

## Apprenticeships - 20% off-the-job training guide

Off-the-job training is defined as learning which is undertaken outside of day-to-day work duties and leads towards the achievement of the apprenticeship. This training takes place within the apprentice's normal (contracted) working hours.

The off-the-job training must be directly relevant to the apprenticeship.



Off-the-job training can take place at many locations including: the workplace, off-site (e.g. classroom) or from home via distance learning



The off-the-job training activities can often take place at any location as part of a mixed training approach. So remember, it's the activity, rather than the location, that determines whether the training counts towards the 20% off-the-job training.

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The 20% off-the-job training provides the time to focus and develop the required skills, knowledge and behaviours to achieve the apprenticeship. 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.

The table below gives examples of how the off-the-job time can be spent...



Learning the theory/professional knowledge through:	Practical training through:	Learning support time spent on:
<ul style="list-style-type: none"><li><input type="checkbox"/> Classes and workshops</li><li><input type="checkbox"/> Lectures</li><li><input type="checkbox"/> Online learning and webinars</li><li><input type="checkbox"/> Masterclasses</li><li><input type="checkbox"/> Relevant reading</li><li><input type="checkbox"/> Research</li><li><input type="checkbox"/> Lunch and learn sessions</li><li><input type="checkbox"/> Role playing and simulation exercises</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Job shadowing</li><li><input type="checkbox"/> Mentoring</li><li><input type="checkbox"/> Attending meetings</li><li><input type="checkbox"/> Project work</li><li><input type="checkbox"/> Professional networks</li><li><input type="checkbox"/> Events and competitions</li><li><input type="checkbox"/> Visits to wider parts of the department</li><li><input type="checkbox"/> Visits to industry and to other Government Departments</li></ul>	<ul style="list-style-type: none"><li><input type="checkbox"/> Writing self-assessments</li><li><input type="checkbox"/> Writing assignments</li><li><input type="checkbox"/> Reflective journals</li><li><input type="checkbox"/> Revision</li><li><input type="checkbox"/> Peer discussions</li><li><input type="checkbox"/> Preparation for Assessments &amp; Exams</li><li><input type="checkbox"/> One-to-one tutorials (with apprenticeship coach, line manager or colleagues) that contain guided learning or support for the apprenticeship</li></ul>

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How to schedule the 20% off-the job training...

There should be a three way discussion between the line manager, training provider and apprentice to decide at what point during the apprenticeship the training is best delivered.

To give an example, this could be a proportion of every day, one day a week throughout, one week out of every five, or a proportion at the beginning, middle and end. Planning the time will depend on what is best for the business and the apprentice and on the technical or theoretical requirements of the apprenticeship.



It's important to note that time spent on the following will not count as off-the-job training:

- Level 2 English or Maths learning
- Apprenticeship progress reviews or on-programme assessments
- Training time which takes place outside of the apprentice's working hours and is not given back to the apprentice as time off in lieu