

Apprenticeships

What is Off-the-Job Training?

Off-the-job training is defined as 'learning which is undertaken outside of the normal day-to-day working environment and leads towards the achievement of an apprenticeship'.

This can include training that is delivered at the apprentice's normal place of work. 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.

The off-the-job training must be directly relevant to the apprenticeship framework or standard and could include the following:

- The teaching of theory (for example; lectures, role playing, simulation exercises, online learning or manufacturer training)
- Practical training (for example; shadowing, mentoring, industry visits and attendance at competitions)
- Learning support and time spent writing assessments/assignments

Off-the-job training does not include:

- English and maths (up to level 2), which is funded separately
- Progress reviews or on-programme assessment needed for an apprenticeship framework or standard
- Training which takes place outside the apprentice's paid working hours

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 if the task leads towards the achievement of an apprenticeship'

