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	• Criteria has been grouped together in line with the assessment plan
	   ○ Utilisation of tools (travel equipment/systems) now has 1 assessment criteria rather than 3
	   ○ Preparing for work now has 1 assessment criteria instead of 2
	   ○ Legislative, procedural and operator requirements now has 2 assessment criteria instead of 3
	   ○ Identifying possible incidents and responding to incidents/emergencies now has 3 assessment criteria instead of 4
	   ○ Working in different conditions and supporting others now has 4 assessment criteria instead of 5
	
	Removed paragraph recommending that the apprentice meets with the on-programme assessor at least every 2 months in line with funding rules.
		28/08/2024

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	Moved the portfolio of evidence information to the on-programme requirements section to provide further clarity. 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	• Amended the theme title for pathway 3: dispatch operative from promoting sales to vehicle turnaround and emergencies, in line with the AP • removed the policies and procedures table	28/08/2024

PTO Mock Assessment Materials was v1.1 now v1.2
  • Dispatch interview underpinned by a portfolio of evidence
  • Dispatch observation with questions
  • Onboard interview underpinned by a portfolio of evidence
  • Onboard observation with questions
  • Ticketing interview underpinned by a portfolio of evidence
	• Assessment criteria has been grouped together in line with the AP
	  o Utilisation of tools (travel equipment/systems) now has 1 assessment criteria rather than 3
	  o Preparing for work now has 1 assessment criteria instead of 2
	  o Legislative, procedural and operator requirements now has 2 assessment criteria instead of 3
	  o Identifying possible incidents and responding to incidents/emergencies now has 3assessment criteria instead of 4
	  o Working in different conditions and supporting others now has 4 assessment criteria instead of 5
	• Added KSB mapping to the assessment criteria
		28/08/2024

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• Ticketing observation with questions		
PTO Factsheet was v1.1 now v1.2	• Added ST number into the title • Amended the wording of the assessment methods to provide further clarity and align better with the AP	28/08/2024
PTO Think Abouts was v1.0 now v1.1 • Dispatch interview underpinned by a portfolio of evidence • Dispatch observation with questions • Onboard interview underpinned by a portfolio of evidence • Onboard observation with questions • Ticketing interview underpinned by a portfolio of evidence • Ticketing observation with questions	• Amended wording of the assessment methods in line with the AP to provide further clarity • Added ST number into title • Added KSB mapping to the assessment criteria	28/08/2024
PTO Apprentice Journey Guide was v1.1 now v1.2	Added ST number into title	28/08/2024
PTO Gateway Readiness Report was v1.3 now v1.4	Streamlined the document to include 1 policies and procedures section	28/10/2024

PTO Apprentice Journey Guide was v1.2 now v1.3	Guidance on employer/training provider representation at assessment method updated in line with the assessment plan.	14/03/2025