

Apprenticeship Off the Job training

Off the job training is learning which takes place outside of a learner's normal working duties that leads towards the development of new, or improved, knowledge, skills and behaviours and ultimately the achievement of an apprenticeship.

It is a requirement that learners spend a minimum of 20% of their paid working hours on Off the job training; OTJ will not need to be completed during annual leave. Below outlines the total OTJ hours the learner will need to complete during their practical period. (The practical period of the apprenticeship is the period of learning which is the full duration of the programme for an apprenticeship framework & the duration up to the point of entering EPA gateway for a standard). English and Maths training, up to and including level 2, does not count towards the minimum 20% off-the-job training requirement; where required this must be delivered in addition to the minimum requirement. In addition, training for a purpose not outlined in the standard cannot be counted towards the 20% OTJ.

Example

OTJ can be achieved using a variety of methods. For example, a learner may shadow another employee for 2 hours (1-2-1 coaching/mentoring), spend an hour reading an operating manual (independent research and reading), and watch a 30 minute online tutorial (video) all in an effort to train the Apprentice on a specific task. This would count as 3 hours 30 minutes of OTJ. This training must be relevant to the apprenticeship

Possible tasks which count towards Off the Job training

