

Off the job training information provided in the apprentices training plan

All Apprentices will receive statutory “Off the Job Training” (OTJ), which is a misleading title because what it means is “training received by the apprentice, during the apprentice’s normal working hours, for the purpose of achieving their apprenticeship” and it can occur at your place of work or elsewhere so isn’t always technically off the job. What it must be is training that is relevant to the apprenticeship you are studying for and can be delivered by us, your employer or through third party resources that we provide or that we direct you to. It amounts to at least 6 hours of learning for every week of your apprenticeship (practical period) as shown on page 1 and is a statutory requirement (required by law). Our Initial Assessment process will prove the need for that amount of time to become competent and in your development journey it must happen, and it is what will take you to a pass and hopefully a distinction. (where possible).

Please note the actual number of hours required to satisfy the training standard and demonstrate competency across the Knowledge, Skills and Behaviours is clearly indicated in Annex 1 – Programme Hours. Apprentices must work enough hours each week (minimum 30 hours) so that they can undertake sufficient, regular training across the duration of their Apprenticeship practical period. Your delivery will be a blended mix of face to face, class delivery and self-directed distance learning. Activities within this may be delivered by us the University or your employer, however in all instances will give you sufficient time to meet the requirements of their Apprenticeship.

We have included some useful information below to let you know what does and does not count as off the job training to help avoid confusion. You don’t have to do any off the job training though when you’re on leave and it may be delivered in blocks rather than on a set day per week (the detailed plan later will show how we plan to deliver your programme. Where Maths and / or English aims are required, this time will be on top of the minimum 6 hours a week statutory requirement for OTJ training.

See below for what counts as off the job training, because it’s more than you might think. See Table 1 overleaf for a detailed breakdown of your programme

What counts as off the job training?			
<p>Teaching of directly relevant “Theory”</p> <p><i>Skill development Knowledge development Behaviour development Teaching activities – class, webinar, 1-2-1</i></p>	<p>Directly relevant “Practical Training”</p> <p><i>Skill development Knowledge development Behaviour development Instructional activities – class, webinar, 1-2-1</i></p>	<p>Assignments, Projects & Portfolio</p> <p><i>Time spent on relevant apprenticeship projects or portfolio Research time, writing time, presenting time</i></p>	<p>Work Shadowing</p> <p><i>Watching an experienced person perform skills, knowledge, or behaviour of the apprenticeship</i></p>
<p>Learning Support Delivery</p> <p><i>Attendance in learning support activities Time spent working on the support plan (excluding general maths and English development tasks)</i></p>	<p>Industry Visits</p> <p><i>Time spent travelling to and at industry visits linked to the apprenticeship knowledge, behaviour, or skill development</i></p>	<p>Competitions</p> <p><i>Time spent travelling to or at competitions linked to the apprenticeship</i></p>	<p>Mentoring</p> <p><i>Time spent away from productive work with the employer or University reflecting on Apprenticeship improvement or behaviour development</i></p>

What does not count as off the job training?			
<p>Unnecessary or irrelevant theory</p> <p><i>Where the subject of the training activity does not benefit the development of the required Apprenticeship Skills, knowledge, or behaviours: e.g., researching a subject not relevant to the apprenticeship subject.</i></p>	<p>Irrelevant practical training</p> <p><i>Where the subject of the training does not benefit the development of the required Apprenticeship Skills, Knowledge or Behaviours: e.g., a training course not relevant to the apprenticeship subject like manual handling in Team Leading.</i></p>	<p>Progress Reviews</p> <p><i>Time spent in Apprenticeship progress reviews though learning activities before and after would count</i></p>	<p>Qualification assessment</p> <p><i>Examinations or assessments required for the programme’s completion such as End Point Assessment activities or other examinations</i></p>
<p>Anything not completed in working hours or where time off isn’t given in lieu or remunerated accordingly does not count as off the job training.</p> <p>All Apprenticeship activity should take place in paid time including projects and assignments.</p>			