Summary of Changes Log

Document title and version number	Overview of change	Date of the change
Team Leader/Supervisor v1.2/AP03 EPA Kit was v4.2 is now v4.3	Made the following updates: • added 'Typically' to the 4-month assessment window in-line with the assessment plan • removed the recommendation for learners to be 'digitally literate' in line with the assessment plan • removed the recommendation stating apprentices should meet with their on-programme assessor every 2 months • amended the order of end-point assessments to state they can be completed in any order in line with the assessment plan • removed the recommendation stating the STAR method should be used when answering competency-based questions in line with the assessment plan • provided examples of types of communication and benefits and drawbacks in criteria where it is included in the assessment plan	13/12/2024
Team Leader/Supervisor v1.2/AP03 Think About Presentation 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

Team Leader/Supervisor v1.2/AP03 Think About Professional Discussion 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
Team Leader/Supervisor v1.2/AP03 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