

### Summary of Changes Log

| Document title and version number                                          | Overview of change                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Date of the change |
|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| Observation session plan form v1.2                                         | Included a statement to better cover the safeguarding requirements for the observation of practice assessment method.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 03/05/2024         |
| Mock materials ( <b>both</b> pathways) v1.2                                | The mock materials have had referencing amended so they are in line with the EPA kits.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 10/12/2024         |
| Portfolio matrix was v1.2 is now v1.3                                      | Amended criteria mapping to match the EPA Kit and distinction criteria references italicised.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 10/12/2024         |
| L4 CYPFP (IfATE v1.0) EPA Kit ( <b>both</b> pathways) was v1.2 is now v1.3 | <p>Guidance updated to provide clarity surrounding stakeholder involvement within assessments.</p> <p>Submission of portfolio of evidence guidance updated for clarity.</p> <p>Updated the amplification in line with the release of the new Worker Protection (Amendments of Equality Act) Act.</p> <p>The amplification has also been updated across all sections to better support apprentices and amend criteria references.</p> <p>Removed the paragraph recommending that the apprentice meets with the on-programme assessor at least every 2 months in line with funding rules.</p> <p>Assessment criteria has been reformatted to match the assessment plan.</p> | 10/12/2024         |

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| Think About Competence Interview ( <b>both</b> pathways) was v1.0 is now v1.1 | Guidance on employer/training provider representation at assessment method updated in line with the assessment plan.                                                                                                                       | 28/02/2025 |
| Apprentice Journey Guide was v1.0 is now v1.1                                 | <p>Guidance on employer/training provider representation at assessment method updated in line with the assessment plan.</p> <p>IfATE version number added to title.</p> <p>Assessment methods timing and gateway requirements updated.</p> | 13/03/2025 |
| Fact Sheet                                                                    | Guidance on English and maths requirements updated in line with the funding rules.                                                                                                                                                         | 08/04/2025 |
| Apprentice Journey Guide was v1.1 is now v1.2                                 | Guidance on English and maths requirements updated in line with the funding rules.                                                                                                                                                         | 08/04/2025 |
| L4 CYPFP (v1.0) EPA Kit ( <b>both</b> pathways) was v1.3 is now v1.4          | <p>Guidance on English and maths requirements updated in line with the funding rules.</p> <p>Highfield log updated.</p>                                                                                                                    | 08/04/2025 |
| Parental Consent Form v1.3                                                    | <p>Streamlined the parental consent form and updated declarations to provide further clarity.</p> <p>Removed statement 'this document must be submitted to Highfield Assessment 2 weeks before the observation of practice'.</p>           | 16/10/2025 |