

OFF-THE-JOB (OTJ) TRAINING GUIDANCE

What is off-the-job (OTJ) training?



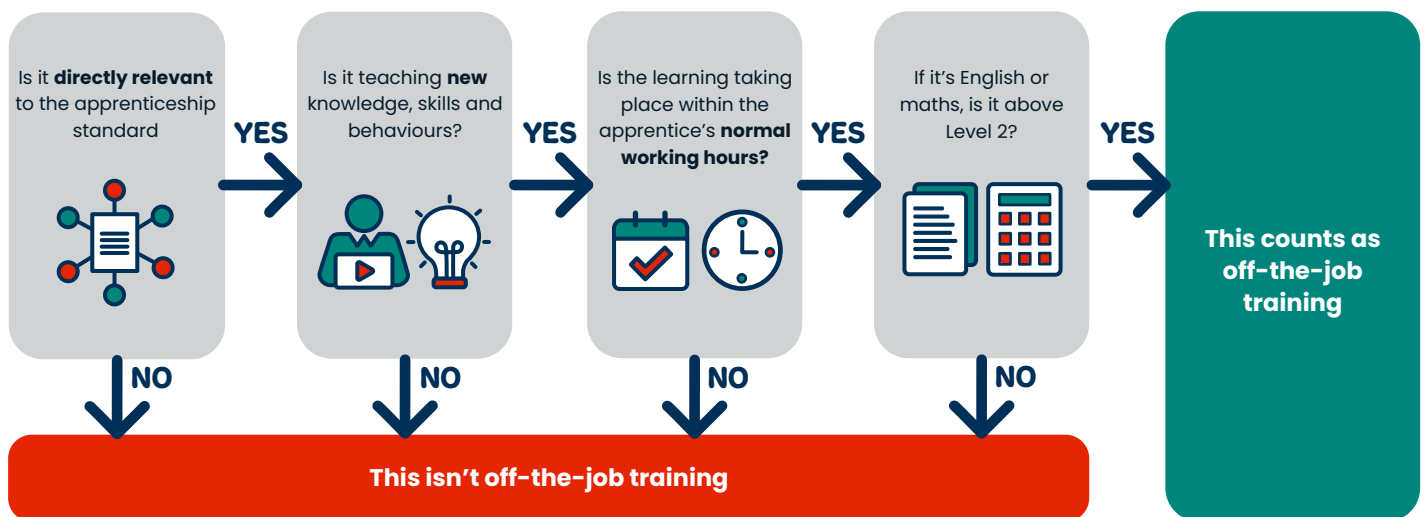
Off-the-job (OTJ) training is an essential component and a legal requirement of an apprenticeship. It is the training completed by the apprentice in order to attain the knowledge, skills and behaviours of the occupational standard.

The off-the-job training process

A mandatory target of off-the-job training hours is set for every apprentice at enrolment. This target will equate, as a minimum*, to 20% of the apprentice's working hours** over the duration of the practical period. The apprentice will be unable to progress through Gateway to End-point Assessment without completing and recording their mandatory off-the-job training hours first.

For the training activity to qualify as off-the-job, the activity must:

- Teach new knowledge, skills and behaviours that are listed within the occupational standard
- Take place within the contracted working hours only and where this is not possible, TOIL to be provided
- Not include training within the English & Math subject areas, up to Level 2



Remember: OTJ training diaries and records will be called for audit by our regulator, ESFA. It is essential we all check and challenge to make sure they are complete, accurate, relevant to the apprenticeship standard and comply with the requirements listed above.

*To comply with ESFA ruling, the apprentice must comply with the 20% minimum policy; however, the University will conduct an assessment to quantify the number of training hours required to reach occupational competence and this may be above the 20% minimum.

**20% capped at 30 contracted working hours for apprentices who started since 1st August 2022.

OFF-THE-JOB (OTJ) ELIGIBLE ACTIVITIES

Recording off-the-job (OTJ) training activities

Activities are categorised under the following four headings in your diary. Below are examples of some of the activities that you can log.

Degree Study	Learning from resources in the VLE. Attending lectures/webinars. Time spent learning for and completing assignments.
University Directed Learning	Workshops, guided study, collaborative learning, learning support.
Skills Development in the workplace	Individual and group training, coaching, mentoring, shadowing, role play, demonstrations, and observations of others.
Self-directed study	Videos/Podcasts/Reading: journals, articles and books. Revising content to strengthen knowledge/skills and behaviours of the apprenticeship standard. Case studies.

Activities excluded from off-the-job training

Any activity that does not teach the apprentice new knowledge, skills and behaviours of the apprenticeship standard and takes place outside of the apprentice's contracted working hours.

Example	Why this activity is excluded
Workplace/apprenticeship inductions	Inductions are introductory meetings which rarely cover the content of the apprenticeship KSBs.
Maths and English training	Maths and English training (unless it's above Level 2) cannot be included as per ESFA ruling.
Progress reviews	During a progress review we assess progress made towards the completion of training but we do not teach the apprentice new KSBs.
Business as usual activities	Refrain from recording activities that aren't teaching you new KSBs included in the standard.
Administrative tasks	Time spent referencing/formatting of assignments or downloading learning resources. Whilst organisation is key, it does not teach the apprentice the content of the apprenticeship standard.
Team meetings	Unless there is clear description that indicates new KSBs have been acquired during this activity (and they are relevant to the standard), a team meeting is part of the business-as-usual activities.
Tests/exams (CMAs)	Time spent taking exams/tests/mock exams doesn't teach the apprentice new KSBs. Instead, record the time spent strengthening your knowledge prior to the test. Outline what you have learnt in the summary of activity.
Activities taking place outside of the contracted working hours	Activities taking place on weekends, early mornings, lunchtimes or late evenings must be supported by an email from the employer confirming the apprentice has been provided with TOIL.