

OFF-THE-JOB TRAINING GUIDANCE FOR APPRENTICES



AN INTRODUCTION TO THE 20% OFF-THE-JOB TRAINING REQUIREMENT FOR APPRENTICES



? What is off-the-job training?

Off-the-job training is learning taking place outside of the normal day-to-day duties which supports achievement of the apprenticeship.

The Education and Skills Funding Agency have stated all apprentices are required to complete at least 20% of their paid, contracted, working hours on off-the-job training.

💡 What is the benefit of off-the-job training?

- 💡 It allows apprentices to learn new skills and knowledge without having the distraction of their normal workload.
- 💡 Apprentices' all round skills and knowledge will increase within their role by undertaking different forms of training.
- 💡 Apprentices are able to access other sources of training they may not have in their day-to-day job.

! **REMEMBER** – in order to meet the requirements, the off-the-job activity must be undertaken within apprentice's paid, contracted, working hours!

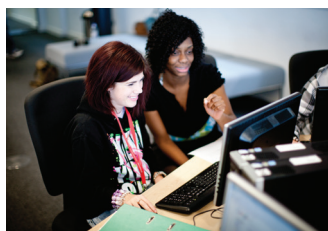


WHAT COUNTS TOWARDS THE 20% OFF-THE-JOB TRAINING



What can be counted as off-the-job training?

- ✓ Taught sessions at College
- ✓ Shadowing a colleague at work
- ✓ Tutorial support at work
- ✓ Writing assignments/working on projects/portfolio and NPL work
- ✓ Being mentored/one-to-one tuition at work
- ✓ Online learning/webinars
- ✓ CPD/training events
- ✓ Additional learning support
- ✓ Visits to other businesses/offices/practices
- ✓ Attending competitions



What can't be counted as off-the-job training?

- ✗ Time spent completing English and/or Maths
- ✗ Progress/learner reviews
- ✗ Any training that doesn't contribute towards achievement of the apprenticeship

HOW DO APPRENTICES TRACK THEIR OFF-THE-JOB HOURS?



- 1** All apprentices and their employers will receive a letter confirming how many off-the-job hours are required to be completed and an 'off-the-job training log' one month after they start their apprenticeship.
- 2** Using the key on the log, each activity completed is added along with the time it was completed and how long it took ie. 10am-11am – 1 hour.
- 3** At the end of the month, the total the number of hours spent completing off-the-job training is added up.
- 4** Both the apprentice and employer will sign at the bottom of the log confirming what has been recorded is a true reflection.
- 5** On the last working day of each month, apprentices will be required to upload the completed log to the VLE.
- 6** Once you have completed your required hours, you will receive an email confirming you are no longer required to track your off-the-job training!

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