

APPRENTICESHIP OFF THE JOB TRAINING



What is Off the Job Training?

Off the Job Training (OJT) is a rule set by the ESFA which states that the apprentice should spend an equivalent of 6 hours per week of their apprenticeship learning and developing. 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 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 6 of their paid hours as time to learn.



Calculating OTJ

OTJ is calculated based on a 30 hour week for an 18-month apprenticeship, taking into consideration statutory leave.

$$30 \text{ hours} \times 46.6 \text{ weeks} \times 18/12 =$$

2097 hours over the apprenticeship

$$2097 \times 20 = \mathbf{419 \text{ OJT hours required}}$$

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
- ✓ Being mentored (only if planned/agreed at the start of the programme)
- ✓ 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 (only if planned/agreed at the start of the programme)
- ✓ 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, workplace appraisals 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 6 hours 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

