

Apprenticeship: Off the Job Training Guidance & Examples

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Definition:

“Training received by the apprentice, during the apprentice’s normal working hours, for the purpose of achieving their apprenticeship. It is not training delivered for the sole purpose of enabling the apprentice to perform the work for which they have been employed. [It must be...] directly relevant to the apprenticeship framework or standard, teaching new knowledge, skills and behaviours required to reach competence in the particular occupation” (ESFA 2017/18 Apprenticeship Funding Rules)

What can be included in OtJT?

- The teaching of theory (for example, lectures, role playing, simulation exercises, online learning, manufacturer training)
- Practical training; shadowing; mentoring; industry visits and attendance at competitions
- Learning support, time spent with their Learning & Development Coach and time spent writing assessments/assignments

The funding rules specifically do state that OtJT does not include:

- Training to acquire skills, knowledge and behaviours that are not required in the standard or framework
- Progress reviews or on-programme assessment required for an apprenticeship framework or standard
- Training which takes place outside the apprentice’s paid hours
- Training in Functional Skills (English and maths)*
 - *This latter point is subject to much interpretation and discussion*

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Worked example (Typical working month – Off the Job training time):

Activity		Example 1 Hours	Example hours / comments
Lectures		7	One workshop per month
Role playing		2	30 mins per week
Simulation exercises		2	30 mins per week
Online learning		2	30 mins per week Hours spent completing online learning at weekend & outside of the learner's paid working hours does not count
Shadowing		2	30 mins per week
Mentoring		2	30 mins per week
Industry visits / Conferences		2	30 mins per week
Writing assessments /assignments		4	1 hour per week
Practical training / Training in the workplace directly relevant to the standard (E.g.: IT training, soft skills)		2	30 mins per week
Preparing for professional discussion		2	30 mins per week
Total hours		29	

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Version Information

Policy Title	Off the Job Training Guidance & Examples	
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Owner	Operations & HR	
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	23/01/19	Document creation
	28/02/20	Reviewed – no changes