

# Off-the-job training

## MYTH VS FACT

**“My apprentice will spend a lot of time away from the workplace”**



- Apprenticeships are about upskilling an individual. Reaching occupational competency takes time; for full-time apprentices this is an average of 6 hours per week for the duration of the programme.
- Many employers and apprentices have praised the positive effect that off-the-job training has on their productivity and apprentices feel valued by the significant investment in their training.
- Off-the-job training must be away from the apprentice’s productive job role and must teach new knowledge, skills and behaviours relevant to the specific apprenticeship. It can be delivered flexibly, for example, as a part of each day, one day per week, or in blocks.

**“Off-the-job training must be delivered by a provider in a classroom, at an external location”**



- This is not true. Off-the-job training can be delivered in a flexible way. This can be at the apprentice’s usual place of work or at an external location. It can include for example, the teaching of theory, practical training and writing assignments.
- Providers have developed a range of delivery styles to suit employer and apprentice needs. Employers should work with them to decide when and where off-the-job training should take place and who is best placed to deliver it.

**“I need to document all of the apprentice’s off-the-job training”**



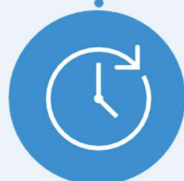
- A training plan must be in place from the beginning of the apprenticeship, setting out the training content an apprentice will receive and which elements count towards the off-the-job training. The apprentice’s evidence pack needs to demonstrate what training has been delivered against the training plan.

**“English and maths counts towards the minimum requirement for off-the-job training”**



- This is not true: English and maths (at level 2 or below) does not count towards the minimum off-the-job training requirement.
- Apprenticeships are about developing occupational competency and they are designed on the basis that the apprentice already has the required level of English and maths. Training for English and maths must be on top of occupational off-the-job training.

**“Off-the-job training can be done in the apprentice’s own time”**



- An apprenticeship is a work-based programme so all off-the-job training must take place within the apprentice’s normal working hours\*. If planned off-the-job training is unable to take place, it must be rearranged.

\*Excluding overtime

