

# Off-the-job Training

## What is off-the-job training?

Off-the-job training is a statutory requirement for an English apprenticeship. It is training received by the apprentice within their normal working hours for the purpose of achieving the knowledge, skills, and behaviours of the apprenticeship. It is not training received for the sole purpose of enabling the apprentice to do their job.

A list of approved apprenticeship standards can be found here:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/>

A minimum off-the-job requirement is calculated at the start of the apprenticeship, and the apprentice must evidence their off-the-job training throughout the apprenticeship programme to show this minimum has been achieved.

## What can/cannot count towards off-the-job training?

### What can count?

- The teaching of theory
- Practical training, shadowing, and mentoring
- Learning support
- Time spent writing assessment/assignments

### What can't count?

- Time spent on initial assessment and onboarding activities
- English and Maths training
- Training that does not link to the knowledge, skills, and behaviours of the apprenticeship
- Progress reviews
- On-programme assessment and exams
- Training outside the apprentice's normal working hours (unless they are given the time back)
- Time spent before the apprenticeship start date
- Travel time

In summary, the apprentice must have started the apprenticeship programme, be undertaking training relevant to the apprenticeship within their usual working hours (unless given the time back) to claim it as off-the-job training.

## What are examples of off-the-job training?

| Example  | Details   |
|--|---|
| Working through a relevant course or qualification       | Completing online learning modules or attending classes, conducting research, and seeking advice from a tutor or teacher    |
| Completing course assignments                            | Working on assignments, including practice/formative assessments  |
| Guided mentor/tutor visits                               | Sessions with a mentor/tutor in which learning takes place  |
| In-house training  | Training provided by an apprentice's employer to develop skills that are relevant to the apprenticeship                     |
| Shadowing  | Being assigned to shadow a colleague to observe them perform their job role   |
| Mentoring  | Using skills/knowledge to provide colleagues with developmental advice  |
| Workshops/masterclasses                                  | Meetings where training and/or discussions have taken place around topics or skills relevant to the apprenticeship          |
| Industry visits  | Visits to external organisations related to professional development/the apprenticeship                                     |
| Learning support   | Revision classes, personal support, additional time, or other accommodations for apprentices with additional learning needs |
| Completing workbooks/tasks                               | Completing written material which is linked directly to the apprenticeship  |
| Preparation for a professional discussion                | Any time spent preparing information or materials prior to a professional discussion  |
| Gathering evidence for the e-portfolio                   | Preparing information or materials prior to a reflective discussion   |
| Attendance at conferences relevant to the apprenticeship | Attending conferences/networking events relevant to professional development/the apprenticeship                             |