

## Summary of Changes Log

Document title and version number	Overview of change	Date of the change
EPA Kit PTO was v1.2 now v1.3	<ul style="list-style-type: none"> <li>• Criteria has been grouped together in line with the assessment plan               <ul style="list-style-type: none"> <li>○ Utilisation of tools (travel equipment/systems) now has 1 assessment criteria rather than 3</li> <li>○ Preparing for work now has 1 assessment criteria instead of 2</li> <li>○ Legislative, procedural and operator requirements now has 2 assessment criteria instead of 3</li> <li>○ Identifying possible incidents and responding to incidents/emergencies now has 3 assessment criteria instead of 4</li> <li>○ Working in different conditions and supporting others now has 4 assessment criteria instead of 5</li> </ul> </li> </ul> <p>Removed paragraph recommending that the apprentice meets with the on-programme assessor at least every 2 months in line with funding rules.</p> <p>Moved the portfolio of evidence information to the on-programme requirements section to provide further clarity.</p>	28/08/2024

	Reviewed and updated the assessment methods content for the observation with questions and interview underpinned by a portfolio of evidence in line with the assessment plan to provide further clarity.	
PTO Portfolio Matrix was v1.3 now v1.4	<ul style="list-style-type: none"> <li>Amended the theme title for pathway 3: dispatch operative from promoting sales to vehicle turnaround and emergencies, in line with the AP</li> <li>removed the policies and procedures table</li> </ul>	28/08/2024
PTO Mock Assessment Materials was v1.1 now v1.2 <ul style="list-style-type: none"> <li>Dispatch interview underpinned by a portfolio of evidence</li> <li>Dispatch observation with questions</li> <li>Onboard interview underpinned by a portfolio of evidence</li> <li>Onboard observation with questions</li> <li>Ticketing interview underpinned by a portfolio of evidence</li> <li>Ticketing observation with questions</li> </ul>	<ul style="list-style-type: none"> <li>Assessment criteria has been grouped together in line with the AP               <ul style="list-style-type: none"> <li>Utilisation of tools (travel equipment/systems) now has 1 assessment criteria rather than 3</li> <li>Preparing for work now has 1 assessment criteria instead of 2</li> <li>Legislative, procedural and operator requirements now has 2 assessment criteria instead of 3</li> <li>Identifying possible incidents and responding to incidents/emergencies now has 3 assessment criteria instead of 4</li> <li>Working in different conditions and supporting others now has 4 assessment criteria instead of 5</li> </ul> </li> <li>Added KSB mapping to the assessment criteria</li> </ul>	28/08/2024
PTO Factsheet was v1.1 now v1.2	<ul style="list-style-type: none"> <li>Added ST number into the title</li> <li>Amended the wording of the assessment methods to provide further clarity and align better with the AP</li> </ul>	28/08/2024

<p>PTO Think Abouts was v1.0 now v1.1</p> <ul style="list-style-type: none"> <li>• Dispatch interview underpinned by a portfolio of evidence</li> <li>• Dispatch observation with questions</li> <li>• Onboard interview underpinned by a portfolio of evidence</li> <li>• Onboard observation with questions</li> <li>• Ticketing interview underpinned by a portfolio of evidence</li> <li>• Ticketing observation with questions</li> </ul>	<ul style="list-style-type: none"> <li>• Amended wording of the assessment methods in line with the AP to provide further clarity</li> <li>• Added ST number into title</li> <li>• Added KSB mapping to the assessment criteria</li> </ul>	<p>28/08/2024</p>
<p>PTO Timeline was v1.1 now v1.2</p>	<p>Added ST number into title</p>	<p>28/08/2024</p>
<p>PTO Gateway Readiness Report was v1.3 now v1.4</p>	<p>Streamlined the document to include 1 policies and procedures section</p>	<p>28/10/2024</p>