



OFF-THE-JOB TRAINING **Information for learners & employers**

Off-the-job training:

Steps to help you determine whether an activity counts as off-the-job training

This counts as off-the-job training


YES



Is it directly relevant to the apprenticeship standard?


YES



Is it teaching new knowledge, skills and behaviours within the standard?


YES



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


YES



If it's English or Maths, is it above Level 2?

NO


NO


NO


NO


This is NOT off-the-job training

KEY FACTS



Off-the-job training must make up at least 20% of the apprentice's normal working hours (paid hours excluding overtime) over the planned duration of the apprenticeship.



You can deliver off-the-job training in the apprentice's normal work-place or at an external location.



Progress reviews and on-programme assessment do not count towards 20% off-the-job training


Employers guide to off-the-job training for apprentices

Since the introduction of new style apprenticeships in May 2017, it's been an Education and Skills Funding Agency requirement that every apprentice spends a minimum of 20% of their working time completing off- the-job training. The aim of this guide is to help you as an employer, line manager or supervisor understand what the minimum requirement really means in practice and how it can be used to make the apprenticeship more rewarding.

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

It may help to think of off the job learning rather than off the job training.

Off-the-job learning includes:

-  The teaching of new knowledge, skills and behaviours; These can be delivered by RHG or your employer as long as they result in learning and developing knowledge, skills or behaviours, for example:
 - Group or 1:1 workshops or tutorials
 - E-learning
 - TED talks/you tube videos/Linkedin learning
 - Workbooks
 - Webinars
-  Naturally occurring learning opportunities.
-  Shadowing - where apprentices are learning new skills, knoweldge and behaviours by observing and discussing. The opportunity to provide practical input may be available.
-  Being mentored or mentoring others in another job role or department.
-  Industry visits, exhibitions and forums.
-  Learning support and the time spent writing assessments, doing assignments or completing workbooks.
-  Secondment to other departments/ teams.
-  Action learning sets, discussion groups, tutorials or workshops with apprentices from other organisations or departments.
-  Projects.
-  Work or responsibilities outside of an apprentice's normal job role, which results in the development of knowledge, skills and behaviours relevant to their apprenticeship.

Off-the-job learning does not include:

-  English and mathematics training up to Level 2.
-  Progress reviews or on-programme assessment necessitated by the apprenticeship standard.
-  Training which takes place outside the apprentice's normal paid working hours **unless the apprentice is given time off in lieu.**

FAQs



How is evidence of the 20% off-the-job learning collected?

RHG provide Reflective Learning Logs on our apprentix learner management system for the apprentices to complete on a weekly basis. The apprentice uses these to log the off the job learning they have completed and to state what they gained from the activity. It might not filter directly into a specific unit but may have lots of added value and so feed into the overall standard. E-learning, workbook, TED talks, you tube videos and assignments pre-loaded onto apprentix have learning hours logged against each one. When the apprentice completes an activity, their tutor will check the hours are correct and 'sign off' the activity as completed. Apprentix shows the number of hours required to achieve the minimum of 20% based on the apprentice's contracted hours and automatically updates the off the job hours completed as training and learning is completed.



Who is responsible for collecting evidence of the 20% off-the-job learning?

RHG is the custodian of the evidence. RHG tutors and learners can upload evidence and RHG tutors 'sign off' the off-the-job learning as being an accurate reflection of hours. Tutors, learners and line managers all have a responsibility for planning and identifying off-the-job learning opportunities.



How does it apply to part time workers?

Apprentices must be working a minimum of 30hrs a week to qualify for an apprenticeship and in these cases the minimum delivery time for the apprenticeship programme needs to be extended to ensure there is sufficient time for the apprentice to complete the apprenticeship standard successfully. The 20% off-the-job learning time still applies and needs to be factored into the working week.



What about holidays and bank holidays?

The 20% off-the-job learning requirement is measured over the course of an apprenticeship (as opposed to over an academic year). Apprentix calculates the 20% off-the-job hours dependant on contracted working hours and the duration of apprenticeship programme and subtracts contracted holiday entitlement and public holidays to arrive at the final figure.