

OFF THE JOB TRAINING GUIDE

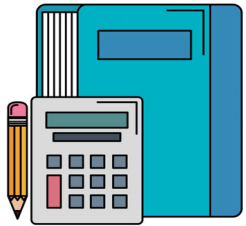
Apprentices have to complete off the job training. Below are examples of what can be included as OTJ training.

Learning the theory/professional knowledge through:	Practical training through:	Learning support time spent on:
<ul style="list-style-type: none"> ➤ Classes and workshops ➤ Lectures ➤ Online learning and webinar ➤ Masterclasses ➤ Relevant reading ➤ Research ➤ Lunch and learn sessions ➤ Role playing and simulation exercises 	<ul style="list-style-type: none"> ➤ Job shadowing ➤ Mentoring ➤ Attending meetings ➤ Project work ➤ Professional networks ➤ Events and competitions ➤ Visits to other departments 	<ul style="list-style-type: none"> ➤ Writing self-assessment ➤ Writing assignments ➤ Reflective journals ➤ Revision ➤ Peer discussions ➤ Preparation for Assessments & Exams ➤ One-to-one tutorials that contain guided learning or support for the apprenticeship

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OTJ training does not have to be done all at once. For example, this could be a proportion of everyday, one day a week out of five or different hours across a number of days.

Its important to note the following points:



- English and maths up to level 2 cannot be included as OTJ training

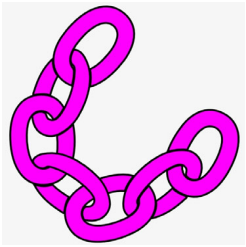


- Apprenticeship progress reviews and on-programme assessments cannot be counted toward OTJ training hours.



- Training that takes place outside the apprentices normal working hours cannot count towards OTJ hours unless given back as time in lieu.

This flowchart will help you determine if an activity counts towards OTJ training



Is it directly relevant to the apprenticeship standard?



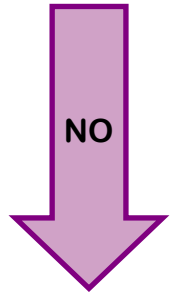
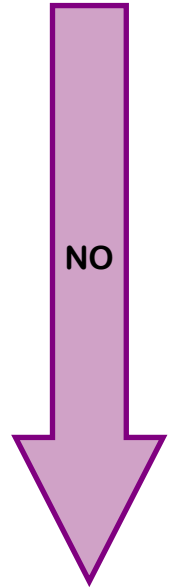
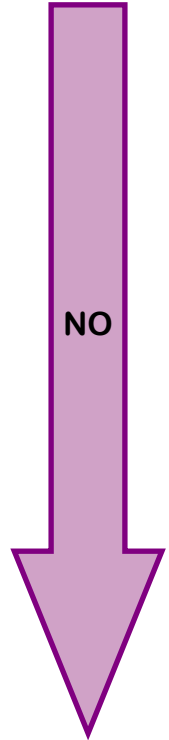
Is it teaching new knowledge, skills and behaviours?



Is the learning taking place within the apprentice's normal working hours (paid hours excluding overtime)?



If it's English or maths, is it above level 2?



This counts towards OTJ training

This does not count towards OTJ training

MYTH

VS

FACT

“My apprentice will spend a lot of time away from the workplace”



“Off-the-job training must be delivered by a provider in a classroom, at an external location”



- Apprenticeships are about upskilling an individual. Reaching occupational competency takes time; for full-time apprentices this is an average of 6 hours per week for the duration of the programme.
 - Many employers and apprentices have praised the positive effect that off-the-job training has on their productivity and apprentices feel valued by the significant investment in their training.
 - Off-the-job training must be away from the apprentice’s productive job role and must teach new knowledge, skills and behaviours relevant to the specific apprenticeship. It can be delivered flexibly, for example, as a part of each day, one day per week, or in blocks.
 - This is not true. Off-the-job training can be delivered in a flexible way. This can be at the apprentice’s usual place of work or at an external location. It can include for example, the teaching of theory, practical training and writing assignments.
 - Providers have developed a range of delivery styles to suit employer and apprentice needs. Employers should work with them to decide when and where off-the-job training should take place and who is best placed to deliver it.
- ⇒ *Although it can be delivered through other means, we have found that a regular session each week works much better for both employers and apprentices.*

MYTH

VS

FACT

“I need to document all of the apprentice’s off-the-job training”



- The apprentice is expected to log all of their off the job training. This is outlined in the training plan. Progress Coaches will check that this has been done and that an average of 6 hours per week has been completed.

“English and maths counts towards the minimum requirement for off-the-job training”



- This is not true: English and maths (at level 2 or below) does not count towards the minimum off-the-job training requirement.

“Off-the-job training can be done in the apprentice’s own time”



- An apprenticeship is a work-based programme so all off-the-job training must take place within the apprentice’s normal working hours*. If planned off-the-job training is unable to take place, it must be rearranged.

*excluding overtime