

### Summary of Changes Log

Document title and version number	Overview of change	Date of the change
L4 Retail Manager EPA Kit v3.5	<p>Updated front cover of EPA Kit.</p> <p>Removed paragraph regarding apprentice meeting with their manager every 2 months on and the statement of ‘Further guidance and support on planning and managing a retail manager apprentice’s training and development journey is available from the Retail Apprenticeship Board via People1st.co.uk.’ on page 5.</p> <p>Updated the order of end-point assessments statement to better align with the assessment plan.</p> <p>Amended the Retail Manager apprenticeship standard section:</p> <ul style="list-style-type: none"> <li>restructured the themes within the Kit to better align with the assessment plan</li> <li>separated the assessment criteria into new themes - professional discussion and retail business project to ensure all criteria are mapped to the correct assessment method</li> <li>new amplification has been added for all themes to provide further guidance to learners</li> <li>updated the amplification on page 38 in line with the release of the new Worker Protection (Amendments of the Equality Act) Act</li> </ul>	07/02/2025

	<p>Updated the assessing the written exam section to provide further clarity</p> <ul style="list-style-type: none"> <li>added the following statement on page 61 'In each paper, questions will cover each of the areas above, however, not every aspect of every area will be covered in every test.'</li> <li>Updated the timings</li> </ul> <p>Updated the wording of the assessment methods for the professional discussion and retail business project to better align with the assessment plan.</p>	
L4 Retail Manager Mock Assessment Grids - Professional Discussion v3.2	Updated assessment criteria in line with the assessment plan and restructure of themes within the EPA Kit.	07/02/2025
L4 Retail Manager Mock Assessment Grids - Retail Business Project v3.0	Created a mock assessment grid for the business project assessment method.	07/02/2025
L4 Retail Manager Think Abouts v1.1	Guidance on employer/training provider representation at assessment methods updated in line with the assessment plan.	02/04/2025
L4 Retail Manager Timeline v1.1	Guidance on employer/training provider representation at assessment methods updated in line with the assessment plan.	02/04/2025
L4 Retail Manager EPA Kit v3.5	<p>Guidance on English and maths requirements updated in line with the funding rules.</p> <p>Highfield Assessment logo has been updated.</p>	16/05/2025
L4 Retail Manager Factsheet	Guidance on English and maths requirements updated in line with the funding rules.	16/05/2025
L4 Retail Manager Timeline v1.2	Guidance on English and maths requirements updated in line with the funding rules.	16/05/2025
L4 Retail Manager EPA Kit v3.6	Updated the wording of the resit/retake information on page 61 to provide further clarity.	30/06/2025