

# SHORT GUIDES OFF THE JOB LEARNING



# WHAT IS AN APPRENTICESHIP



Apprenticeships are an exciting option – you get hands-on training and also the chance to put your skills into practice. Apprenticeships are available at multiple levels. From school leavers, people upskilling in their careers and complete career changes.

## To start an apprenticeship, an individual needs to be:

- 16 or over
- living in England
- not in full-time education

## Apprentices:

- are an employee earning a wage and getting holiday pay
- work alongside experienced staff
- gain job-specific skills
- get time for training and study related to their role

Apprenticeships take 1 to 5 years to complete depending on their level.

Apprenticeships start at Level 2 (GCSE) and go up to Level 7 (Bachelor's or master's degree).

## Further Details:

- Apprentices can be new or current employees.
- Employers must pay the apprentice at least the minimum wage.
- Apprenticeships must last at least a year. They can last up to 5 years depending on the level the apprentice is studying.

## Employers are responsible for making sure their apprentice:

- works with experienced staff
- learns job-specific skills
- gets time off during their working week for apprenticeship training.

## Hiring an apprentice:

1. Choose an apprenticeship for your business or organisation.
2. Find an organisation that offers training for the apprenticeship you've chosen.
3. Check what training funding you can get.
4. Create an account – you need this to manage funding and recruit apprentices.
5. Advertise your apprenticeship – find out how to create an advert or give your training provider permission to do this for you.
6. Make an apprenticeship agreement and training plan with your chosen apprentice.

# WHAT IS OFF THE JOB LEARNING?



## OVERVIEW

Off-the-job training is a statutory requirement for an English apprenticeship. 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 approved apprenticeship that is referenced in the apprenticeship agreement.

By normal working hours this means the hours for which the apprentice would normally be paid, excluding overtime.

## FULL TIME APPRENTICES

To be eligible for government funding at least 20% of the apprentice's normal working hours, capped at 30 hours per week (for funding purposes only), over the planned duration of the apprenticeship practical period, must be spent on off-the-job training.

This means that the minimum requirement, for apprentices working 30 hours or more per week is an average of 6 hours of off-the-job training per week (i.e. 20% of 30 hours) over the planned duration.

## FULL TIME APPRENTICES

When calculating the required amount of off-the-job training, the apprentice's statutory leave entitlement must be deducted.

## PART TIME APPRENTICES

If the apprentice works less than 30 hours per week, they are considered to be part-time and their duration must be extended (as per the funding rules). To be eligible for government funding at least 20% of the apprentice's normal working hours, over this planned and extended duration of the apprenticeship practical period, must be spent on off-the-job training.

# WHAT IS REQUIRED?



## CALCULATIONS

When calculating the required amount of off-the-job training, the apprentice's statutory leave entitlement must be deducted.

Employees who work a 5-day week receive at least 28 days paid leave (20 days annual leave plus 8 bank holidays); this is the statutory leave entitlement referred to and is the equivalent of 5.6 weeks of holiday. Therefore, for a full-time apprentice following a 12 month apprenticeship, off-the-job training is delivered over 46.4 weeks (52 weeks minus 5.6 weeks of statutory leave).

## OFF THE JOB TRAINING MUST

It must deliver new skills that are directly relevant to the apprenticeship standard. It can include the following:

- the teaching of theory (e.g. lectures, role playing, simulation exercises, online learning and manufacturer training);
- practical training, shadowing, mentoring, industry visits and participation in competitions, where the activity has been agreed and documented as part of the agreed training plan; and
- learning support and time spent writing assignments

## TO BE CONSIDERED AS OFF THE JOB TRAINING

There are four key tests. To be considered as off-the-job training, the 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 English and maths up to Level 2.

This checklist has been represented in a useful [one page infographic](#)



# WHAT IS REQUIRED?



## OFF THE JOB TRAINING MUST NOT INCLUDE:

- Time spent on initial assessment and onboarding activities;
- English and maths training, up to and including level 2;
- Training to acquire knowledge, skills and behaviours that are not required by the apprenticeship standard;
- Progress reviews or on-programme assessments; or
- 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).

## OFF THE JOB AND 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.

- On-the-job training includes areas of work (e.g. skills and tasks) that sit completely outside of the apprenticeship but which are needed for the productive job role.
- Some individuals might require training in these areas, in addition to their apprenticeship, to enable them to be fully productive for their employer. This training (i.e. knowledge, skills and behaviours that are not required for the apprenticeship standard) is called on-the-job training.

## NOTE ON 6 HOURS PER WEEK

The Apprenticeship Funding rules 22/23 brought some changes to "Off the Job Training". Up to this point, an apprentice had been required to train for a minimum of 20% of their working hours for both full time and part time apprentices.



# RESOURCES



## HASO WEBSITE RESOURCES:

Visit our [standards page](#), for each apprenticeship standard there are standard and assessment plan documents and links to registered training providers and end point assessment organisations.

Our [Funding page](#) will give guidance on apprenticeship funding. You can find out more about the Levy Transfer, how the Levy works, how to reserve apprenticeship funding and Funding Rules.

The [Skills for Life section](#) will give further details about Functional Skills support.

## GOV.UK RESOURCES

There are various gov.uk resources to help you:

- [Employing an apprentice](#)
- Infographic: [Off-the-job training: steps to help you determine whether an activity counts as off-the-job training](#)
- [Off the job training guide](#)
- Gov.uk – [Off-the-job training top 5 myths](#)
- [2022/2023 Apprenticeship Funding rules](#)





# SHORT GUIDES OFF THE JOB LEARNING