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.
Acknowledgement of a diary entry

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

- 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?