

What Counts Towards Off-The-Job Hours?

Inductions

**Attending Skills
Development
Academy Sessions**

**Shadowing
Colleagues**

**Gathering
evidence
for portfolio**

Directed Learning:
articles, magazines,
books etc

Online Learning:
TED talks, Youtube,
podcasts, webinars

**Day/block
release
in
College**

Demonstrations

**Preparing for
Professional
Discussion**

**Industry
Visits**

**Training courses
(individual or group)**

**Team
Meetings**

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