

## **What is 20% off the Job Training?**

All learners that are enrolled on an apprenticeship course from May 2017 will need to spend 20% of their contracted hours on off the job activities.

Off-the-job training is defined as learning which is undertaken outside of the normal day-to-day working environment and leads towards the achievement of an apprenticeship. This can include training that is delivered at the apprentice's normal place of work but must not be delivered as part of their normal working duties.

This means that learners should be spending 20% of their working week (if full time 7.5 hours, pro-rotta part time) on the activities listed below:

- Coaching sessions
- Independent research
- Industry visits (including visiting other departments)
- In-house training including systems training, mandatory training\* and role specific training

\*please note - mandatory training only counts towards 20% when it is meeting the requirements of the skills knowledge and behaviours in the standard

- Learner support to write assignments
- Lectures/workshops
- Team meetings these meetings must include training or learning activities
- Manufacturer training
- Shadowing\*\*
- Mentoring
- Online learning led by the employer or training provider (during paid hours)
- Role play
- Simulation exercises
- Supervision with employer
- One-to-ones
- Writing assignments (study time)
- Completing 'Off the Job Training Log' on e-portfolio
- Departmental rotation
- Work shadow of a colleague with the workplace
- Work shadow of colleagues in other venues
- Visits to suppliers to learn how they operate and processes followed
- Team training (i.e. customer service skills relevant to standard).
- Time given to apprentice to complete their reflective journal at the end of shifts

### **\*\*Example of shadowing:**

Jackie is interested in finding out what happens in Emergency Department (ED). She discusses this with her supervisor and is keen to observe the ED support staff for herself. She reads the policy to understand how the job varies from working in the ED compared to the ward. She is scheduled to observe 3 different shifts in ED and during this time she shadows an ED support worker while they

describe some of the duties that take place before, and during their shift. She also spends time observing each member of the ED team to see the tasks they complete. After the shift in the ED, Jackie arranges a meeting with her manager to discuss what she learnt and feedback about whether this is something she would like to do in the future.

### **Example of lecture outside core working hours:**

Sarah is undertaking an apprenticeship in Human Resources. Her training provider informs her of a lecture taking place on Wednesday evening that will cover some of the knowledge that is fundamental to the apprenticeship standard that she is working towards. The lecture is taking place outside Sarah's core hours of 9am to 5pm from Monday to Friday. Sarah's training provider contacts her employer and agrees that if Sarah attends the two hour lecture on Wednesday evening that she can leave two hours early on another day to make up the time.

### **Off-the-job training does not include:**

- English and maths (up to level 2) which is funded separately
- Training to acquire knowledge, skills and behaviours that are not required in the standard or framework
- Progress reviews or on-programme assessment needed for an apprenticeship framework or standard
- Training which takes place outside the apprentice's paid hours
- Mandatory training **unless** the training meets the requirements of the skills knowledge and behaviours included the standard

### **Does Trust Induction count?**

An induction does not necessarily count as off-the-job training, for example a tour of the office or hospital is not activities that would count as off-the-job training. **However**, inductions could include an educational element that provides some basics of the skills, knowledge and behaviours that are core to the apprenticeship.

Apprenticeships are designed to have sufficient stretch to require 20% off-the-job training. They are designed on the basis that an apprentice already has the required levels of English and maths and therefore training for English and maths must be on top of the 20% off-the-job training requirement.

### **Determining whether an activity should be classed as off-the job training:**

Off-the-job training is outside of normal working duties. However, it is possible to be undergoing training activities outside of normal working duties while physically at your normal workstation. For example, being taught how to operate a new machine or undertaking e-learning at your desk. To decide whether a training activity constitutes "off-the-job" training, it may be helpful to consider it in comparison to activities undertaken by other staff that are fully occupationally competent.

**Illustrative Example:** Lisa is a Healthcare Assistant apprentice. She has weekly training with interactive feedback while she learns to use a core piece of equipment. Learning how to use this equipment forms

part of the knowledge, skills and behaviours she needs to achieve the apprenticeship. This activity would count as off-the-job training.

### **How is the 20% recorded?**

The 20% will be assessed in the ESFA audit, so it must be tracked and recorded.

To comply, each apprentice must have a commitment statement that outlines their programme of training. This commitment statement should also include how the provider intends to deliver the 20% off-the-job training set out in the funding rules. The type of evidence required will vary from course to course, but the ESFA has said it would prefer to see naturally occurring evidence where possible.

20% - doesn't mean one day per week - Again many employers assume that 20% means one day per week needs to be spent training. However as long as in its entirety 20% of the programme has been spent in training and development then you can plan the training to take place whenever and wherever you want.

### **New Rule from 1 August 2018:**

Statutory leave should be deducted when calculating the 20% off-the job requirement for all apprentices who begin their programme from 1 August 2018.

For starts from 1 August 2018:

When calculating the required amount of off-the-job training, the apprentice's statutory leave entitlement should be deducted. Employees who work a 5-day week receive at least 28 days paid annual holiday (NHS paid holiday would be in depended on NHS service, pro-rata for part time workers). It should be clear to all parties how the amount of off-the-job training required has been calculated. It must be at least 20% of the apprentice's paid hours, over the planned duration of the training period within the apprenticeship (for standards this is called the practical period, which ends at the gateway for end point assessment), must be spent on off-the-job training. This should be recorded in the evidence pack by the main provider.

### **OTJ Calculation:**

#### **Apprenticeship starts 1 May 2017 – 31 July 2018:**

12 month training programme – Level 2 Apprenticeship Programme

37.5 hour week, 202.5 hours holidays per year, 60 hours Bank Holidays per year

37.5 hours per week x 52 weeks = 1950 paid hours (as it must incorporate all paid hours)

20% of 1950 = 390 hours.

The apprenticeship off the job training must be at least **390 hours**

20% OTJ = 52 days over 12 months period

**Apprenticeship starts from 1 August 2018:**

***This example is for NHS worker with less than 5 years' NHS service:***

12 month training programme – Level 2 Apprenticeship Programme

37.5 hour week, 202.5 hours holidays per year, 60 hours Bank Holidays per year = 262.5 hours

262.5 hours = 7 weeks

37.5 hours per week x 45 weeks = 1687.5 paid hours (as it must incorporate all paid hours)

20% of 1687.5 = 337.5 hours.

The apprenticeship off the job training must be at least 337.5 hours

20% OTJ = 45 days over 12 months period

**Example of Level 2 Healthcare Support Worker off the job training calculations for 20%:**

This is calculated based on 12 days face to face training incorporating the care certificate = **90** hours

1 hour per day cumulative off the job learning (incl. reflective learning, self-study and work shadowing, Q&A) 1 x 5 days = 5 hours x 45 weeks = **225** hours

Core on-line E-learning Training = **15** hours

Learning support following assessment and progress reviews (1 hour x 12) = **12** hours. *Assessment and progress review cannot be included as part of the 20% but this is the learning support that follows any progress review or assessment*

Trust Corporate Induction providing basics of the skills, knowledge and behaviours that are core to the apprenticeship = 2 days (average) = **15** hours

Work of portfolio/reflective journal/learning journal – mock testing and mock assessments based on study leave of **35** hours

Total off the job learning = **392** hours

**If apprenticeship commences after 1 August 2018 the above example could be reduced depended on their NHS holiday entitlement, however Apprentices may need more than 20% off-the-job training.**

Full guidance can be found here

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