

Apprenticeships: Off-the-job training

'Off-the-job training' is training which is received by the apprentice within their practical period, during their normal working hours, that sits outside day-to-day work duties. It will teach the knowledge, skills and behaviours set out in the relevant apprenticeship standard so the apprentice can achieve occupational competence.

New full-time apprentices (that started after 1st August 2022 and work at least 30 hours per week) must spend at least 20% of their normal working hours on off-the-job training. For calculation purposes, working hours are capped at 30 hours a week and this equates to an average of 6 hours of off-the-job training per week (i.e., 20% of 30 hours).

If an individual works less than 30 hours per week, they are considered a part-time apprentice and their programme must be extended (in line with the apprenticeship funding rules). At least 20% of the part-time apprentice's normal working hours, over this extended duration, must be spent on off-the-job training.

Off-the-job training CAN include the following:

- The teaching of theory (e.g., workshops and online learning);
- Practical training, shadowing, mentoring, industry visits, where the activity has been agreed and documented as part of the agreed training plan; or
- Learning support and time spent writing assignments.

It CANNOT include:

- English and maths up to level 2 study (where it is being undertaken);
- Time spent on initial assessment and onboarding activities;
- 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).



Employee Apprenticeship Scheme

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