



Off the job training Entitlement

Purpose

The aim of this policy is to highlight and give clear instruction as to the Off the job training (OTJT) entitlements of Apprentices

This policy:

1. Highlights the legal requirements for OTJT
2. Identifies the types of activity classed under OTJT
3. Informs how information is gathered/recorded

1. Legal requirements for OTJT

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

Apprenticeships must last a minimum of 12 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.

2. OTJT Activity

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

- The teaching of theory (for example: lectures, role playing, simulation exercises, online learning or manufacturer training),
- Practical training: shadowing, mentoring, industry visits and attendance at competitions,
- Learning support and time spent writing assessments/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 framework or standard,
- training which takes place outside the apprentice's paid working hours.

3. How OTJT information is gathered and recorded

Each Apprentices will have a commitment statement which will outline the programme of training that the Apprentices will receive. The statement will identify what activities the Training provider will carry out towards the required 20% and advise the employer on activities that they can implement for their Apprentices linking to the topics of study and allowing for naturally occurring events

During each Teaching, learning and assessment session Tutor assessors will obtain information from their Apprentices on any OTJT activities undertaken in the last month. This will be recorded onto the OneFile journal including the following information;

- Type of activity
- Date and length of time
- Impact to the learners development

Apprentices will be able to record OTJT hours directly onto any completed assessments.

Tutor assessors will record all teaching sessions against the 20% OTJT requirement.

Where there are any concerns that an Apprentices is not undertaking sufficient OTJT hours, the tutor assessor will raise this with the MD by completing the below Employer concerns reporting form attached.

Review:

This procedure will be reviewed on an ongoing basis with a formal annual review



Employer Concern Reporting Form

Tutor Name	
Date submitted	
Learner Name	
Employer address details	
Name of main contact at the setting	

Area of concern

Please describe the concern, providing full details of any communications (verbal and written), and full names of individuals that you have communicated with

Please list below any supporting evidence that is being submitted alongside this form (e-mail, screen shot of text etc)

Approved by:	Version:	Issue Date:	Review Date:	Next Review:
MD	V.1	June 2018	Jan 2019	Jan 2020