



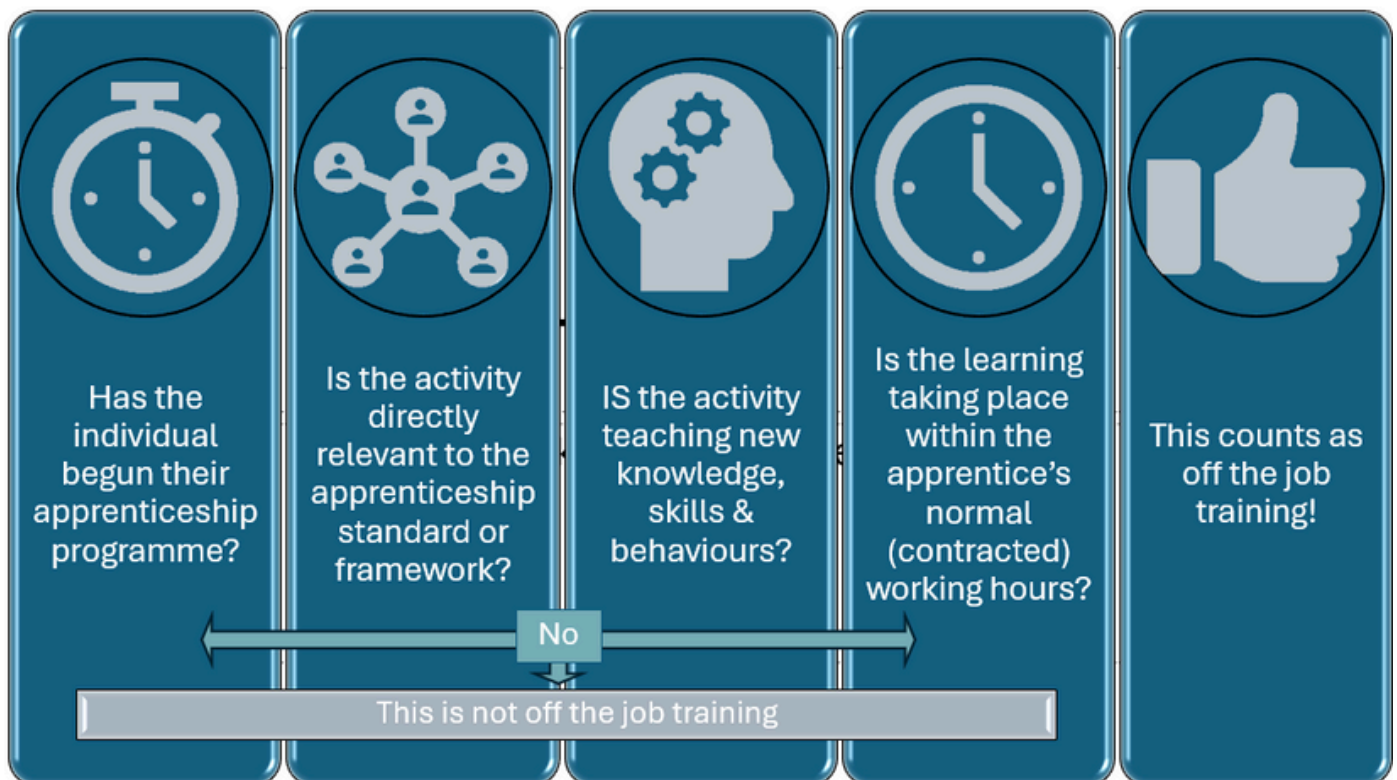
OTJ HOURS



Off-the-job training is a statutory requirement for an English apprenticeship. The provider must verify that the off-the-job training delivered to the apprentice meets the following definition: It is training which is received by the apprentice within their practical period, during the apprentice's normal working hours, for the purpose of achieving the knowledge, skills and behaviours of the apprenticeship they are undertaking. By normal working hours we mean the hours for which the apprentice would normally be paid, excluding overtime (DfE, 2023).

Any OTJ training activity must:

- Teach new knowledge, skills and behaviours;
- Be directly relevant to the apprenticeship standard;
- Take place in the apprentice's normal working hours; and
- Exclude ineligible activities such as initial assessment and English and maths.



What counts?

- Participating in online forums relevant to their role and your industry.
- Individual study time – whether it's to complete coursework or review modules.
- Being mentored e.g. by a more senior colleague doing a job your apprentice would one day like to do.
- Delivering a mentoring session – something many of our more senior leadership and management apprentices often do.
- Completing workplace reflection diaries. We find these are a great way to embed learning!
- Work shadowing with a colleague/mentor – then writing a reflection and lessons learnt report.
- Group Learning Conferences – these can be a great way for your apprentice to learn new skills and ways of working from their peers.
- Research tasks e.g. to gain new knowledge of your industry.
- Face-to-face tutor led delivery/coaching sessions.
- Internal learning and development programmes related to their apprenticeship.
- Completion of e-learning – this is another great way we get ideas across to your apprentice in a way that fits around their job.
- Completing project work for their apprenticeship.
- Preparation for assessments/assignments/essays.
- Role-plays or simulations of workplace situations. We find these really help to embed new knowledge and skills!
- Visits to other businesses, or different business units to see how these work.
- Attendance at competitions, provided it's work-relevant and helping their development of course!
- Attendance at industry shows, particularly where they might be able to watch presentations or seminars relevant to their role and industry.
- Workplace 1-2-1 performance reviews, conducted by their line manager.
- Training session's e.g. manual handling or first aid.
- Attending webinars on hot topics in your industry.
- Reading an industry specific monthly magazine/journal.
- On Line courses to ensure you are legally compliant and up to date.
- Other non-compliance courses.
- Revision for the exams.
- Group annual conferences.
- Competitive analysis – it's a good idea to see what trends your competitors are doing, niche' focus areas.
- On boarding new starters within the business.
- Brainstorming new ideas, challenges etc.
- Voluntary work for an organisation's chosen charity
- Lessons (not lesson 0)

What doesn't count?

- Initial assessment and onboarding activities;
- English and maths training;
- Training to acquire knowledge, skills and behaviours that are not required by the apprenticeship standard;
- Progress reviews;
- Examinations and other testing; and
- Training which takes place outside the apprentice's normal working hours (unless the apprentice has been paid for these additional hours or been given time off in lieu).

On the job training:

On-the-job training is training received by the apprentice for the sole purpose of enabling the apprentice to perform the work for which they have been employed. By this we mean training that does not specifically link to the knowledge, skills and behaviours set out in the apprenticeship. (DfE, 2023).

In short- if it's a new knowledge/skill or behaviour covered by one of the apprenticeship standards- **it counts!**

If it's new knowledge/skill or behaviour for your job but is not covered by the apprenticeship standards- **it doesn't count!**