

## Summary of Changes Log

| Document title and version number                                                     | Overview of change                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Date of the change |
|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| L4 Associate Project Manager v1.3<br>EPA Kit<br>was v1.7 is now v1.8                  | <p>A temporary dispensation has been applied to the v1.3 assessment plan for this standard. We have added the details of the dispensation to the 'Highfield Approach' section of the EPA Kit.</p> <p><b><i>"The dispensation will last from 19/04/2024 to 31/10/2024 but may be withdrawn if the dispensation is no longer necessary"</i></b></p> <p>The dispensation allows for any apprentice who is ready for Gateway that has attempted but not yet passed their Project Management Qualification to be permitted to enter Gateway and proceed to their EPA. These apprentices can sit their EPA and pass their apprenticeship without having attained the PMQ.</p> | 26/04/2024         |
| L4 Associate Project Manager v1.3<br>Gateway Readiness Report<br>was v3.1 is now v3.2 | <p>A box has been added to the Gateway Readiness Report in line with the dispensation that has been applied to this standard. Training providers are now asked whether their apprentice has been booked in for their Project Management Qualification (PMQ). This is in line with the dispensation:</p> <p><b><i>"Training Providers must provide written evidence at Gateway that apprentices have been booked in for their PMQ exam/resit before they move forward with the EPA."</i></b></p>                                                                                                                                                                         | 30/04/2024         |

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| L4 Associate Project Manager v1.3<br>EPA Kit<br>was v1.8 is now v1.9                             | <p>The Highfield approach section has been updated to reflect the extension to the temporary dispensation that has been applied to version 1.3 of this assessment plan</p> <p>Updated the timings of the presentation and professional discussion assessment methods in line with the timings outlined in the assessment plan</p> | 13/12/2024 |
| L4 Associate Project Manager v1.3<br>Portfolio Matrix<br>was v1.5 is now v1.6                    | Updated mapping of assessment criteria to accurately reflect EPA Kit and assessment plan                                                                                                                                                                                                                                          | 13/12/2024 |
| L4 Associate Project Manager v1.3<br>Think About Professional Discussion<br>was v1.1 is now v1.2 | Guidance on employer/training provider representation at assessment methods updated in line with the assessment plan. Updated timing of assessment method in line with updates to the assessment plan.                                                                                                                            | 02/04/2025 |
| L4 Associate Project Manager v1.3<br>Think About Presentation<br>was v1.1 is now v1.2            | Guidance on employer/training provider representation at assessment methods updated in line with the assessment plan. Updated timing of assessment method in line with updates to the assessment plan.                                                                                                                            | 02/04/2025 |
| L4 Associate Project Manager v1.3<br>Timeline<br>was v1.2 is now v1.3                            | Guidance on employer/training provider representation at assessment methods updated in line with the assessment plan. Updated timing of assessment methods in line with updates to the assessment plan. Added ST number into title.                                                                                               | 02/04/2025 |
| L4 Associate Project Manager v1.3<br>Factsheet<br>was v1.0 is now v1.1                           | Guidance on employer/training provider representation at assessment methods updated in line with the assessment plan. Updated timing of assessment methods in line with updates to the assessment plan. Guidance on English and maths requirements updated in line with funding rules. Added ST number into title.                | 13/05/2025 |

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| L4 Associate Project Manager v1.3<br>EPA Kit<br>was v1.9 is now v1.10  | Updated timing of assessment methods in line with updates to the assessment plan. Guidance on English and maths requirements updated in line with funding rules. | 13/05/2025 |
| L4 Associate Project Manager v1.3<br>Timeline<br>was v1.3 is now v1.4  | Guidance on English and maths requirements updated in line with funding rules.                                                                                   | 13/05/2025 |
| L4 Associate Project Manager v1.3<br>EPA Kit<br>was v1.10 is now v1.11 | Updated portfolio of evidence submission requirements in line with the assessment plan.                                                                          | 10/06/2025 |
| L4 Associate Project Manager v1.3<br>EPA Kit<br>was v1.11 is now v1.12 | Updated the 'Highfield Approach' and 'The gateway meeting' sections with information regarding employer representatives.                                         | 06/10/2025 |