

Questions and Answers

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

14 December 2017

Off-the-job training definition

Off-the-job-training is the development and accumulation of knowledge and understanding relevant to the apprenticeship standard or framework, which enables the apprentice to complete their programme, become fully competent in their occupation and successfully pass end-point assessment (EPA).

Induction - An induction does not necessarily count as off-the-job training, for example a tour of the office or picking up a building pass are not activities that would count as off-the-job training. However, inductions could include an educational element that provides some basics of the skills, knowledge and behaviours that are core to the apprenticeship would count as off-the-job training. As with all off-the-job training, ESFA would expect any “induction” activities that were counted towards off-the-job training to adhere to the definition set out in the funding rules.

Important Note: It is vitally important that any provider or employer delivering apprenticeships reads the evidence pack requirements on page 38 onwards in the funding rules. This will enable you to be very clear on delivery requirements and evidence to support your funding claims.

If a learner on L4 does a HNC as part of the apprenticeship then they spend a day at college which represents 20%, when do they do the assessment work when the HNC has taken up the 20%?

It depends whether the HNC is a mandatory part of the standard. If it is, the time spent studying off-the-job training for the HNC can be included in the 20%. If the HNC is not a mandatory part of the standard, then it cannot count towards the 20% and the learner would have to spend a further 20% of their time off-the-job studying for the rest of the standard. However, any of the HNC learning that covers the

content of the standard will count, but providers/employers would have to show how the learning mapped to that standards requirements.

Can functional skills be used as part of the 20%?

No

What about revision time?

If the revision time takes place during work hours away from the apprentice's workstation then yes, it can count.

What about practicing skills?

I think this depends what the apprentice is practising and if it occurs away from their workstation. Please see the [ESFA Off-the-job examples document](#) for more information.

Does online assessment count?

It would depend on what type of online assessment. The 20% off-the-job is there to allow the apprentice to accumulate the relevant knowledge to carry out their job effectively and pass EPA successfully. If you can prove an assessment is doing that then it could possibly count. But assessment to check functional skills levels or similar does not count.

How about preparation for EPA?

Yes, as long as it is within apprentice working hours.

In terms of shadowing and mentoring, does this need to be structured around a subject and documented?

The shadowing and mentoring would need to be relevant to the apprenticeship standard and yes, it would need to be documented to prove relevance and also for audit when the 20% is checked by ESFA.

Do you have any advice regarding the scenario of two apprentices being in the same employer setting, one started pre-May 2017 and the other post-May 2017, doing the same job, but with different off-the-job training time requirements? With one being given a day a week for off-the-job and the other being under the old rules, with just half a day a week, but both trying to achieve the same framework requirements.

The ESFA made it clear that pre May 17 apprenticeship rules apply until that apprenticeship is completed. So there will be differences in some apprenticeships

that started pre the reforms.

Does EPA also count?

No, because the apprentice should have completed their studies and full 20% requirements by the time they reach EPA.

Do we have to record TQT and GLH?

TQT and GLH have no relevance in apprenticeships. However, for your own and ESFA records, your MIS team may wish to record GLH and TQT where a qualification is mandatory in an apprenticeship or where the employer chooses to add in and pay extra for a qualification as part of the final negotiated price.

Site inductions to start new builds?

As this is part of standard job/health and safety requirements for any new construction site, it cannot count towards 20% off-the-job. However, if the site induction included some basic behaviours and skills needed for the apprenticeship core content, then it could count (see induction definition at top of this document).

Some employers don't offer skills like Air Conditioning or Hybrid. Can they contract the training provider? Will the provider be paid by government or employer for running the short courses?

If a qualification is mandatory in the apprenticeship standards (i.e. it is listed in the standard documentation as a required aspect of the apprenticeship to reach gateway for EPA), then it will be paid for within the negotiated price providers agree with the employer. If a qualification is not in the standard, then the employer and provider need to negotiate how that is paid for. Because it is not mandatory to the standard or apprenticeship, it **cannot** form part of the 20% off-the-job.

What about Functional skills ICT?

Unless a qualification is a mandatory aspect of the framework or standard, it cannot form part of the 20% off-the-job.

If an apprentice attends an industry event at a weekend, can this be counted as off-the-job training if that apprentice is given time off in lieu of that attendance?

Yes, if they are given the time off in lieu (see the example in the [ESFA off-the-job Examples and Policy document](#)).

Can I just confirm what you said re induction please - so induction to the company can't count, but induction to their apprenticeship can count?

Please see two examples below

1. Induction in general does not count – either apprenticeship or company. However, introduction to the apprenticeship in terms of planning, how the apprenticeship will work, how the apprentice will study, plan, prepare and achieve their outcome, basic knowledge of behaviours required, planning for EPA, planning for reviews, portfolio preparation etc. can count. ESFA state the following –
2. An induction does not necessarily count as off-the-job training, for example a tour of the office or picking up a building pass are not activities that would count as off-the-job training, neither does form filling. However, inductions could include an educational element that provides some basics of the skills, knowledge and behaviours that are core to the apprenticeship would count as off-the-job training. As with all off-the-job training, ESFA would expect any “induction” activities that were counted towards off-the-job training to adhere to the definition set out in the funding rules.

Where are the ESFA guidelines on auditing of the 20% off-the-job?

In the **Apprenticeship Funding and Performance Monitoring Rules** – page 38 onwards. The Evidence Pack section. There is also information in the **Examples and Policy document**.

What if the employer is doing the off-the-job does he evidences it or the platform?

Within Learning Assistant and related platforms, you are able to give the employer access to record the off-the-job training themselves and upload the related evidence as appropriate. If you choose not to give the employer direct access, the assessor/tutor could record it for the employer and ask the employer to acknowledge the entry to represent their approval that the details are correct.

Will ESFA audit Level 7 apprenticeship evidence as well?

- A. ESFA audit all apprenticeships, including those provided by HEI's. Quality assurance of apprenticeships is run by HEI's, and their audit body. For more information see the **HEFCE Quality Assurance pages**
- B. All providers that deliver apprenticeships at levels 6 and above are subject to the HEFCE quality assessment regime. HEFCE will work with Ofsted to reach a judgement for apprenticeship providers at level 4 and/or 5 where the apprenticeship standard or framework contains a prescribed HE qualification.

What if employers do not allow employee to do this 20% off-the-job training?

20% off-the-job training is a mandatory aspect of all apprenticeships. Any provider or employer not adhering to the rules risks the potential of receiving a poor Ofsted outcome and losing their contract to deliver apprenticeships.

Does our EPA prep tool count?

Yes. As long as the preparation for EPA takes place within working hours and away from usual work practices.

Does this apply to frameworks also?

Yes

Can anyone access the diary you just mentioned - how do we access?

The contact diary is a feature and function of Learning Assistant and related products. These products are purchased by the provider delivery apprenticeships and have administrative access to decide who within their delivery team and employers have access to the platform. If you would like to know more details of the products available, you can contact digitalsales@cityandguilds.com

What is "near the job" guided learning?

Apologies, we do not understand the terminology – ‘near the job’. Please do contact Bryony on Bryony.Kingsland@cityandguilds.com for further discussion to clarify.

Is the 20% off-the-job applicable to the MBA Apprenticeship too?

20% off-the-job is applicable to all apprenticeships.

Can you back date the contact diary to record training that has already been carried out?

No, to meet our regulatory requirements the date stamp is embedded within the platform. If you need to record an entry after the event, you are able to record the details within the contact diary itself.

What records do we need to keep for OTL if we don't use Learning Assistant?

Do you mean OTL as in ‘Observations of Teaching and Learning’? If so, then a log of when tutors are observed and the outcome of those observations with a grading or score is a necessary for Ofsted. If you mean Off-the-job, then please see the [ESFA](#)

examples document But usually a signed dated and timed document (by employer, provider and apprentice), or videos with date and time included or other similar evidence, as long as it is verified with signatures and dates/times etc.

Please can you explain why a company's induction cannot be used if training has taken place?

- A. Usually with a company induction, the training included is not relevant to the knowledge element of the apprenticeship standard or framework. Off-the-job training has to reflect the knowledge required to achieve competence in the apprenticeship.
- B. An induction does not necessarily count as off-the-job training, for example a tour of the office or picking up a building pass are not activities that would count as off-the-job training. However, inductions could include an educational element that provides some basics of the skills, knowledge and behaviours that are core to the apprenticeship would count as off-the-job training. As with all off-the-job training, ESFA would expect any "induction" activities that were counted towards off-the-job training to adhere to the definition set out in the funding rules.

Do we need to record on-the-job as well?

If on-the-job training contributes towards the apprenticeship, then some type of tracking as part of the evidence pack and apprentice's progress will naturally be included.

Is it the employer or provider responsibility to ensure 20% off-the-job training?

Both

Who can access the reports for GLH on LA is this accessible by Tutors, IQAs and managers?

The individual reports shown in the presentation, can be accessed by any delivery team member and employer associated with the apprentice. The group reports can be run and accessed by administrators but can be automatically scheduled and emailed to external users in a variety of formats.

On one of the previous slides you mentioned review of progress as being outside the 20%, please can you give more detail on that?

A progress review is a discussion between tutor and apprentice, often with the employer attending, in which they assess how the apprentice is progressing in their programme of study. It is unusual for any knowledge to be accrued during a progress review and as off-the-job is about developing and accruing knowledge, a progress review is not considered contributory.

So, to be clear. Enrolment onto the apprenticeship with the learning provider CAN be included?

No – enrolment usually means form filling and off-the-job is about developing and accruing knowledge.

Do observations and professional discussions count towards off-the-job hours?

A professional discussion may contribute to off-the-job if it assists the apprentice to develop their knowledge and skills. An apprentice observing someone else working can contribute if it is relevant to the apprenticeship content. A tutor observing an apprenticeship working, to support progress reviews does not contribute to the apprentice's accrual of knowledge, so would not count.

Are there any templates for recording the 20% off-the-job training?

No, each provider/employer must develop their own.

Does the 20% include remote contact for tutorials/learner support?

It can do, if it can be evidenced and the tutorial or learner support assists the apprentice with accruing and developing knowledge and/or skills.

Will awarding organisations issue a log if paper based is required or can we design our own?

This depends on the standards, in some City & Guilds has produced a training manual and various resources to support. As a provider you are able to design your own to meet your delivery needs and the expectation of the employer you are working with.

Do we have to record the off-the-job training electronically?

Off-the-job can be evidenced both electronically and via a paper based audit trail or evidence pack.

Can I include equality and diversity training in blended learning sessions as off-the- job training? Also IAG research task - do they count as off-the-job?

If the E and D training is a mandatory aspect of the apprenticeship standard then it can be included as off-the-job. Likewise the IAG Research task, if research takes place during working hours.

In engineering we typically deliver a HNC as part of an apprenticeship but it is not a mandatory component. Will this count?

No. Unless you are able to map aspects of the HNC to the apprenticeship standard. Elements of the HMC that do may can be used for off-the-job.

I already give apprentices' the CPD template to complete, which highlights both on and off-the-job training, can I still be using this?

City & Guilds cannot advise whether an individual organisation template offers the required evidence to show off-the-job training. Within Learning Assistant these templates can be used and uploaded as required.

Please clarify that apprentice induction on to the course can be included, because previously this has not been allowed to be included, even in learning hours for start dates etc?

Induction onto the course does not count as off-the-job as this is mainly a form filling exercise. Please see the induction definition/clarification at the top of this document.

Are the employers also monitored on the 20% off-the-job training?

It depends who is delivering and which organisation holds the main contract for apprenticeship delivery. An employer-provided will be required to monitor and evidence off –the-job 20% in the same way as any training provider. If the provider is the main delivery lead, they will be required to monitor and evidence the off-the-job.

What do you define as induction for the employer?

Each employer induction is different so we unfortunately cannot answer this effectively.

As the new standards only involves teaching, due to end point assessment. Do these visits count towards the 20% off-the-job training?

The new standards do not only involve teaching. There are also progress reviews, observations, assessment of knowledge, etc. The decision how best to deliver the apprenticeship to ensure the learner is fully ready for EPA is a partnership arrangements between the provider and employer. Off-the-job training is the development and accumulation of knowledge relevant to the apprenticeship standard or framework, which enables the apprentice to complete their programme and successfully pass EPA. If a visit from a provider staff member has this outcome and it can be evidenced, it will count towards off-the-job.

Is there a facility on Learner Assistant to record all 20% off-the-job? E.g. if they spend a day shadowing a colleague in another department.

Yes, how you decide to record the details is up to you as a provider. You could ask the learner to write a reflect note around what they have learnt or record parts of the day or a reflective interview with the colleague and upload the video/voice recording as the evidence.

If a company has more than one setting, can they spend time at a sister setting to gain knowledge on their working practices to go towards the 20% off-the-job training?

Yes. As long as it is relevant to the apprenticeship.

Are there any examples of recording mechanisms available to view?

No.

I notice on the demo of the e-portfolio it showed a record of on-the-job training as well - are there requirements around the amount of time on this as well for apprentices?

- A. This is a standard feature within Learning Assistant, as the system is generic and used throughout the UK and still supports Frameworks as well as the new standards. As a provider, you can decide which feature and functions you would like to use to meet the regulatory requirements.
- B. There are no requirements for the time spent on the job training, this requirement would form part of the reviews of progress for each individual apprentice to ensure readiness for EPA and achievement. Every apprentice will be different and have individual training needs to reach gateway for EPA.

I'm visiting a learner who has completed in-house training since our last visit? If the learner discusses this with me and identifies on line how they will apply this in the future can I record this as OJT?

If the in-house training is relevant to the apprenticeship content and the apprentice has gained/developed relevant knowledge and/or skills, it can be recorded as off-the-job.

Hi, so this means optional units are not a part of off-the-job training?

Only mandatory aspects of the apprenticeship standard or framework can count towards off-the-job training.

For learners that work term time only (but are paid on a salary), can online training undertaken during half term be counted towards the 20% off-the-job training?

The Funding Rules state the off-the-Job training must occur during normal working hours. So if an employee has half term as normal working hours in their contract, then that will count. The issue here will be the employee contract of employment and what that states are normal working hours.

In the HSC environment employers are reluctant to allow apprenticeship to do elements towards their apprenticeship in working hours.

20% off-the-job training is a mandatory aspect of all apprenticeships. Any provider or employer not adhering to the rules risks the potential of receiving a poor Ofsted outcome and losing their contract to deliver apprenticeships.

Is there any guidance on how a training provider needs to alter their prices if an employer is providing some of the training that meets the apprenticeship outcomes?

No, there is no guidance for this, it's a commercial agreement between the employer and provider and should form part of the initial negotiations between the two parties, and be included in the final contract and evidence pack.

If a learner is being shown how to complete a task at their desk, does this count as the 20%, if this job will be one that will become part of their job role?

If what they are being shown is relevant to the apprenticeship content (i.e. the skills or knowledge they are gaining are required in the apprenticeship documentation or qualifications), then yes this can count.

If an assessor visits a learner and conducts an assessment and learning session can this be used towards GLH?

It depends what is in their assessment or learning session. Please see the initial definition of off-the-job training at the top of this document.

Please can you clarify what "outside of paid working hours" means? If an apprentice is completing assessments/assignments as homework is this within the 20% or not?

- A. It depends if the apprentice is working at home during their normal working hours. Most employees have a working week (e.g. Mon to Fri 9-5pm). If an apprentice works at home on a Monday from 9am to midday to complete an assignment or work on a project, then that would be considered as off-the-job. If however, the apprentice worked after 5pm, at a weekend or whilst on leave, this could not form part of off-the-job training.
- B. If the normal working hours of an apprentice included weekends (e.g. a trainee chef role) and the apprentice worked on an assignment on Saturday morning when he/she would normally be at their workstation, then this would also count towards off-the-job training.
- C. Conversely, some apprentices may work nights or shifts, anytime outside of their **contracted working hours** when they work on an assignment may not count towards off-the-job training.

Would the amount of working hours work need to be recorded somewhere to allow the centre to know how much off-the-job training they need to do, and also if it is going to be monitored

All apprentices must have a contract of employment, which should state normal working hours.

Where a provider is offering a Friday, Saturday, Sunday study long weekend each month, the Friday will be the 20% but are there any other considerations we need to be aware of regarding the Saturday and Sunday?

If the employer gave time off in lieu to the apprentice for working on the Saturday and Sunday, this could count towards off-the-job training.

Can we send details of how to run reports on LA to check the off-the-job training hours for individuals or a cohort?

If you contact the digitalsupport@cityandguilds.com or call 0141 341 5730 the team will gladly talk you through how the reporting functions work and how you can use them

Can you please focus more on existing employees as in many companies they don't have much more new skills and knowledge to learn?

An apprenticeship is defined as a training programme which enables an employee (new or existing) to gain extensive new skills. If a current employee will not gain extensive new skills as part of the programme, they should not be offered an

apprenticeship. This is made clear in the ESFA Funding Rules and will be monitored by ESFA and Ofsted.

Are toolbox talks and meetings with line managers/mentors part of the 20% off-the-job training?

Apologies but as we do not know what toolbox talks and meetings are, we are unable to comment on relevance.

If an apprentice attends a training session that is related to their job role but not directly related to the qualification - will this count towards the 20% off-the-job training?

No

On a four-year programme (Electrical Installation), is there scope to undertake more than 20% in the early part of the programme and less towards the end, provided that 20% overall is met?

Yes.

Could a mock EPA assessment be used towards GLH?

No, only learning that accumulates knowledge and skills can count towards 20% off-the-job training.

What if the off-the-job training has not been completed, although the framework apprentice has completed all required elements of the framework and is ready for claim?

Any provider or employer not enabling an apprentice to have the full 20% off-the-job training, risks their apprenticeship contract and a poor Ofsted outcome, if Ofsted perceive there are weaknesses in the programme that are a result of low levels of off-the-job. Also, not completing the full 20% runs the risk of the ESFA audit identifying this gap and potentially reducing funding, or in extreme cases, removing the provider from the register and terminating the apprenticeship contract.

In the Department for Education (DfE) guidance it talks about "naturally occurring evidence" - maybe you want to offer a view of what this means

Good question – I'm not sure I can interpret ESFA/DfE language, but I will ask and flag an answer, once we have one!

Can you advise how best to 'prove' when learning is taking place? E.g. revision how do we show when this has taken place?

The apprentices, employer and provider can log any learning via timesheets that are signed and time/dated by all parties.

If you're delivering a qualification that's not mandatory but is written specifically to meet the requirements of the standards (e.g. ILM level 3 & 5 diplomas for management) - can this count for the 20% off-the-job training?

Any non-mandatory qualification learning that covers the content of a standard will count, but providers/employers would have to show how that learning mapped to that standards requirements.

How are holidays including bank holidays accounted for - what about people working in schools?

20% off-the-job training has to take place within **normal working hours**, so it will depend on the employees work contract and what the working hours within that are stated as.

Can one-to-one tutorial be considered as of the 20% off-the-job training?

Yes, if the tutorial contains guided learning or project support. Progress reviews do not count as no new skills or knowledge are gained.

Job shadowing/observing colleagues - does this count?

Yes, if it is relevant to the apprenticeship.

If a qualification is optional in the standard, does training towards that qualification count?

No, because the qualification is not mandatory. However if some of that qualification maps to the standard, then that could count.

How many contracted weeks do we base a learners contract hours on for off-the-job training when you take out holidays and bank holidays?

This 20% off-the-job training requirement is measured over the course of an apprenticeship (as opposed to over an academic year). The off-the-job training is an essential part of an apprenticeship and therefore **must take place during employed time**. If training must, by exception, take place in an evening, or outside of

contracted hours, we would expect this to be recognised (for example, through time off in lieu).

As such, holiday times and bank holidays are not employed time so don't **count**.

Can an apprentice carpenter shadowing another trade such as bricklayer be counted as part of their 20% off-the-job training?

It would depend what the apprentice was learning as part of that shadowing session. If you can prove the apprentice is learning something relevant to their own apprenticeship requirements, then it can count.

Many employers are struggling especially the retail companies like news agencies, convenience shops and other small establishments.

Understandably, but if apprentices are to gain the skills to ensure those employers have qualified and productive employees in the future, then off-the-job is a necessity of a quality apprenticeship system.

Also, are we right in thinking that 20% is the minimum expectation for off-the-job training, however will audit expect to see this individualised to the learner?

Yes.

Is it right that mandatory training for the job, with refresher would not count towards the 20% off-the-job training?

Not sure exactly what is being asked here. Please refer back to the previous answers. If training is not relevant to or part of the apprenticeship standard or framework, it will not count.

Does the organisations statutory and mandatory training required for the role they are training for count?

No, not unless it maps to the apprenticeship standard or framework.

We have found that a good chunk of employers are not buying into this and embracing it. Is this similar for everyone else? The majority cannot afford to give them a whole day a weeks' worth of training.

We understand there are issues for some employers but one day per week or block release are not the only options for off-the-job training. Please refer to the slides we used in the webinar. There is the opportunity to be creative with off-the-job, if

providers and employer work closely and look at what other learning and training takes place that could count.

I work for the army and soldiers are paid 24 hrs a day so how do we calculate the percentage of off-the-job training. One week they could work 15 hours the other they could work 52.

Would working out an average for hours worked across six months or a year and basing off-the-job on that work?

Does a pastoral/support session count towards the 20% off-the-job training?

Yes.

If the HNC does not count... we have a major problem!

We understand your concern, please see the previous answers regarding mapping the HNC content to the apprenticeship standard.

Do employers need to record and report off-the-job training or is this all done between the training provider and the learner?

The recording and evidencing of off-the-job must occur to provide proof to ESFA of appropriate use of the levy, so it would be in a provider's interest to ensure that any employer they work with tracks and evidences any off-the-job to ensure the 20% requirement is met.

If the student attends college this will be their 20%. When they do their assignment linked to the knowledge given can this be completed during their working day as part of the 20%?

As long as they do their assignment within their working hours, yes.

Is it best practice to have the 20% as a weekly event or in larger tranches over the course of the apprenticeship?

That is entirely up to the provider and employer to agree what will work best for the employer and apprentice to achieve the apprenticeship.

If health and social care learners complete mandatory training e.g. first aid, medication can this be 20% off-the-job training?

If this is part of the content requirement of the apprenticeship then it could count.

Can ERR tasks also be included 20% off-the-job training?

Apologies we do not know what ERR is so cannot answer this query.

You have just answered a question saying that if an apprentice is practising their skills then this can be counted as 20%, however, I feel that employers will then say that the apprentices are doing this all the time and will then count this as their 20% off-the-job, but on the job if you can understand what I mean, what is your opinion about this, as I have concerns that employers will just not participate fully in this?

I understand your issue completely. Practising skills or tasks to perfect them so an apprentice is ready for EPA is part of the apprenticeship. However, with off-the-job, this needs to take place not as part of their normal working role so everyday tasks cannot count towards the 20% off-the-job. Whatever task the apprentice is practising would have to be supported, or away from their workstation, or observed and mentored to ensure clarity and understanding for the learner so they are achieving new knowledge or skills, or improving new, recently knowledge or skills to ensure confidence.

Does practise of skills count - for instance bandaging an animal - will take place in normal work place at normal 'workstation' but will just be practice - there will be no need for the animal to be bandaged at that time.

If this is practice to improve and ensure skills and gain confidence in those skills, this can count towards off-the-job. As off-the-job learning of this type is logged and often observed, the evidence is naturally occurring and easily evidenced.

Are there potential issues evidencing revision as part of off-the-job?

It depends when revision takes place. If it is within working hours, e.g. the employer and provider know the apprentice needs time to clarify and ensure knowledge in readiness for EPA, and gives the apprentices time to do so during work hours, this would count. Revision at home in own time does not **count**.

Further to Higher Apprenticeship & L3 apprenticeships can you clarify if learners attend college one full day per week (HNC or L3 tech cert would this be classed as off-the-job training?

Day release is counted as off-the-job, if the day release supports a mandatory aspect or qualification in the apprenticeship, or the content can be mapped to the apprenticeship.

Can supervisions/ appraisals be used as 20% off-the-job training?

if the apprentice is being supervised to learn new skills relevant to the apprenticeship can count. Appraisals are not about learning so would not count.

For business admin where they are doing a project as an element of the EPA? Would working with the team to identify areas of business for the project contribute to the 20% off-the-job training?

Yes.

If elements of an induction for new apprentices covers mandatory sections of the apprenticeship can this count?

Yes.

If a soldier going away overseas or on exercise as long as they are doing stuff that relates to the apprenticeship that would count correct?

Yes, as long as it can be evidenced.

If training is happening after working hours, can the employer be asked to release the apprentice earlier at work to compensate the hours spent at the training?

If time off in lieu is given to accommodate off-the-job training occurring outside working hours, this is acceptable.

Care certificate is a mandatory part of the health standards, and is an induction in the sector - so as this constitutes a conflict in earlier advice, can the care certificate be counted in off-the-job?

Yes. Please see previous answers re off-the-job for mandatory and non-mandatory and induction.

What type of assessments and assignments can be included in off-the-job? Does any assessment count as off-the-job learning?

If the assessment is the type of assessment that identifies learning needs such as basic skills, then no, it does not count. However, learning support and time spent writing assessments/assignments does count.

As functional skills is not part of the 20%, does the apprentice need to work towards this in their own time? Or will the employer need to allow extra time for this.

This is a decision that the employer, apprentice and provider must make and agree before the apprenticeship starts. It states in the funding rules evidence section from page 38 onwards how this can be agreed and logged.

What can be done about an employer unwilling to pay the learner for the 20% off-the-job training?

As an apprentice has to carry out off-the-job as part of normal working hours, an employer cannot not pay the apprentice. It is required by law that apprenticeships are paid jobs with training so, realistically, the employer could be seen to be in contravention of the law.

If a learner is a horticultural learner, and they have shadowed someone on how to learn to use a strimmer, then they are then asked to carry out strimming themselves, with direction, and still under instruction, does that count as some off-the-job work? However, it is not physically possible to record that in the day the strimming took place, but logged at college a few days later, retrospectively, is that ok?

Yes, this would count, but the person observing and directing needs to log that observation and direction as evidence at the time (video evidence is good here). So, logging it later would not be seen as relevant evidence without the signature and comments of the person directing and being shadowed, regardless of whether that person is a tutor or employee/manager.

What is "near the job" guided learning for lone workers such as health and social care support workers?

?

Where an apprentices travels a long way to study does this count as part of 20%

Travel does not count as part of 20% off-the-job.

Is ICT not funded separately in the same way as English and maths?

No, ICT is not funded separately as Functional Skills or English and maths.

If the apprenticeship watches a TV programme i.e. Panorama does this count.

It depends on whether that takes place during working hours and is relevant to their apprenticeship. E.g. if a TV programme was recorded and shown during a college day release session, or in a classroom at the employers premises, then yes it could count.

If the apprentice logged their off-the-job activity within the college attending days = six hours, does this add to the off-the-job hours?

Day release to college is off-the-job training, if the day release is to gain knowledge and skills relevant to the apprenticeship and/or a mandatory qualification in the apprenticeship.

Part of their work may already be included in the standard, for example, in the IT standard they need to evidence a minimum of three tools to communicate. Are you saying developing these skills does not count towards the off-the-job?

It depends how the skills are developed, e.g. as part of everyday work or as a separate session away from their workstation. Please see the definition of off-the-job at the top of this document.

I was at an LSECT event where we were told that company induction can count as long as it is after the apprentice's start date.

Please see the section on Induction earlier in this document that clarifies this.

If technical exams are taken that map against the standard can they be included?

Yes

If an apprentice starts their programme with their employer but then leaves to go to another company, and their new company is happy to continue to pay for their apprenticeship, can they continue on the programme at the point they left their previous company?

Yes. As long as they have the proof of that learning available to the new provider/employer.

How do employers access contact diary and be able to add their own entries, I was with an employer Monday and they could not do this?

This is a configurable option in Learning Assistant, allows providers control user permission. If you contact the support team they can arrange to have this enabled within your system – digitalsupport@cityandguilds.com 0141 341 5730

Do you have a recorded webinar that could be listened to by employers?

Yes, this webinar is available on our website.

We have organised prevent training for our apprentices. This was planned into their working week. Could we record this as the 20% off-the-job training?

No, as it is unlikely to form part of the apprenticeship standard requirements.

When documenting the 20% off-the-job do you have to document what elements of the standard or mandatory qualification it maps to?

You need to show that the 20% off-the-job being delivered is relevant to the apprenticeship but you do not need to map it to elements.

If the standard doesn't include any mandatory qualifications e.g. MOET, if you're doing BTEC L3 and off-the-job engineering training in a training centre can this be counted?

No, please see earlier questions re mapping of qualifications for off-the-job.

Do contact diaries have to be completed or can off-the-job training be logged via online portfolios?

It can be logged via diaries or via online portfolios, as long as there is evidence that makes time and date clear to support the off-the-job during working hour's requirement.

When will we receive a copy of this presentation, recording & Q&A?

Via email and this is on our [website](#).

We have a learning system that will be getting implemented some weeks after the apprentices join, can we still add learning in from the start of the apprenticeship that they completed, but explain why it wasn't added to the system at the time?

Yes.

If a learner gets a job prior to completion, how can you still get them to complete and record the 20% off-the-job training?

An apprentice has to have a job to carry out an apprenticeship. If they leave that job, the provider would have to check with the new employer to confirm the apprentice could complete in their new role. I would suggest that logging 20% should occur as near to the time of the off-the-job learning as possible and that this is checked by the tutor at learner reviews, which should take place at least every 8-12 weeks. Only having the apprentice log and evidence off-the-job, without any other verification may put the provider in a vulnerable position in respect of audit.

Can I also confirm if the on-programme research and assessor training to complete the competencies can be part of the 20% off-the-job training?

Yes

We do progress reviews at the same time as teaching them within a two hour slot. I take it we just use the time we are delivering the teaching?

Yes.

Do we have to set knowledge test/project presentation or portfolio Interview for each of the skills, knowledge or behaviour?

That is entirely up to the providers and employers discretion – according to how best you decide to deliver the on-programme element of the **apprenticeship**.

If the apprentice attends additional training e.g. Catia training in engineering which they need in order to be able to complete the tasks required for the standard can this be counted even though it is essentially an extra?

If it is not mandatory to the apprenticeship standard then it cannot be counted.

Sorry did you just say professional discussion as long as it's away from the desk can be counted as 20% off-the-job training?

Yes, if it is used to check or verify knowledge and confirm understanding.

List of useful links

ESFA Off-the-job training Policy and Examples document.

How the ESFA Works with providers

The ESFA Apprenticeship Funding and Performance Management Rules

ESFA Audit and Financial Assurance

(Please be aware, some of the ESFA documentation for audit may be from previous years. If the ESFA have not updated the document, it means they are still using the previous year's version as relevant guidance).

Higher Education Funding Council for England – quality assurance