

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