

Understanding Off-The-Job





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- The government requires all apprentices to spend at least six hours per week of their working hours in “off the job” training.
- This is training received by the apprentice during their normal working week, for the purpose of achieving the knowledge, skills & behaviours required by the apprenticeship standard.
- This training is a combination of activities delivered by Arden University and those planned within the workplace.
- Arden's apprenticeship coaches will support apprentices to achieve and record their off-the-job requirements.
- Employers are encouraged to look beyond the minimum requirement for the off-the-job training.
- Employers and apprentices benefit most when the apprentice can extend and implement their learning within their organisation.

What is off-the-job training?

The government defines off-the-job training as:

'Training which is received by the apprentice, during the apprentice's normal working hours, for the purpose of achieving the knowledge, skills & behaviours of the approved apprenticeship referenced in the apprenticeship agreement.'

- Off-the-job training must deliver new learning that is directly relevant to the apprenticeship.
- It can take place at the apprentice's normal place of work, but it must not be part of their normal working duties.



What is off-the-job training?

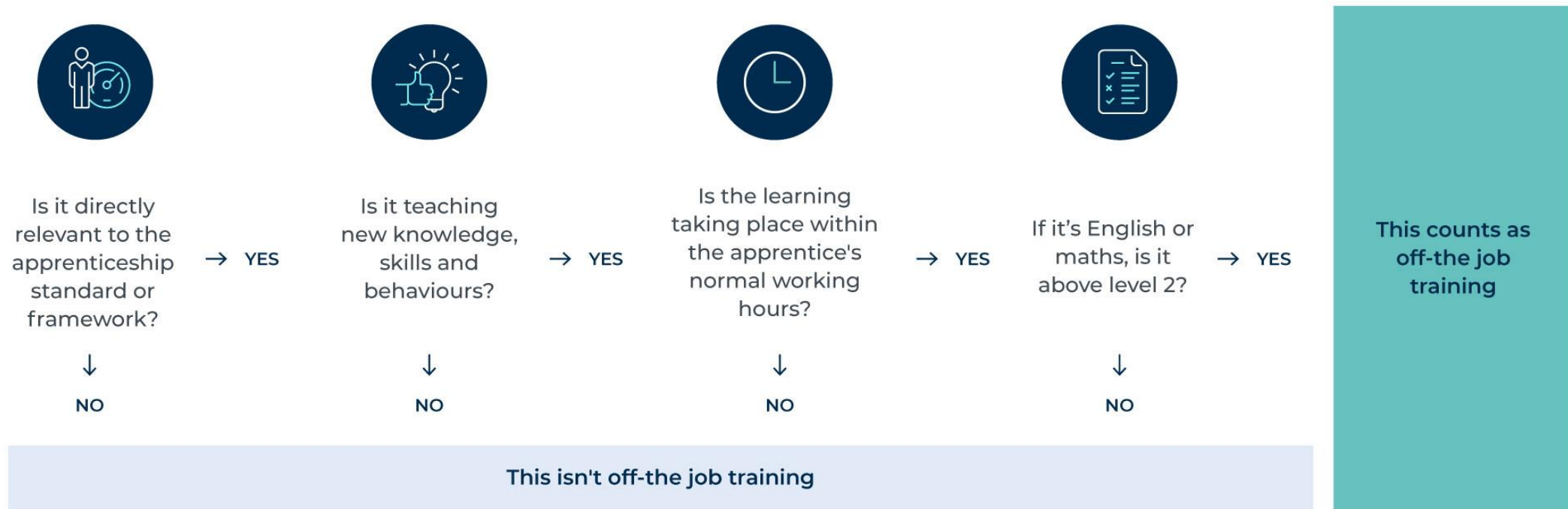
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Off-the-job training: steps to help you determine whether an activity counts as off-the-job training



Key facts

1 Off-the-job training must make up at least 20% of the apprentice's normal working hours (working hours capped at 30 hours a week for funding purposes only). For a full-time apprentice, this is an average of 6 hours a week 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 Time spent on initial assessment, onboarding, progress reviews, on-programme assessments and English and maths up to level 2 does not count towards off-the-job training.





How much off-the-job is required?

Apprentices must receive off-the-job training for at least six hours per week (equivalent) of their working hours.

This requirement is calculated using your apprentice's normal working hours over the planned duration of their apprenticeship (excluding their end-point assessment (EPA)).

Apprentices will not be able to pass through Gateway, undertake an EPA or complete their apprenticeship until they have recorded the required amount of off-the-job training.



For more information on the apprenticeship process (including Gateway and EPAs), see Essential Apprenticeship Guide 1.1: Understanding higher and degree apprenticeships.



Going beyond the minimum

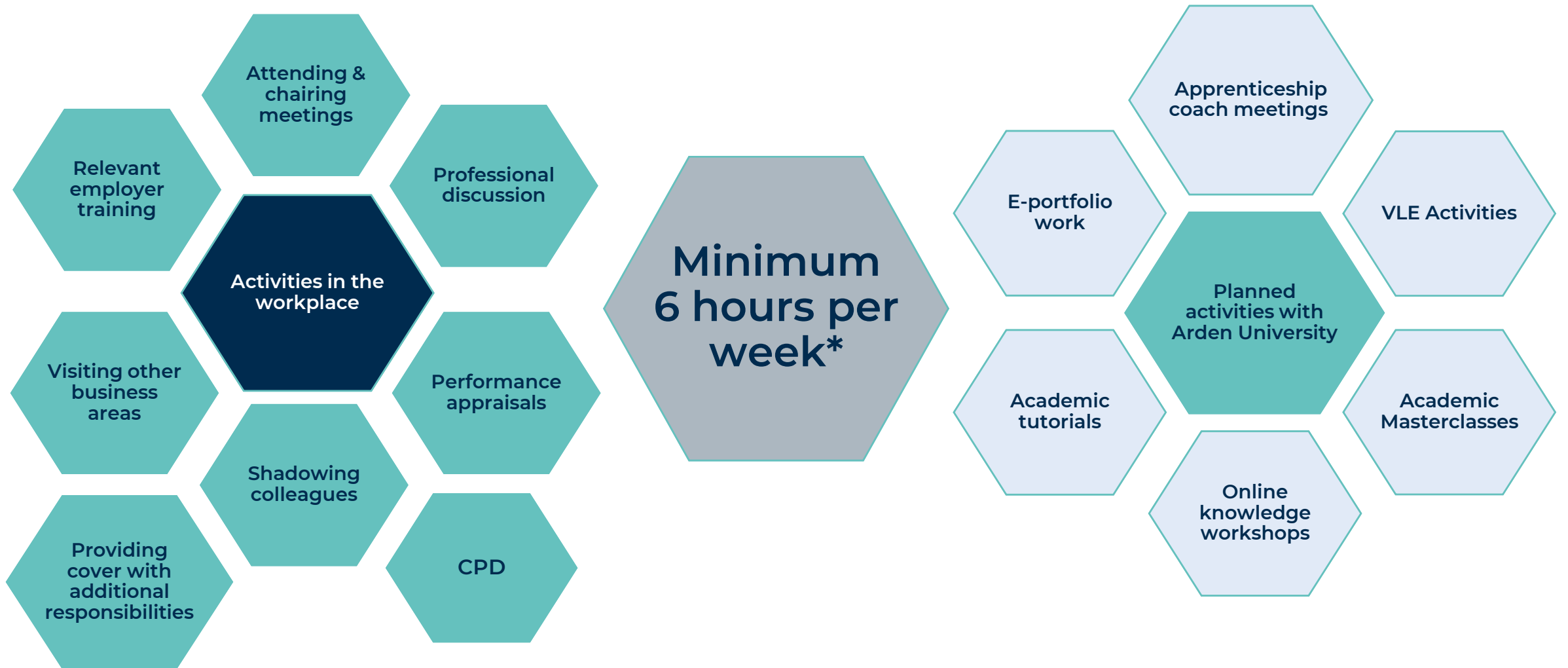
We encourage employers to look beyond the minimum requirement for off-the-job training. Organisations and apprentices benefit most from apprenticeship schemes when the apprentice can extend and implement their learning within their organisation.

Activities that count as off-the-job training can add huge value in stretching & challenging your apprentice's learning and increasing their impact across your organisation.

Here are a few examples:

- Work shadowing or visiting other departments allows apprentices to experience other areas of your organisation and build relationships and networks.
- By stepping up for additional responsibilities, apprentices can develop personally and professionally and can contribute to your succession planning strategy.
- Working with the supply chain can build organisational capacity as well as contribute to the apprentice's development.

Off-the-job training activities



*The 6 hours is the minimum amount the employer must provide. There will be the requirement of additional hours of self guided study due to the Academic level of Higher Apprenticeship

How do we support you to meet the requirements?

- We assign an apprenticeship coach to each apprentice. Their role is to support the apprentice's development through regular contact which includes helping them to apply their learning in the workplace.
- The coach will support them to create a plan for how they will achieve the required amount of off-the-job training. We encourage line managers / employers to engage with the apprenticeship coach to explore how they can facilitate opportunities for apprentices to undertake any relevant off-the-job training.
- In the mandatory tri-party progress reviews, the apprenticeship coach will also work with your apprentice and their line manager/employer to measure the quantity and quality of their off-the-job training. This is to ensure it meets the needs of both the apprentice and the apprenticeship standard.





Thank you!