

## Summary of Changes Log

| Document title and version number | Overview of change                                                                                                                                                                                                                                                                                                                                                   | Date of the change |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| WSS                               | Updated the wording for the apprentice declaration to provide clarity on which assessment method the written submission sheet supports.                                                                                                                                                                                                                              | 31/05/2024         |
| EPA Kit v5.2                      | <p>On programme duration on page 3 updated to 'Typically 18-24 months' to align with the assessment plan.</p> <p>Retake and resit information has been added to 'The Highfield approach' section on page 9.</p> <p>The reference to submitting a portfolio matrix on page 5 has been removed as this is not necessary, and the guidance updated to reflect this.</p> | 17/01/2025         |
| Gateway Readiness Report v5.3     | <p>The gateway requirement of achieving English and maths has been amended to level 2.</p> <p>'Completed' has been added to the portfolio of evidence requirement and guidance added below.</p>                                                                                                                                                                      | 17/01/2025         |
| Think About...VIVA v2.0           | <p>Guidance on employer/training provider representation at assessment methods updated in line with the assessment plan.</p> <p>The assessment criteria has been added to the table.</p>                                                                                                                                                                             | 17/04/2025         |

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|-----------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
|                                                     | The ST number has been added to the title.                                                                                                                                                                                                                                                                                                                                                                                                                   |            |
| EPA Kit v5.3                                        | <p>Amplification added for the criteria throughout.</p> <p>Criteria AS2 amended on page 16 to align with the assessment plan.</p> <p>On page 36 the requirement for the employer to sign the case study submission sheet has been removed.</p> <p>Guidance on English and maths requirements updated in line with the funding rules.</p> <p>The requirement for the project report and diary to be submitted within 3 weeks of gateway has been removed.</p> | 24/10/2025 |
| Written Submission Sheet v4.3                       | Highfield logo updated within the footer.                                                                                                                                                                                                                                                                                                                                                                                                                    | 24/10/2025 |
| Mock Assessment Form – Project Report and VIVA v4.2 | The 2 separate documents have been merged into 1, this is due to both assessment methods having the same criteria.                                                                                                                                                                                                                                                                                                                                           | 24/10/2025 |
| Apprenticeship Journey Guide v2.1                   | Guidance on English and maths requirements updated in line with the funding rules.                                                                                                                                                                                                                                                                                                                                                                           | 24/10/2025 |
| Fact Sheet                                          | <p>The gateway requirements have been updated.</p> <p>The ST number has been added to the title.</p> <p>Guidance on English and maths requirements updated in line with the funding rules.</p>                                                                                                                                                                                                                                                               | 24/10/2025 |