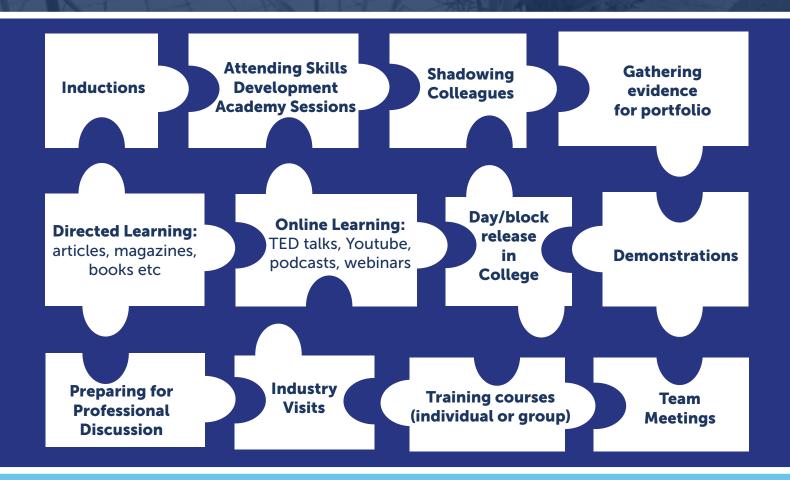




## What Counts Towards Off-The-Job Hours?



## What DOESN'T count as off-the-job hours?

- 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
- Any Business As Usual activities



## lmc.ac.uk