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

1. Is it directly relevant to the apprenticeship standard or framework?
2. Is it teaching new knowledge, skills and behaviours?
3. Is the learning taking place within the apprentice’s normal working hours (paid hours excluding overtime)?
4. If it’s English or maths, is it above level 2?

This counts as off-the-job training

This isn’t off-the-job training

Key facts

1. Off-the-job training must make up at least 20% of the apprentice’s normal working hours (paid hours excluding overtime) over the planned duration of the apprenticeship.
2. You can deliver off-the-job training in the apprentice’s normal workplace or at an external location.
3. Progress reviews and on-programme assessment do not count towards 20% off-the-job training.