

Apprenticeship standards – 20% off-the-job training made clear

Presenters:

Bryony Kingsland, UK Funding Manager
Kirsten Train Ward, Digital Product Manager

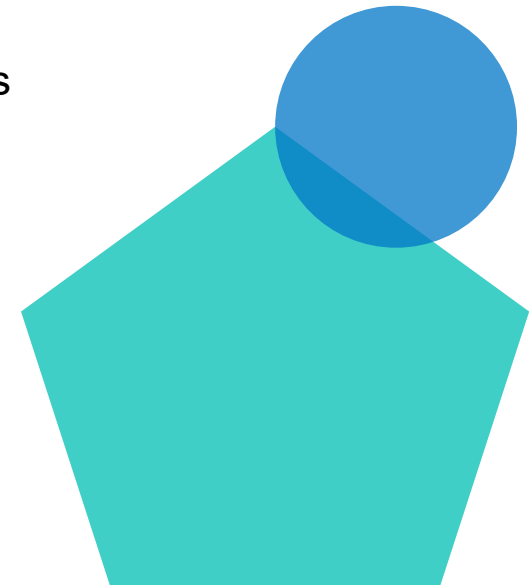
14 December 2017



Definition of off-the-job training

Off-the-job training is defined as:

- learning which is undertaken outside of the normal day-to-day working environment and leads towards the achievement of the apprenticeship. This can include training delivered at the apprentice's normal place of work, but must not be delivered as part of their normal working duties
- off-the-job training does not include training that takes place outside the apprentice's paid working hours
- off-the-job training is based on the apprentice's normal working hours. E.g. if the apprentice works 37.5 hours across five days, then one-day or 7.5 hours p/w must be off-the-job. If the apprentice works longer hours, then the off-the-job hours requirement also increases
- any qualification or extras not written into the standard as mandatory cannot be paid for by the Government. They must be paid for by the employer and cannot be part of off-the-job training.



Off-the-job training – the vital 20%

Off-the-job training must be directly relevant to the apprenticeship standard and must take place within the apprentice's normal working hours. It can include:



Teaching of theory - lectures



Simulated exercises
and role play



Attendance at competitions



Manufacturer training
e.g. new equipment
or technologies



Learning support provided
by employer or the provider



Some online learning
e.g. webinars or blended learning



Shadowing or
being mentored



Practical training



Visiting the employer's
other departments



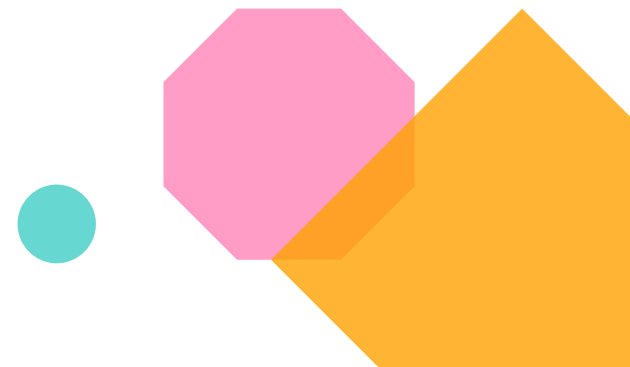
Time spent by the apprentice writing
assessments/assignments



Industry visits or visiting other companies
or suppliers

What off-the-job training cannot include?

- Enrolment
- Induction
- Diagnostic assessment or prior assessment
- English and maths (up to Level 2) – this is funded separately
- Progress reviews or on-programme assessment needed for an apprenticeship framework or standard
- Off-the-job training **only** delivered by distance learning (although you can include online and other blended learning activity as part of an apprenticeship)
- Training that takes place outside the apprentice's paid working hours



Learning Assistant,
recording the 20%
off-the-job requirement



Adding diary entries

Apprentices and assessors can easily create **contact diary** entries and record their off-the-job training.

Diary entries are date stamped and have the embedded electronic signature of the person who recorded the entry.

Documents and evidence can be uploaded as part of the entry if required.

Contact Diary
Update Diary Entry

City & Guilds Learning Assistant

Entry

Description

Presentation Skills - elearning

Feedback

I went through the elearning module for 'Presentation Skills' on SkillsZone.

- I learnt the importance of understanding the audience
- Having clear objectives and outcomes for the presentation
- Having clear and simple slides
- Practice the pace and timings
- Speak slowly and clearly
- Allow time for questions

On the Job Training

Hours 0 Minutes 0

Off the Job Training

Hours 1 Minutes 15

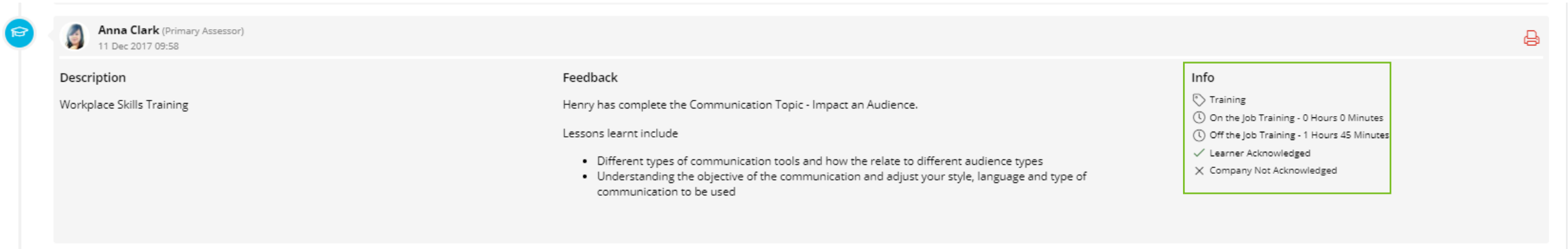
Related Documents

TITLE	UPLOAD DATE	OPTIONS
completion report	12 Dec 2017	Replace Delete

Upload

Delete Copy Close Save

Acknowledgement of a diary entry



The screenshot displays a user interface for a diary entry. At the top left, there is a blue circular icon with a white graduation cap. To its right, the name 'Anna Clark' is shown in bold, followed by '(Primary Assessor)' and the timestamp '11 Dec 2017 09:58'. A small red printer icon is located in the top right corner. The main content area is divided into three sections: 'Description' with the text 'Workplace Skills Training'; 'Feedback' with the text 'Henry has complete the Communication Topic - Impact an Audience.' and a sub-section 'Lessons learnt include' containing two bullet points; and 'Info' which is highlighted with a green border and contains a list of items with status indicators.

Anna Clark (Primary Assessor)
11 Dec 2017 09:58

Description
Workplace Skills Training

Feedback
Henry has complete the Communication Topic - Impact an Audience.

Lessons learnt include

- Different types of communication tools and how the relate to different audience types
- Understanding the objective of the communication and adjust your style, language and type of communication to be used

Info

- 📁 Training
- 🕒 On the Job Training - 0 Hours 0 Minutes
- 🕒 Off the Job Training - 1 Hours 45 Minutes
- ✓ Learner Acknowledged
- ✗ Company Not Acknowledged

A apprentice, employer or assessor could be asked to **acknowledge the entry.**

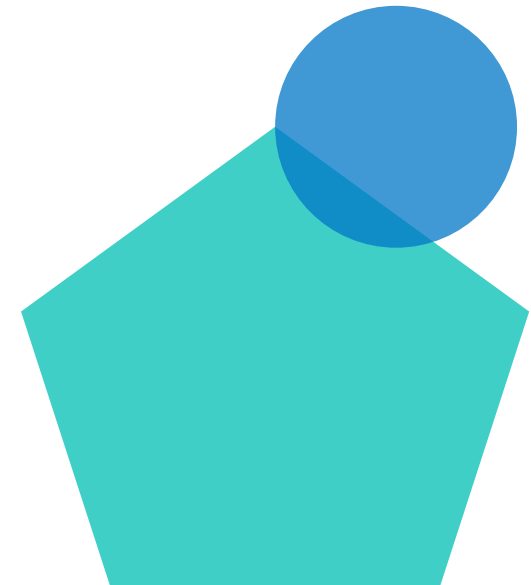
Reporting

Metrics Print

Displaying 1 to 10 of 10 Entries 25 per page 1 of 1

DATE CREATED	DESCRIPTION	CREATED BY	ON THE JOB TRAINING	OFF THE JOB TRAINING	ACTION
12 Dec 2017	Presentation Skills - elearning	Henry Smith (Candidate)	0:00	1:15	View
11 Dec 2017	Workplace Skills Training	Anna Clark (Primary Assessor)	0:00	1:45	View
11 Dec 2017	Inhouse Training	Anna Clark (Primary Assessor)	1:30	0:00	View
30 Nov 2017	recording of on the job learning	Henry Smith (Candidate)	3:00	0:00	View
31 Oct 2017	Element 102.1 Returned	Anna Clark (Primary Assessor)	0:45	1:00	View
07 Sep 2017	Induction to company	Anna Clark (Primary Assessor)	5:00	0:45	View
21 Jul 2017	recording on the job	Anna Clark (Primary Assessor)	3:30	7:00	View
26 Apr 2017	webpage design	Anna Clark (Primary Assessor)	1:00	0:00	View
22 Feb 2017	Element 101.1 Returned	Anna Clark (Primary Assessor)	7:30	5:30	View
09 Feb 2017	GLH recording	Anna Clark (Primary Assessor)	40:45	36:15	View
Totals			63:00	53:30	

Reports can be accessed by the employer, assessor and administrators on individual apprentices or groups of apprentices.



Thank you

- Keep up to date – register for email updates: <http://www.cityandguilds.com/what-we-offer/centres/email-updates>
- To be involved in the developments of the new qualifications: businessskills@cityandguilds.com
- For more information on the new standards, our learning resources (including demos), and how we can support your business: directsales@cityandguilds.com
- For additional information on end-point assessment: endpointassessment@cityandguilds.com



Any questions?

