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## Version Control, Ownership and Review

Policy Owner	Managing Director ORCA EPA	
Review date	August 2021	Scheduled for review in August 2022
Version Number	1.0	
Record of changes since previous version	None – First Version	

This policy will be reviewed, as minimum, once a year. Reviews will also take place when there are changes, updates, information and advice from the ESFA, the IfATE and the EQA provider, and/or as part of business continuity. For example, reviews of the apprenticeship standard or

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assessment plan, annual updates to the ESFA Funding Rules or funding bands, changes to legislation, and any exceptional circumstances, such as 2020 Covid-19. It will also be reviewed as our EPAO service evolves, for example, a growth to our service and therefore staffing and delivery levels.