



Lancaster &
Morecambe
College

Celebrating 200 Years of Learning

Understanding Off-The-Job Hours





What is Off-The-Job Training?

The government defines off-the-job (OTJ) training as 'Training which is received by the apprentice, during the apprentice's normal working hours, for the purpose of achieving the knowledge, skills and behaviours of the approved apprenticeship referenced in the apprenticeship agreement.'

Off-the-job training is a vital part of any apprenticeship and helps to reinforce knowledge, practical skills and behaviours completed by the learner. There are lots of activities that can contribute to off-the-job training. The key thing to remember is that it must be relevant to the apprenticeship.

Full-time apprentices should do a minimum of six hours OTJ training a week. OTJ training should take place during your regular working hours. If it takes place outside of these hours, you must be able to take time off at a later date.

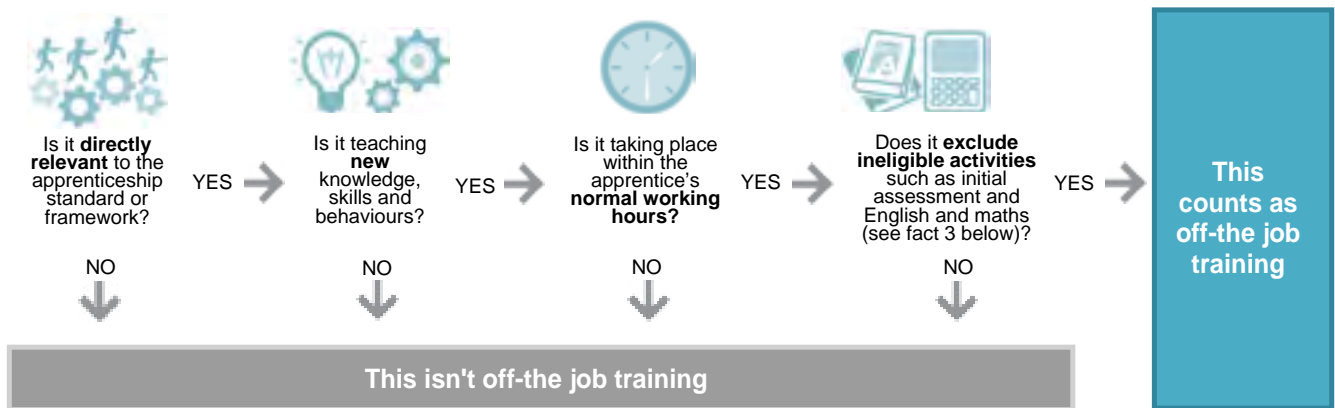
The flowchart next can be used to help establish what counts as off-the-job:





Off-The-Job Flowchart

Off-the-job training: steps to help you determine whether an activity counts as off-the-job training

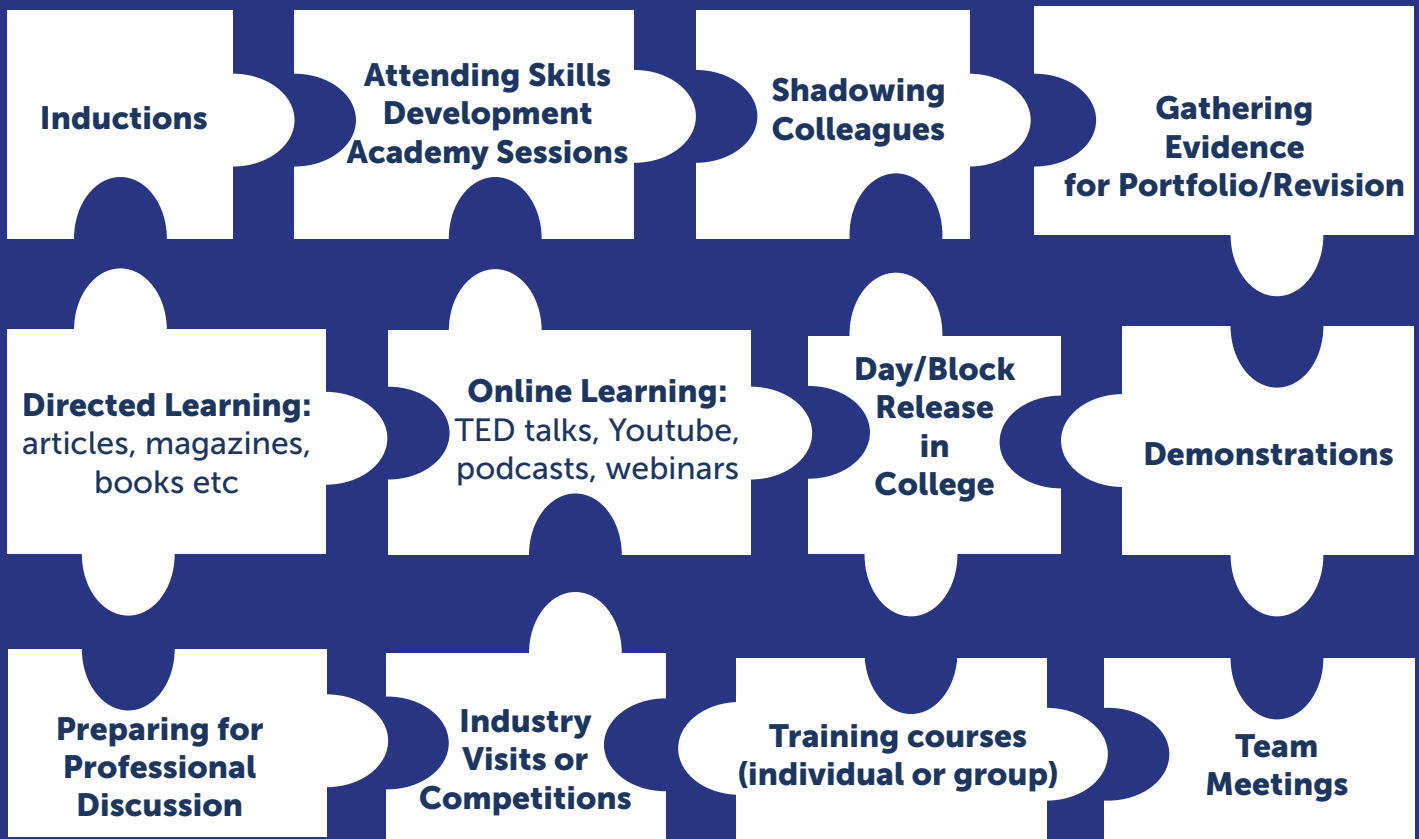


Key facts:

- 1 Off-the-job training must make up at least 20% of the apprentice's normal working hours (normal working hours are capped at 30 hours a week for funding purposes only). For a full-time apprentice, this is an average of 6 hours per week over the planned duration of the apprenticeship.
- 2 Off-the-job training must be away from the productive job role, but this doesn't mean it must be away from the workplace. Training can take place at the employer's premises, off-site (e.g. in a provider classroom) or at home (e.g. distance learning).
- 3 Time spent on initial assessment and onboarding, English and maths, training not required by the apprenticeship standard, progress reviews, examinations and other testing, and training which takes place outside the apprentice's normal working hours does not count towards off-the-job training.



What Counts Towards Off-The-Job Hours?



What DOES NOT count as off-the-job hours?

- Enrolment
- Maths & English (up to Level 2) which is separately funded
- Progress reviews with your training provider
- Exams or on-programme assessments
- Preparing for functional skills maths or English
- Day to day tasks related to your role
- Travel time to and from College
- Additional training from your employer that takes place outside of your paid working hours (although, as mentioned before, there are exceptions if this time is made up within working hours)
- Training to acquire knowledge, skills and behaviours that are not required in the standard
- Any Business As Usual activities



What Myths Surround Off-The-Job Training?

Many employers and apprentices have praised the off-the-job (OTJ) process due to the positive effect on productivity and developing to occupational competency. There are often common misconceptions regarding off-the-job hours, to help clarify, **there are a few myths and facts detailed below:**

MYTH VS FACT

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



- 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.

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



- 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.

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



- A training plan must be in place from the beginning of the apprenticeship, setting out the training content an apprentice will receive and which elements count towards the off-the-job training. The apprentice's evidence pack needs to demonstrate what training has been delivered against the training plan.

“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.
- Apprenticeships are about developing occupational competency and they are designed on the basis that the apprentice already has the required level of English and maths. Training for English and maths must be on top of occupational off-the-job training.

“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





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What Details Need to be Logged for Off-The-Job Training?

For apprenticeships, off-the-job (OTJ) training is a mandatory time-based requirement, this means apprentices need to accurately record how much time they are spending completing all off-the-job activities.

As well as accurate timings they should **record the date, what activity they have undertaken, upload any relevant evidence to support their activity and a description of what they have learnt from the task.**

Throughout the apprenticeship, off-the-job training needs to be properly recorded, evidenced and tracked in order for the apprentice to be able to complete their course.



Use the following table to log **off-the-job hours** during the start of your apprenticeship:



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Date	Start Time	Finish Time	Activity Details	What have I learnt?

