

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



Is it **directly relevant** to the apprenticeship standard or framework?

YES →

NO



Is it teaching **new** knowledge, skills and behaviours?

YES →

NO



Is the learning taking place within the apprentice's **normal working hours**?

YES →

NO



If it's English or maths, is it above level 2?

YES →

NO



This counts as off-the job training

This isn't off-the job training

Key facts

1

Off-the-job training must make up at least 20% of the apprentice's normal working hours (working hours capped at 30 hours a week for funding purposes only). For a full-time apprentice, this is an average of 6 hours a week over the planned duration of the apprenticeship.

2

You can deliver off-the-job training in the apprentices' normal workplace or at an external location.

3

Time spent on initial assessment, onboarding, progress reviews, on-programme assessments and English and maths up to level 2 does not count towards off-the-job training.



Department for Education

