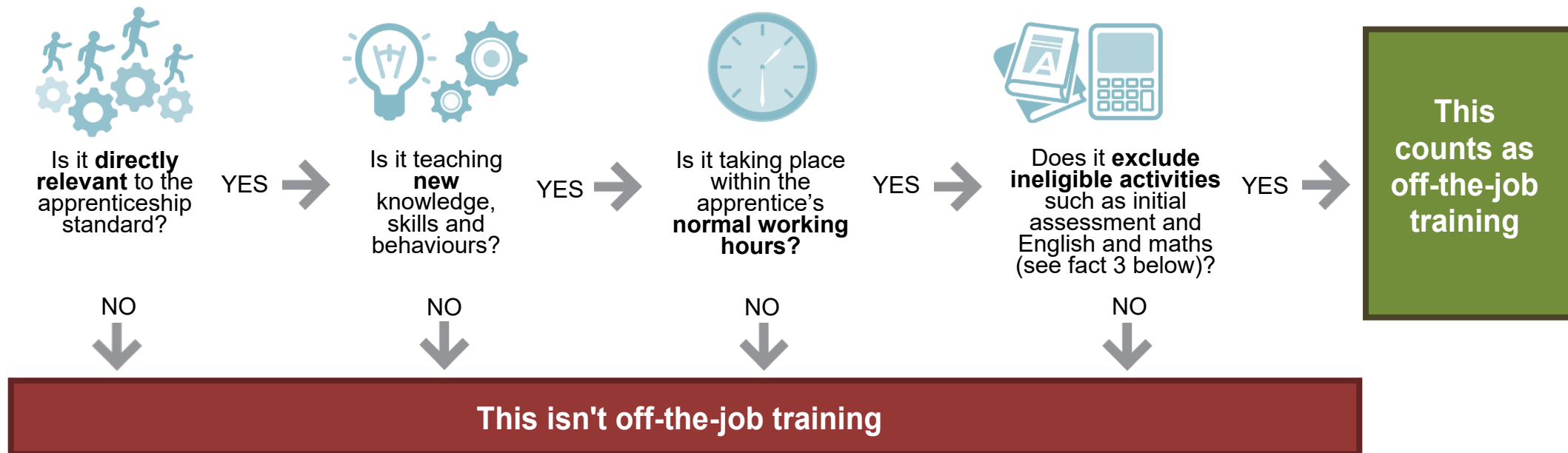




Steps to help you determine if an activity counts as off-the-job training



Key facts:

1

Each [apprenticeship standard](#) has a **minimum volume** of off-the-job training hours which must be delivered. You can find this on the front of the standard. Providers can deliver more than the minimum but can only deliver less (though not less than 187 hours) if the apprentice has relevant prior learning.

2

Off-the-job training must be **away from the productive job role**, but this doesn't mean it must be away from the workplace. Training can take place at the employer's premises, off-site at a provider, or at home (e.g. online / distance learning).

3

Ineligible activities include: initial assessment and onboarding, English and maths qualifications, progress reviews, examinations and other testing, training which takes place outside the apprentice's normal working hours, and training not required by the apprenticeship standard.

For more information, please visit the [off-the-job training page](#) on GOV.UK.