

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 an apprenticeship. This can include training that is delivered at the apprentice's normal place of work but must not be delivered as part of their normal working duties.

The off-the-job training must be directly relevant to the apprenticeship framework or standard and could include the following:

- **The teaching of theory:** Lectures

Role playing Simulation exercises Online learning Manufacturer training

- **Practical training:** Shadowing

Mentoring

Industry visits

Attendance at competitions

- **Receiving learning support**
- **Time spent writing assignments**

Off-the-job training does not include:

- English and maths (up to level 2) which is funded separately
- progress reviews or on-programme assessment needed for an apprenticeship standard
- training which takes place outside the apprentice's paid working hours.

When the off-the-job training should take place:

Apprenticeships must last a minimum of 14/16 months and involve at least 20% off-the-job training. 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).

We recognise that some apprentices may wish to undertake study or training outside of their working hours, however training undertaken outside paid employment (and therefore outside the apprenticeship) cannot be counted towards meeting the 20% requirement. It is up to the employer and provider to decide at what point during the apprenticeship the training is best delivered (for example, a proportion of every day, one day a week throughout, one week out of every five, a proportion at the beginning, middle or end). This will depend on what is best for the organisation and the apprentice and on the technical or theoretical requirements of the apprenticeship standard. However, the training is delivered, it is important to remember that the apprentice must receive off-the-job training for a minimum of 20% of the time that they are paid to work.

