

Definition of off-the-job training

Off-the-job training is training received by the Apprentice during the Apprentice's normal working hours for achieving their Apprenticeship. It is not training delivered for the sole purpose of enabling the Apprentice to perform the work for which they have been employed. It must be time that is not part of the Apprentices normal working duties.

Off-the-job training must be directly relevant to the Apprenticeship Framework or Standard, teaching new knowledge, skills and behaviours required to reach competence in the occupation.

At least 20% of the Apprentices paid hours, over the planned duration of the Apprenticeship must be spent on off-the-job training.

Off-the-job Training CAN include

- Employer Induction
- The Teaching of Theory
- Participation in online forums relevant to their job role and employer's industry
- Study time during working hours to complete coursework, assignments or review modules
- Mentoring by a more senior colleague doing a job the apprentice would one day like to do
- Delivering a mentoring session to colleagues and/or another apprentice
- Completion of workplace reflection diaries
- Work shadowing a colleague/mentor and then writing a reflection and lessons learned report
- Group Learning Conferences
- Completion of research tasks to gain new knowledge of your industry
- Face-to-face tutor led delivery/coaching sessions
- Internal learning and development programmes related to their apprenticeship/employment
- Training on how to operate new equipment
- Completion of e-learning
- Completion of project work
- Preparation for assessments
- Role-play or simulations of workplace situations
- Visits to other businesses
- Attendance at work-related competitions
- Attendance at industry shows
- Workplace 1-2-1 performance reviews/appraisals
- Generic training sessions ie manual handling, first aid
- Attending industry relevant webinars

Off-the-job Training DOES NOT include

- English or Maths up to level 2
- Progress Reviews
- On-programme assessments
- Training undertaken outside of paid working hours
- Training not relevant to the Framework or Standard

Formula for calculating 20% Off-the-Job Training

Number of weeks on programme (eg 52)	=	52
Deduct Holiday Weeks (eg -4)	=	48
Apprentice Hours per week (eg 37)	=	37
Total Hours Worked (hours x weeks)	=	1776
20% of Total Hours Worked equals	=	355
minimum required Off-the-job hours		