

Off-the-job training and apprentices

all you need to know

What is off-the-job training for apprentices?

Training that is delivered outside of their normal working duties.



How much time should be dedicated to off-the-job training?

The apprentice must receive off-the-job training for a minimum of 20% of the time that they are paid to work.

Is it a requirement?

Yes

All apprenticeships in England must include 20% off-the-job training.



What is the benefit?

It reinforces practical, work-based learning with technical and theoretical learning.

Is this a new feature of Apprenticeships?

No

Off-the-job learning formed part of the requirement under the previous frameworks, although the requirement had been recently dropped for Higher Apprenticeships (level 4 and above).

Can we use our apprenticeship levy or Government funding to pay for extra on-costs and salary payments?

No

They can only be used for training and assessment of an apprentice.

Are there different rules for small and large employers?

No

The same rules apply equally to all employers - large or small, private or public sector.



How should it be recorded?

The Education and Skills Funding Agency (ESFA) don't prescribe the type of evidence that should be retained as they prefer learning providers and employers to use naturally occurring evidence where this is available.



How will this be checked?

Learning providers, including employers who are also their own learning providers, will be subject to Ofsted inspections and ESFA audits.

Off-the-job training is:

- ✓ learning completed outside of the normal day-to-day working environment and leads towards the achievement of the apprenticeship
- ✓ directly relevant to the apprenticeship.

Off-the-job training can be:

- ✓ the teaching of theory - for example lectures, role playing, simulations exercises or online learning
- ✓ can be practical training - for example shadowing, mentoring and industry visits
- ✓ learning support and time spent writing assessments or assignments.

Off-the job training does not include:

- ✗ English or maths (up to level 2) which is funded separately
- ✗ apprenticeship progress reviews or assessments
- ✗ training which takes place outside of the apprentice's paid working hours.

Useful Government advice links

The funding rules of off-the-job-training:

www.gov.uk/government/publications/apprenticeship-funding-and-performance-management-rules-2017-to-2018

Where can I find examples of good practice?

The government guidance on off-the-job training contains a number of early examples of best practice from employers:

www.gov.uk/government/publications/apprenticeships-off-the-job-training

THE ESFA audits rules:

www.gov.uk/government/collections/sfa-financial-assurance-demonstrating-appropriate-use-of-funds

