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

1. Has the individual begun their apprenticeship programme?
   - YES → Is the activity directly relevant to the apprenticeship standard or framework?
   - YES → Is the activity teaching new knowledge, skills and behaviours?
   - YES → Is the learning taking place within the apprentice’s normal (contracted) working hours?

   → This counts as off-the-job training

   → This isn't off-the-job training

2. Off-the-job training must make up at least 20% of the apprentice’s contracted hours, over the total duration of the apprentice’s planned training period.

3. Off-the-job training can be delivered in the apprentice’s normal workplace or at an external location.

4. Progress reviews and on-programme assessments do not count towards 20% off-the-job training, as they do not deliver new knowledge, skills and behaviours.

   → If needed, English and maths training must be on top of the 20% off-the-job training requirement.

You can find further details about off-the-job training including best practice examples in the apprenticeship funding rules and the apprenticeships: off-the-job training guidance on GOV.UK.