

### Summary of Changes Log

Document title and version number	Overview of change	Date of the change
L5 ODM (IfATE v1.2/AP04) EPA Kit was v4.4 is now v4.5	<p>A change to the mapping of the knowledge, skills and behaviours (KSBs) associated with the criteria <i>'Delivery of their project proposal 7 (DP7)'</i></p> <p>v4.4 – DP7 Analyse and evaluate the effectiveness of the project management tools and problem-solving techniques used in the planning of the project proposal (K9.1, S9.2)</p> <p><b>IS NOW</b></p> <p>v4.5 - DP7 Analyse and evaluate the effectiveness of the project management tools and problem-solving techniques used in the planning of the project proposal (S2.3, S10.2)</p> <p>in line with the assessment plan.</p>	29/04/2024
L5 ODM (IfATE v1.2/AP04) Project Proposal, Presentation and Questioning Mock Assessment Materials was v3.3 is now v3.4	<p>A change to the mapping of the knowledge, skills and behaviours (KSBs) associated with the criteria <i>'Planning their project proposal 3 (PP3)'</i></p> <p>v3.3 – PP3 Shows how they are flexible, creative, innovative and enterprising when seeking proposed solutions to business needs (K1.1, S1.1)</p> <p><b>IS NOW</b></p>	29/04/2024

	<p>v3.4 - PP3 Shows how they are flexible, creative, innovative and enterprising when seeking proposed solutions to business needs (B3.1, B3.2)</p> <p>in line with the assessment plan.</p>	
<p>L5 ODM (IfATE v1.2/AP04) EPA Kit was v4.5 is now v4.6</p>	<p>Resit and retake guidance has been updated on page 27 to provide clarity on the timescales for resits and retakes</p>	<p>16/05/2024</p>
<p>L5 ODM (IfATE v1.2/AP04) EPA Kit was v4.6 is now v5.0</p>	<p>Criteria has been grouped together in line with the assessment plan and mapping to KSBs</p> <ul style="list-style-type: none"> <li>• ‘Managing teams’ theme now has <b>5</b> assessment criteria rather than <b>7</b> (MT1 &amp; MT2 have merged as have MT4 &amp; MT5)</li> <li>• ‘Communication skills’ theme now has <b>5</b> assessment criteria rather than <b>7</b> (CS1 &amp; CS2 have merged as have CS3 &amp; CS4)</li> <li>• ‘Delivery of their project proposal’ theme now has <b>6</b> assessment criteria rather than <b>7</b> (DP1 &amp; DP2 have merged)</li> </ul> <p>Template of the EPA Kit updated to the latest version.</p> <ul style="list-style-type: none"> <li>• Mapped KSBs to their relevant assessment criteria</li> <li>• Moved KSBs to their relevant assessment theme (KSBs now only found in themes where they map to criteria)</li> </ul> <p>Updated funding rules</p> <ul style="list-style-type: none"> <li>• Removed paragraph recommending that the apprentice meets with the on-programme assessor at least every 2 months in line with funding rules</li> </ul>	<p>31/07/2024</p>

	Updated the order of assessment methods 'Order of end-point assessments' section updated to state that assessment methods can be taken in any order in line with the assessment plan	
L5 ODM (IfATE v1.2/AP04) Project Proposal, Presentation and Questioning Mock Assessment Materials was v3.4 is now v3.5	In line with the changes to the EPA Kit made on 31/07/2024, the following change has been made to the project proposal mock assessment material: DP1 & DP2 have been merged and subsequently there are only 6 assessment criteria in the 'Delivery of their project proposal' theme	31/07/2024
L5 ODM (IfATE v1.2/AP04) Professional Discussion Mock Assessment Materials was v3.2 is now v3.3	In line with the changes to the EPA Kit made on 31/07/2024, the following change has been made to the project proposal mock assessment material: <ul style="list-style-type: none"> <li>MT1 &amp; MT2 as well as MT4 &amp; MT5 have been merged and subsequently there are only 5 assessment criteria in the 'Managing teams' theme</li> <li>CS1 &amp; CS2 as well as CS3 &amp; CS4 have been merged and subsequently there are only 5 assessment criteria in the 'Communication skills' theme</li> </ul>	31/07/2024
L5 ODM (IfATE v1.2/AP04) EPA Kit was v5.0 is now v5.1	The Highfield approach section has been updated to reflect the temporary dispensation that has been applied to IfATE v1.2 of this assessment plan.	01/11/2024
L5 ODM (IfATE v1.2/AP04) Project Report Submission Sheet was v1.4 is now v2.0	Standardised the submission sheet in line with other standards for ease of use. Included mapping to each assessment criteria and distinguished between pass and distinction criteria	05/12/2024
L5 ODM (IfATE v1.2/AP04) Portfolio Matrix was v3.7 is now v3.8	Standardised the portfolio matrix in line with other standards for ease of use. Emboldened criteria and distinguished between pass and distinction criteria	05/12/2024

L5 ODM (IfATE v1.2/AP04) EPA Kit was v5.1 is now v5.2	Clarified assessment timings for the project proposal, presentation and questioning assessment method in line with the assessment plan. Updated Highfield logo in footer.	31/03/2025
L5 ODM (IfATE v1.2/AP04) Think About Professional Discussion was v1.0 is now v1.1	Guidance on employer/training provider representation at assessment methods updated in line with the assessment plan. Added ST number into title.	02/04/2025
L5 ODM (IfATE v1.2/AP04) Think About Project Report, Presentation and Questioning was v1.0 is now v1.1	Guidance on employer/training provider representation at assessment methods updated in line with the assessment plan. Added ST number into title.	02/04/2025
L5 ODM (IfATE v1.2/AP04) Timeline was v1.0 is now v1.1	Guidance on employer/training provider representation at assessment methods updated in line with the assessment plan. Added ST number into title.	02/04/2025
L5 ODM (IfATE v1.2/AP04) Factsheet was v1.0 is now v1.1	Guidance on English and maths requirements updated in line with the funding rules.	15/04/2025
L5 ODM (IfATE v1.2/AP04) EPA Kit was v5.2 is now v5.3	Guidance on English and maths requirements updated in line with the funding rules. The Highfield approach section has been updated to reflect the updated temporary dispensation information that has been applied to IfATE v1.2 of this assessment plan.	15/04/2025
L5 ODM (IfATE v1.2/AP04) Timeline was v1.1 is now v1.2	Guidance on English and maths requirements updated in line with the funding rules.	15/04/2025