

APPRENTICESHIP

20% OFF THE JOB TRAINING



What is Off the Job Training?

Off the Job Training (OTJ) is a rule set by the ESFA which states that to be eligible for government funding at least 20% of the apprentices' normal working hours (capped at 30 hours per week) must be spent learning and developing towards achievement of their apprenticeship. This is to ensure that a quality programme is delivered by the employer and the training provider which adds value to the apprentice. This will benefit not only the learner but also the employer will benefit from having a skilled, well-rounded employee by the end of the apprenticeship.



The Rules

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

20% of their paid hours (capped at 30 hours per week from 1st August 2022 onwards) as time to learn.



Calculating 20%

Based on a full time (over 30 hours) apprentice on an 18 month apprenticeship.

$78.43 \text{ duration of practical period (weeks)} \times 8.42 \text{ leave entitlement (weeks)} = 70.01 \text{ duration for OTJ calculation}$

$70.01 \text{ weeks} \times 6 \text{ hours} = 420 \text{ OTJ hours required}$

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
- ✓ Being mentored
- ✓ Secondments
- ✓ 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
- ✓ Observing or shadowing another member of staff
- ✓ Mandatory work-based learning if it is relevant to the standards
- ✓ Industry visits
- ✓ Attendance at apprenticeship competitions

What Doesn't

- ✗ Time spent on a company/apprenticeship induction unless specific learning is covered
- ✗ Time spent on English and Maths (Functional Skills)
- ✗ Training to acquire knowledge and skills that are not required in the standards
- ✗ Progress reviews or on programme assessment required for an apprenticeship standard
- ✗ 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 learning that is relevant to the standards will count.