

20% OFF THE JOB TRAINING EXPLAINED!

You'll be aware that as part of an apprenticeship, apprentices are required to undertake 20% off-the-job training (OTJ). The 20% off-the-job training provides the time for your apprentice to focus and develop the required skills, knowledge and behaviours in order to achieve the apprenticeship; giving them a well-rounded skill set for the role they are training in.

But what does this mean, and how will it fit into your apprentice's day to day work?

- 1) Off-the-job training must make up 20% of the apprentice's contracted hours over the total duration of the apprenticeship. This typically equates to one working day per week.
- 2) Employers decide how and when they want off-the-job training to be delivered. It can be for one day a week, for one week out of five or grouped together at the beginning or end of the apprenticeship.
- 3) Off-the-job training can be delivered in the workplace or at an external location but always within an apprentice's working hours and never in their own time.
- 4) If the apprenticeship requires the apprentice to come into College one day a week for training – this counts towards their 20%.
- 5) All of the 20% off-the-job training is recorded and must be completed to pass the apprenticeship.

WHAT CAN AND CANNOT BE USED TOWARDS THE 20% OFF-THE-JOB TRAINING:

CAN

- > Theory – such as lectures, day release at College, online learning, simulation exercises or manufacturer training.
- > Practical training that an apprentice wouldn't usually do during the week – such as shadowing other members of staff, being mentored for future skills, tutor led coaching sessions, visits to other businesses or taking part in competitions.
- > Learning support and time spent writing and completing project work and assignments for their apprenticeship.

CAN'T

- > English and Maths (up to level two)
*apprentices who need to complete these will be given extra time within their working week to complete these.
- > Work based tutor progress reviews or on-programme assessments that are required.
- > Any training that takes place outside the apprentice's paid working hours.

Should you at any time have any questions about off-the-job training, you are welcome to contact the Apprenticeship Team at Preston's College.

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