

Off-the-job training: steps to help you determine whether an activity counts as off-the-job training



Has the individual begun their apprenticeship programme?

Yes

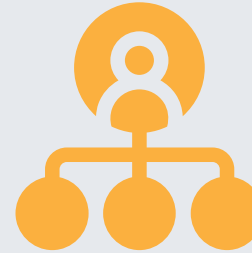
No



Is the activity teaching new knowledge, skills and behaviours?

Yes

No



Is the activity directly relevant to the apprenticeship standard or framework?

No



Is the learning taking place within the apprentice's normal (contracted) working hours?

No

This isn't off-the job training

1 Off-the-job training must make up at least 20% of the apprentice's contracted hours, over the total duration of the apprentice's planned training period.

2 Off-the job training can be delivered in the apprentice's normal workplace or at an external location.

3 Progress reviews and on-programme assessments do not count towards 20% off-the-job training, as they do not deliver new knowledge, skills and behaviours

4 If needed, English and maths training must be on top of the 20% off-the-job training requirement.

This counts as off-the job training