41 has been updated to provide further clarity.</p> <p>The wording of the assessment methods for the business project on pages 44-48 has been updated to provide further clarity.</p> <p>The wording of the assessment methods for the professional discussion on pages 49-55 has been updated to provide further clarity.</p> <p>The Highfield Assessment logo has been updated.</p>	
L4 Hospitality Manager - Kitchen Management EPA Kit v2.0	<p>The on-programme requirements on pages 4-5 have been updated to better align with the assessment plan and provide information on the business project proposal.</p> <p>Guidance on English and maths requirements updated in line with the funding rules.</p>	16/04/2025

	<p>The Highfield approach section on page 8 has been updated to provide further clarity on the carry-over criteria achieved in the professional discussion will not need to be reassessed during the business project.</p> <p>The Hospitality Manager apprenticeship standard section has been updated to better align with the assessment plan and provide further clarity:</p> <ul style="list-style-type: none"> • theme titles for professional discussion and business project criteria have been updated and restructured • separated the assessment criteria into new themes - professional discussion and business project • specialist function knowledge, skills and behaviour statements have been moved into the retrospective theme <p>The wording of the assessment method for the on-demand test on page 41 has been updated to provide further clarity.</p> <p>The wording of the assessment methods for the business project on pages 44-48 has been updated to provide further clarity.</p> <p>The wording of the assessment methods for the professional discussion on pages 49-55 has been updated to provide further clarity.</p> <p>The Highfield Assessment logo has been updated.</p>	
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<p>L4 Hospitality Manager - Front Office Management EPA Kit v2.0</p>	<p>The on-programme requirements on pages 4-5 have been updated to better align with the assessment plan and provide information on the business project proposal.</p> <p>Guidance on English and maths requirements updated in line with the funding rules.</p> <p>The Highfield approach section on page 7 has been updated to provide further clarity on the carry-over criteria achieved in the professional discussion will not need to be reassessed during the business project.</p> <p>The Hospitality Manager apprenticeship standard section has been updated to better align with the assessment plan and provide further clarity:</p> <ul style="list-style-type: none"> • theme titles for professional discussion and business project criteria have been updated and restructured • separated the assessment criteria into new themes - professional discussion and business project • specialist function knowledge, skills and behaviour statements have been moved into the retrospective theme <p>The wording of the assessment method for the on-demand test on page 40 has been updated to provide further clarity.</p> <p>The wording of the assessment methods for the business project on pages 43-47 has been updated to provide further clarity.</p>	<p>16/04/2025</p>
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	<p>The wording of the assessment methods for the professional discussion on pages 48-54 has been updated to provide further clarity.</p> <p>The Highfield Assessment logo has been updated.</p>	
L4 Hospitality Manager - Hospitality Outlet Management EPA Kit v2.0	<p>The on-programme requirements on pages 4-5 have been updated to better align with the assessment plan and provide information on the business project proposal.</p> <p>Guidance on English and maths requirements updated in line with the funding rules.</p> <p>The Highfield approach section on page 8 has been updated to provide further clarity on the carry-over criteria achieved in the professional discussion will not need to be reassessed during the business project.</p> <p>The Hospitality Manager apprenticeship standard section has been updated to better align with the assessment plan and provide further clarity:</p> <ul style="list-style-type: none"> • theme titles for professional discussion and business project criteria have been updated and restructured • separated the assessment criteria into new themes - professional discussion and business project • specialist function knowledge, skills and behaviour statements have been moved into the retrospective theme 	16/04/2025

	<p>The wording of the assessment method for the on-demand test on page 42 has been updated to provide further clarity.</p> <p>The wording of the assessment methods for the business project on pages 45-49 has been updated to provide further clarity.</p> <p>The wording of the assessment methods for the professional discussion on pages 50-56 has been updated to provide further clarity.</p> <p>The Highfield Assessment logo has been updated.</p>	
L4 Hospitality Manager - House Keeping Management EPA Kit v2.0	<p>The on-programme requirements on pages 4-5 have been updated to better align with the assessment plan and provide information on the business project proposal.</p> <p>Guidance on English and maths requirements updated in line with the funding rules.</p> <p>The Highfield approach section on page 8 has been updated to provide further clarity on the carry-over criteria achieved in the professional discussion will not need to be reassessed during the business project.</p> <p>The Hospitality Manager apprenticeship standard section has been updated to better align with the assessment plan and provide further clarity:</p> <ul style="list-style-type: none"> • theme titles for professional discussion and business project criteria have been updated and restructured 	16/04/2025

	<ul style="list-style-type: none"> • separated the assessment criteria into new themes - professional discussion and business project • specialist function knowledge, skills and behaviour statements have been moved into the retrospective theme <p>The wording of the assessment method for the on-demand test on page 42 has been updated to provide further clarity.</p> <p>The wording of the assessment methods for the business project on pages 45-49 has been updated to provide further clarity.</p> <p>The wording of the assessment methods for the professional discussion on pages 50-56 has been updated to provide further clarity.</p> <p>The Highfield Assessment logo has been updated.</p>	
L4 Hospitality Manager - Multifunctional Management EPA Kit v2.0	<p>The on-programme requirements on pages 4-5 have been updated to better align with the assessment plan and provide information on the business project proposal.</p> <p>Guidance on English and maths requirements updated in line with the funding rules.</p> <p>The Highfield approach section on page 8 has been updated to provide further clarity on the carry-over criteria achieved in the professional discussion will not need to be reassessed during the business project.</p>	16/04/2025

	<p>The Hospitality Manager apprenticeship standard section has been updated to better align with the assessment plan and provide further clarity:</p> <ul style="list-style-type: none"> • theme titles for professional discussion and business project criteria have been updated and restructured • separated the assessment criteria into new themes - professional discussion and business project • specialist function knowledge, skills and behaviour statements have been moved into the retrospective theme <p>The wording of the assessment method for the on-demand test on page 53 has been updated to provide further clarity.</p> <p>The wording of the assessment methods for the business project on pages 56-60 has been updated to provide further clarity.</p> <p>The wording of the assessment methods for the professional discussion on pages 60-67 has been updated to provide further clarity.</p> <p>The Highfield Assessment logo has been updated.</p>	
L4 Hospitality Manager - Revenue Management EPA Kit v2.0	<p>The on-programme requirements on pages 4-5 have been updated to better align with the assessment plan and provide information on the business project proposal.</p> <p>Guidance on English and maths requirements updated in line with the funding rules.</p>	16/04/2025

	<p>The Highfield approach section on page 7 has been updated to provide further clarity on the carry-over criteria achieved in the professional discussion will not need to be reassessed during the business project.</p> <p>The Hospitality Manager apprenticeship standard section has been updated to better align with the assessment plan and provide further clarity:</p> <ul style="list-style-type: none"> • theme titles for professional discussion and business project criteria have been updated and restructured • separated the assessment criteria into new themes - professional discussion and business project • specialist function knowledge, skills and behaviour statements have been moved into the retrospective theme <p>The wording of the assessment method for the on-demand test on page 42 has been updated to provide further clarity.</p> <p>The wording of the assessment methods for the business project on pages 45-49 has been updated to provide further clarity.</p> <p>The wording of the assessment methods for the professional discussion on pages 50-56 has been updated to provide further clarity.</p> <p>The Highfield Assessment logo has been updated.</p>	
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L4 Hospitality Manager Mock Assessment Materials v2.0	<p>The professional discussion and business project mock grids have been updated in line with the amendments to the EPA Kit.</p> <p>The Highfield Assessment logo has been updated.</p>	16/04/2025
L4 Hospitality Manager Think About - Professional Discussion 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> <p>Plan and prepare table updated in line with the restructuring of the EPA Kit.</p>	16/04/2025
L4 Hospitality Manager Apprenticeship Journey Guide v1.1	<p>Guidance on employer/training provider representation at assessment methods updated in line with the assessment plan.</p> <p>Guidance on English and maths requirements updated in line with the funding rules.</p> <p>ST number added to title.</p>	16/04/2025
L4 Hospitality Manager Factsheet	Guidance on English and maths requirements updated in line with the funding rules.	01/07/2025
L4 Hospitality Manager Apprenticeship Journey Guide v1.2	The on-demand test information has been updated in line with the updated split of the core and specialist functions exams.	01/07/2025
L4 Hospitality Manager EPA Kit v2.1 (all pathways)	<p>The front cover has been updated.</p> <p>The amplification and guidance for all core and specialist functions on-demand test criteria has been reviewed and updated.</p>	01/07/2025

	<p>The Highfield approach, resit and retake information and on-demand test sections have been updated in line with the updated split of the core and specialist function exams.</p> <p>The guidance on the professional discussion feedback templates has been updated in line with our process.</p>	
L4 Hospitality Manager Written Submission Sheet v1.3	The Highfield Assessment logo has been updated.	01/07/2025
L4 Hospitality Manager Professional Discussion Feedback Form v1.3 (all pathways)	<p>The guidance on the feedback gathered for the professional discussion has been updated in line with the assessment plan.</p> <p>The Highfield Assessment logo has been updated.</p>	01/07/2025
L4 Hospitality Manager Business Project Proposal Approval Form v1.4	The Highfield Assessment logo has been updated.	01/07/2025