



## **Off the-job training**

### **What does 'Off the-job' training mean?**

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 is training received by the apprentice, during the apprentice’s normal working hours, for the purpose of achieving their apprenticeship. It is not training delivered for the sole purpose of enabling the apprentice to perform the work for which they have been employed. [It must be...] directly relevant to the apprenticeship framework or standard, teaching new knowledge, skills and behaviours required to reach competence in the particular occupation. (ESFA 2017/18 Apprenticeship Funding Rules)

This is defined as at least 20% of the contracted paid hours. If the working hours are uneven then it would be 20% of the estimated total working hours across the programme. The hours spent off-the-job training do not have to be evenly spread on a weekly or even a monthly basis.

### **What counts as Off the-job training?**

- 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: shadowing, mentoring, industry visits and attendance at competitions, Learning support and time spent writing assessments/assignments
- Study time given by employers to complete assignments and workbooks

## What does not count as Off the-job training

The expectation is that off-the-job training is specifically to support the development of new behaviours and also skills and knowledge linked to the actual vocational occupation. This includes training for the job in excess of that needed to achieve the apprenticeship. Progress reviews are not included as they are a review of progress to date, they are not new learning.

### Off-the-job training does not include:

- **English and maths (up to level 2) which is funded separately.** Funding for English and maths (up to Level 2) is provided, in addition to the core funding available for the vocational training. The key principle here is that apprentices who require English and maths are not disadvantaged in the volume of off-the-job training being received when compared to those apprentices not requiring English and maths to complete their apprenticeship.
- **Progress reviews or on-programme assessment needed for an apprenticeship framework or standard.** Progress reviews are not included as they are a review of progress to date, they are not new learning.
- **Training which takes place outside the apprentice's paid working hours.** Training and support outside of the apprentices' contracted working hours can be included in the programme but this would not count towards their 20%. Although time spent on the programme outside of working hours is very valid and in some instances supported and encouraged by the employer, the out of work hours must not be a requirement to complete the apprenticeship. Apprenticeships must be able to be completed within paid hours and any out of hours work is optional.

**Source:** Apprenticeship off the-job training, Department for Education, June 2017 & Association of Employment and Learning Providers (AELP): on the job guidance and case study May 2018