

Supporting Employers & Apprentices Through The Off-The-Job Training Requirement!

What is the Requirement?

- Off the job training (OTJ training) is a statutory requirement for all English Apprenticeships
- OTJ training is the training received during the Apprentice's practical training period, which enables the Apprentice to gain and develop the Knowledge, Skills and Behaviours (KSB's) required of their apprenticeship standard.
- This must be done in paid time within the Apprentices normal working hours (but please see Myth Busting).
- The new minimum OTJ training requirement for an apprentice working 30 hours or more a week is 6 hours a week, excluding holidays. The minimum requirement for an apprentice working less than 30 hours a week remains unchanged at 20% of their normal working hours, although the duration of their apprenticeship would be extended.

How can it be covered?

Any activity that is delivering new skills and knowledge or which enables the apprentice to develop the relevant KSB's to become occupationally competent. The purpose of OTJ training is to upskill the employee, not to accredit their existing abilities. Below are some examples of the more common types of activities:

- Teaching of theory. For example: College attendance and talks in the workplace
- Writing assessments and assignments
- Building Portfolios required for the apprenticeship (excludes compiling the information)
- Self-study – Relevant reading & research
- Reflective journals
- Revision that supports the development of the KSB's required for the standard
- Shadowing experienced staff or being coached/mentored
- Practical training relating to the Apprentice's job role
- Equipment training - training to use a piece of equipment that the apprentice needs to master to do their job
- Simulated exercises and role play activity
- Attendance at competitions
- Webinars and any relevant on-line learning
- Learning support provided by the employer or Yeovil College
- Secondment or visits the employer's other sites and departments to gain related knowledge
- Industry visits or visiting other companies as long as this links to the KSB's
- In house or external training programmes and CPD – but only where it links directly to the Apprenticeship KSB's
- Tool box talks
- Company required CPD such as First Aid training, as long as the activity also relates to the KSB's in the apprenticeship standard.
- Research seminars and networking events as long as they are imparting new and relevant KSB's

How will it be recorded?

- The College will work with the employer and the Apprentice to capture the activity throughout the Apprenticeship programme.
- This should be on the Smart Assessor electronic portfolio system unless otherwise agreed.
- Alternatively, a combination of records may be used, such as diaries and registers.
- The college will monitor this during reviews and at the Gateway point to ensure all hours have been recorded and the target is being met.
- The college will need the cooperation of the employer and the apprentice to ensure the OTJ is achieved and recorded.
- There must be evidence of OTJ training taking place in every month throughout the practical training period of the apprenticeship.

What can't be counted?

- College enrolment
- Employers or Yeovil College generic induction (but please see Myth Busting)
- Progress reviews
- On programme assessment
- English and maths
- Training that takes place outside of the Apprentices working hours (unless the apprentice has been paid for these additional hours or been given time off in lieu).
- Training that is not related to the Skills, Knowledge and Behaviours set out in the apprenticeship standard.
- Examinations and any other tests
- Travel time (unless in normal working hours and undertaking relevant activities while travelling)

Myth busting

- Whilst generic induction training cannot be counted, an induction period where the apprentice is learning about their job and any induction activity that links to the SKB's in the Apprenticeship Standard, can be counted towards the OTJ Training.
- Progress reviews cannot be counted. However, where elements of learning take place during reviews, this time can be counted towards the OTJ training.
- Training outside of work can be counted if the Apprentice is given time off to compensate for this activity. For example: If they attended a training seminar in the evening, but were given the time back in lieu, this would count. Alternatively they could be paid for the hours.
- Off the job training must take place at College – this is not the case and the training can take place in a variety of places, including the employers premises.
- Off the job training must be delivered by the College – Again this is not correct and much of the activity will often be undertaken while working with the employer. It's the activity that is important, not the location.

Benefits

Effective planning and management of the off the job training will improve the employee's productivity in the remainder of their time on the job, by increasing their knowledge and skill set.

The OTJ is valued and appreciated by the Apprentices and can be seen as a benefit and reward for employees undertaking an Apprenticeship.

How will the College support you?

College staff will support the employer and Apprentice to establish how the OTJ training would work. Many programmes where there is College attendance required will already meet a significant part of the OTJ requirement. With everyone working together we can meet the OTJ training requirement. If you have any queries about OTJ training, please talk to your Assessor or a member of the Employer Engagement team.