

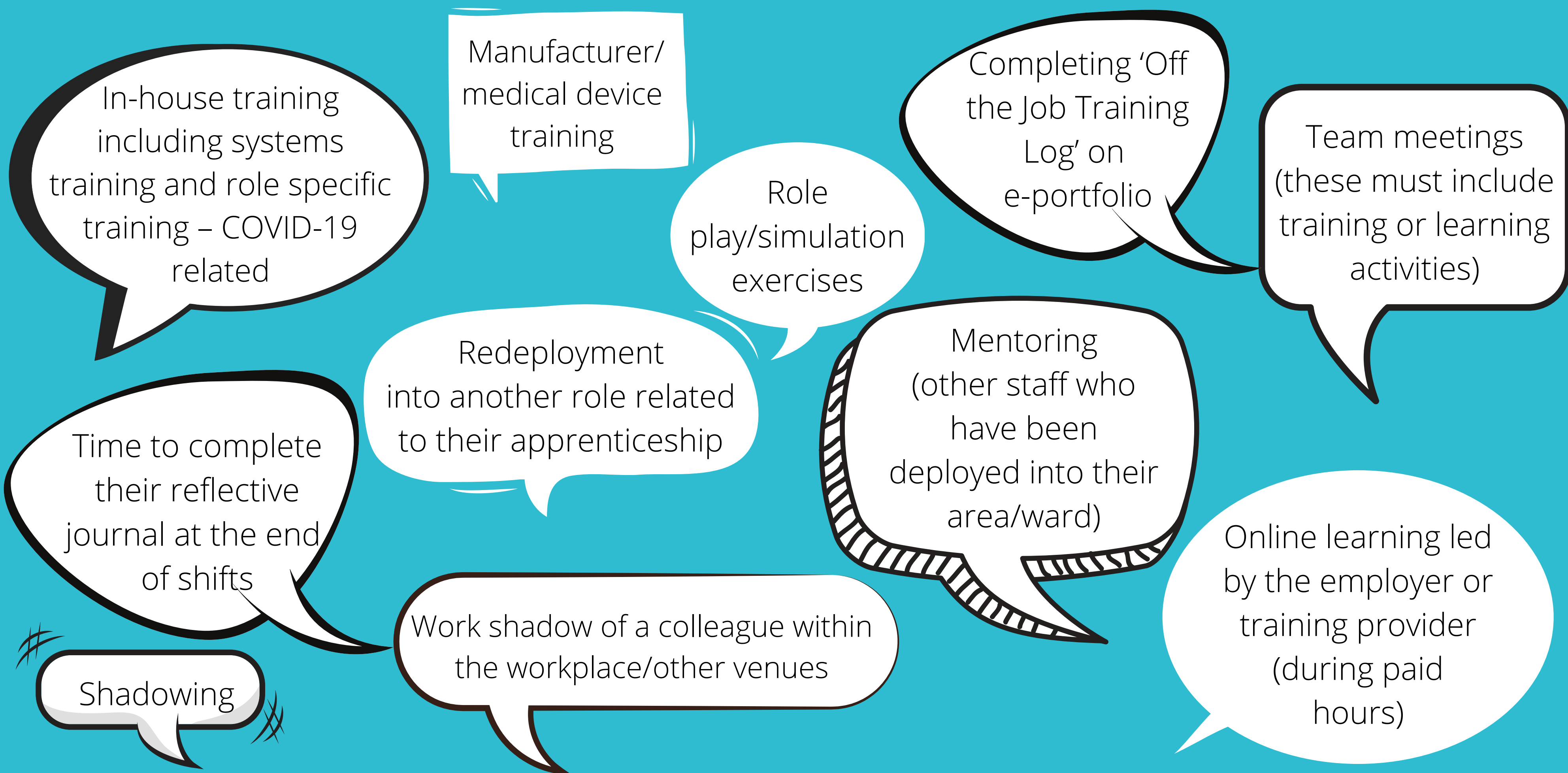
Learning does not have to stop during Covid-19; this could be an opportunity for apprentices to complete their off the job (OTJ) training requirement and prevent them taking a break in learning/pause.

If your apprentices are taking up alternative duties during this period it might be a valuable opportunity to develop their skills and behaviours relevant to their apprenticeship.

Please note for OTJ to be counted during their redeployment it must be related to their apprenticeship.



Remember off the job can be several things including:



- Please encourage your apprentices to complete a [recording sheet](#) of all OTJ activity.
- [Off-the-job training](#): steps to help you determine whether an activity counts as off-the-job training.
- For more information about OTJ please see the [HASO toolkit](#) or contact your regional [Relationship Manager](#).