

Are you sure you understand the requirements of 'off-the-job' training?

As you may know, it's a mandatory requirement for all Apprenticeship standard programmes to include 'off-the-job' training, which must make up at least 20 % of the entire programme. But do you know what the government guidance says about it?

The purpose of off-the-job training is to give Apprentices the opportunity to develop new knowledge, skills and behaviours that can be applied back into their role. Making it really valuable to employers who want to increase productivity.

When should the training be conducted?

The training is measured over the course of the Apprenticeship – so it can begin as soon as the Apprentice is enrolled onto the programme. However it's the responsibility of the employer and provider to decide when the training will commence and the frequency of this training.

It must take place within the Apprentices paid employment hours. Any training done outside of this will not count.

Where should the training take place?

The funding rules don't restrict the location where 'off-the-job' training can take place. It can be delivered at the Apprentice's place of employment, at their home (online), in a classroom or at any other appropriate location, providing the Apprentice is away from their 'normal working duties'.



What activity counts towards the 20%?

When deciding whether training would count you should ask yourself...

1. Is it new learning?

and

2. Does it contribute to the development of the Apprentice's occupational competencies (i.e. their skills, knowledge and behaviours) that are outlined in the standard?

The delivery is flexible and can come in several forms as long as it is conducted within the apprentices paid working hours and is new competency based learning. Here are some examples of acceptable delivery methods:

- Teaching - e.g. online learning, lectures, simulation exercises, role playing etc.
- Practical training - e.g. mentoring, industry visits and equipment training
- Learning support - e.g. completing work sheets, written assignments etc.

What activity does not count towards the 20%?

Any activity that does not directly deliver new learning to the Apprentice and does not contribute to the development of their occupational competencies cannot be used towards the 20%.

Here is a list of activity that you cannot use:

- English and maths - One of the major misunderstandings is that English and maths counts towards the 20%. This is incorrect! The

training delivered to enable the apprentice to pass their English and maths qualifications may form part of their program but it is funded separately and must be conducted as an addition to the 20% 'off-the-job' training.

- Progress reviews and assessments - they only assess existing skills and knowledge and do not provide the Apprentice with any new learning.
- Training that develops skills, knowledge and behaviours that are not a requirement of the standard.
- Training outside of paid working hours - an Apprentice may choose to do extra learning outside of work but this cannot be used towards the 20% 'duties'.

How do you track 'off-the-job' training?

Since the 20% 'off-the-job' training is a requirement of the funding rules, proving that you have complied with this is expected for audit purposes.

The funding rules require the apprentice to have a 'commitment statement', which is a document outlining all of the training that will be delivered to them as part of the programme. This includes how the training provider intends to fulfil the 'off-the-job' training requirements. The training provider is fully responsible for this document.

As part of Ofsted (for levels 2-5 apprenticeships) or HEFCE (for level 6 apprenticeships) inspections the inspector may ask to see evidence of the 'commitment statement'. They may also ask to observe the delivery of 'off-the-job' training in order to judge the quality of the programme. It is therefore vital that the statement is completed and that 'off-the-job' training complies with the funding rules and guidance!