

Summary of Changes Log

Document title and version number	Overview of change	Date of the change
L4 Regulatory Compliance Officer Written Submission Sheet was v1.0 is now v1.1	Updated the wording for the apprentice declaration to provide clarity on which assessment method the written submission sheet supports	04/06/2024
L4 Regulatory Compliance Officer Portfolio Matrix was v1.3 is now v2.0	Standardised the portfolio matrix for clarity and ease of use and distinguished distinction criteria from pass criteria	02/12/2024
L4 Regulatory Compliance Officer Timeline updated to v2.0	Included the length of EPA duration for clarity. Added standard version number (v1.0). Guidance on employer/training provider representation at assessment methods updated in line with the assessment plan.	02/04/2025
L4 Regulatory Compliance Officer Think About Observation of Professional Practice was v1.0 is now v2.0	Amended the table at the bottom of the document to individual criteria to aid learners with their EPA. Updated information to streamline with guidance in the assessment plan. Guidance on employer/training provider representation at assessment methods updated in line with the assessment plan. Added ST number into title.	02/04/2025
L4 Regulatory Compliance Officer Think About VIVA was v1.0 is now v2.0	Amended the table at the bottom of the document to individual criteria to aid learners with their EPA. Updated information to streamline with guidance in the assessment plan. Guidance on employer/training provider representation at assessment methods updated in line with the assessment plan. Added ST number into title.	02/04/2025

L4 Regulatory Compliance Officer EPA Kit updated to v2.0	EPA Kit updated to: <ul style="list-style-type: none"> • provide improved and up-to-date amplification and guidance • ensure formatting of the document is standardised with other standards • ensure wording of criteria directly mirrors the assessment plan for clarity • provide updated guidance on English and maths requirements in line with the funding rules 	22/04/2025
L4 Regulatory Compliance Officer Mock Assessment Materials updated to v2.0	Mock assessment materials for both the observation of professional practice and Viva have been standardised with other standards to provide clarity and ease of use.	22/04/2025
L4 Regulatory Compliance Officer Factsheet updated to v2.0	Included standard version number (v1.0). Amended wording to match the assessment plan and on-programme support offered by Highfield. Standardised document with other factsheets for other standards. Guidance on English and maths requirements updated in line with the funding rules.	22/04/2025
L4 Regulatory Compliance Officer Portfolio Matrix was v2.0 is now v2.1	Updated Highfield Assessment logo and title at the top of the first page.	22/04/2025
L4 Regulatory Compliance Officer Written Submission Sheet was v1.1 is now v1.2	Updated Highfield logo in the footer.	22/04/2025
L4 Regulatory Compliance Officer Timeline was v2.0 is now v2.1	Guidance on English and maths requirements updated in line with the funding rules.	22/04/2025