

20% OFF THE JOB TRAINING



THE RULES

The 20% off the job training rule is set out in the ESFA contract signed by both employers and training providers

It is the responsibility of the training provider and employer to ensure every apprentice is given 20% of their paid hours as time to learn



CALCULATING 20%

Based on a 37.5-hour week and 18-month apprenticeship, taking into consideration statutory leave and three months for the end point assessment.

$$37.5 \text{ hours} \times 46.4 \text{ weeks} \times 15/12 =$$

2175 hours over the apprenticeship

$$2175 \times .20 = 435 \text{ OJT hours required}$$



WHAT COUNTS

- ✓ Attending professional qualification courses at First Intuition
- ✓ Attending specialist skills development days at First Intuition
- ✓ Online learning via our E-Portfolio system
- ✓ Time spent writing up assignments and assessments
- ✓ Time spent studying for examinations if they are relevant to the standards
- ✓ Learning a new skill in the workplace if it is relevant to the apprenticeship
- ✓ Shadowing another member of staff
- ✓ Observing
- ✓ Secondments
- ✓ Being mentored
- ✓ Mandatory work-based learning if it is relevant to the standards
- ✓ Industry visits
- ✓ Attendance at apprenticeship competitions



WHAT DOESN'T

- X Time spent on a company / apprenticeship induction unless specific learning is covered
- X Time spent on English and Maths (Functional Skills)
- X Training to acquire knowledge and skills that are not required in the standard
- X Progress reviews or on programme assessment required for an apprenticeship standard
- X Training that takes place outside the apprentice's paid working hours



UNLOCKING MYTHS

You do not need to give a day off per week. OTJ can be front-loaded in the apprenticeship or left to the end

OTJ is not all about time away from the office. All learning completed in the workplace and relevant to the standards will count.