

Summary of Changes Log

Document title and version number	Overview of change	Date of the change
EPA Kit PTO was v1.2 now v1.3	<ul style="list-style-type: none"> Criteria has been grouped together in line with the assessment plan <ul style="list-style-type: none"> Utilisation of tools (travel equipment/systems) now has 1 assessment criteria rather than 3 Preparing for work now has 1 assessment criteria instead of 2 Legislative, procedural and operator requirements now has 2 assessment criteria instead of 3 Identifying possible incidents and responding to incidents/emergencies now has 3 assessment criteria instead of 4 Working in different conditions and supporting others now has 4 assessment criteria instead of 5 <p>Removed paragraph recommending that the apprentice meets with the on-programme assessor at least every 2 months in line with funding rules.</p>	28/08/2024

	<p>Moved the portfolio of evidence information to the on-programme requirements section to provide further clarity.</p> <p>Reviewed and updated the assessment methods content for the observation with questions and interview underpinned by a portfolio of evidence in line with the assessment plan to provide further clarity.</p>	
PTO Portfolio Matrix was v1.3 now v1.4	<ul style="list-style-type: none"> Amended the theme title for pathway 3: dispatch operative from promoting sales to vehicle turnaround and emergencies, in line with the AP removed the policies and procedures table 	28/08/2024
<p>PTO Mock Assessment Materials was v1.1 now v1.2</p> <ul style="list-style-type: none"> Dispatch interview underpinned by a portfolio of evidence Dispatch observation with questions Onboard interview underpinned by a portfolio of evidence Onboard observation with questions Ticketing interview underpinned by a portfolio of evidence 	<ul style="list-style-type: none"> Assessment criteria has been grouped together in line with the AP <ul style="list-style-type: none"> Utilisation of tools (travel equipment/systems) now has 1 assessment criteria rather than 3 Preparing for work now has 1 assessment criteria instead of 2 Legislative, procedural and operator requirements now has 2 assessment criteria instead of 3 Identifying possible incidents and responding to incidents/emergencies now has 3 assessment criteria instead of 4 Working in different conditions and supporting others now has 4 assessment criteria instead of 5 Added KSB mapping to the assessment criteria 	28/08/2024

<ul style="list-style-type: none"> • Ticketing observation with questions 		
PTO Factsheet was v1.1 now v1.2	<ul style="list-style-type: none"> • Added ST number into the title • Amended the wording of the assessment methods to provide further clarity and align better with the AP 	28/08/2024
PTO Think Abouts was v1.0 now v1.1 <ul style="list-style-type: none"> • Dispatch interview underpinned by a portfolio of evidence • Dispatch observation with questions • Onboard interview underpinned by a portfolio of evidence • Onboard observation with questions • Ticketing interview underpinned by a portfolio of evidence • Ticketing observation with questions 	<ul style="list-style-type: none"> • Amended wording of the assessment methods in line with the AP to provide further clarity • Added ST number into title • Added KSB mapping to the assessment criteria 	28/08/2024
PTO Apprentice Journey Guide was v1.1 now v1.2	Added ST number into title	28/08/2024
PTO Gateway Readiness Report was v1.3 now v1.4	Streamlined the document to include 1 policies and procedures section	28/10/2024

PTO Apprentice Journey Guide was v1.2 now v1.3	Guidance on employer/training provider representation at assessment method updated in line with the assessment plan.	14/03/2025
PTO Factsheet was v1.2 now v1.3	Guidance on English and maths requirements updated in line with the funding rules.	10/04/2025
PTO Apprentice Journey Guide was v1.3 now v1.4	Guidance on English and maths requirements updated in line with the funding rules.	10/04/2025
PTO EPA Kit was v1.3 is now v1.4	Guidance on English and maths requirements updated in line with the funding rules. Highfield logo updated.	10/04/2025