



Education and Training

A guide to

Off-the-Job training

What is Off-the-Job training

Off-the-Job training (OTJ) is a requirement for all apprenticeship standards at all levels. Apprentices must spend 20% of their working hours undertaking OTJ throughout their learning or practical period. OTJ is defined as

“learning which is undertaken outside of the normal day-to-day working environment and leads toward the achievement of an apprenticeship”

Off-the-Job training must be directly relevant to the apprenticeship programme and teach new knowledge, skills and/or behaviours that will help you reach competence in your occupation.

What does Off-the-Job training include?

Off-the-Job training can include a number of activities that can take place on or off employer's normal work premises. These can include:

Teaching of Theory

This can include lectures, role playing, simulation exercises, online learning, equipment training and so on. Teaching theory should help apprentices better understand their role, the topics and subjects relevant to the role and the wider sector in more detail.

Practical Training

This can include shadowing, mentoring, industry visits, attendance at competitions or events. This training should practically train the apprentice and teach the skills that can be utilised whilst working in the sector.

Independent Study

This refers to completion of work towards the apprenticeship such as written assignments, associated research, conducting surveys, working on projects outside of the normal role within the workplace.



Examples of Off-the-Job







If you are unsure of whether an activity can be regarded as Off-the-Job training, ask yourself these questions:

- Classroom or webinar sessions
- E-learning
- Team meetings
- Research relating to apprenticeship and role
- Job shadowing
- Teaching, learning and assessment sessions with Development Coach

Any of the above must be completed during working hours to count towards OTJ. However, additional time may be required for the apprenticeship outside of working hours to undertake some elements of study e.g. Functional Skills.

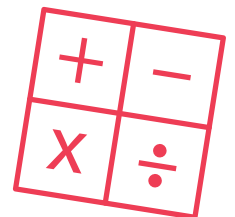
What can't be included in Off-the-Job training?

Off-the-Job training cannot include:

-  Enrolment, initial assessment or induction
-  Training or development to acquire knowledge, skills and behaviours that are not required as part of the apprenticeship
-  Training or development of existing knowledge, skills and behaviours, even if they are required for the apprenticeship
-  Progress reviews
-  Functional skills English and Maths
-  Training which takes place outside the apprentice's working hours (although there are exceptions if this time is made up within working hours)

Inevitably apprentices may want to spend time outside of working hours to undertake aspects of the apprenticeship themselves; however any such activities will not count towards Off-the-Job Training. Any time that an apprentice takes to conduct OTJ is counted towards their normal working hours. If an apprentice is interested in undertaking training outside of their working hours, they should discuss this with the employer in the first instance.

How much does 20% equate to?



The key factors in calculating the OTJ for an apprentice are:

- Min 30 working hours per week @ 20% = 6 hours
- 5.6 weeks statutory holiday per year
- Length of the Learning or Practical period in weeks

number of weeks on programme **less** b) number of weeks annual leave **multiplied** by a) 6

As an apprenticeship should have a practical/learning period of no less than 365 days OTJ should be no less than 278.

Why is Off-the-Job important?

Not only does OTJ training support the learning journey throughout the apprenticeship, it is a funding requirement that OTJ is recorded in your e-portfolio. Without reaching the minimum OTJ required, apprentices are unable to enter Gateway for End Point Assessment and therefore unable to achieve the apprenticeship.



Off-the-Job training checklist

To ensure apprentices are clear with OTJ - ask the following questions:

Are you undertaking this activity signed up to the apprenticeship programme?

Is the activity directly relevant to the apprenticeship?

Is the activity teaching **new** knowledge, skills and behaviours?

Is the learning taking place in contracted working hours?

If the answers to the questions are all yes, then it's OTJ activity!



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