



## **20% OFF-THE-JOB TRAINING**

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## SCOPE

Accipio recognise that, as guardians of public funding, we have a duty and obligation to ensure our apprentices are receiving high quality training and assessment and as part of our commitment to providing this high-quality teaching and assessment we will ensure the following off-the-job training requirements are met. The definition of off-the-job training is;

*“Off-the-job training is training received by the apprentice, during the apprentice’s paid hours, for the purpose of achieving their apprenticeship. “It is not training delivered for the sole purpose of enabling the apprentice to perform the work for which they have been employed. “Off-the-job training is a statutory requirement for an English apprenticeship. “Off-the-job training must be directly relevant to the apprenticeship framework or standard, teaching new knowledge, skills and behaviours required to reach competence in the particular occupation.”*

Accipio are registered with the ESFA as an approved training provider. And as such, have a commitment statement and service level agreement (SLA) in place with both learners and employers with clear defined duties and activities relating to 20% off-the-job training. Employers sign and agree to this requirement, as do apprentices.

***This policy should be used in conjunction with the Initial Assessment and Recognition of Prior Learning policies.***

## WHEN SHOULD OFF-THE-JOB TRAINING TAKE PLACE?

An apprenticeship is a work-based programme. The training is needed to ensure the apprentice becomes fully occupationally competent in their area of study. In light of this, it is therefore reasonable that the apprenticeship is delivered during the apprentice’s working hours. As the apprenticeship is a work-based programme of learning, it would be highly unfair and unethical to expect a work-based learner to complete work-related activities outside of their normal working hours.

If training, as a last resort must take place outside of the apprentice’s working hours, the apprentice will be given this time back in the form of time off in lieu or additional payments to the apprentice (at the cost of the employer – not the provider).

What can be included in off-the-job training?

The funding rules state that off-the-job training can include the following:

- Teaching of theory
- Practical training
- Learning support and time spent writing assessments/assignments

It is important to note that only activities relating to the assessment plan and standard can be counted as off-the-job training, as an example: if a learner is completing an apprenticeship standard in management, but the employer requires staff to have an industry related qualification, this cannot be counted towards the apprenticeship, unless it is relatable to the standard.

Provided that the apprentice is learning new skills, the following activities may be used:

- Learning support time with tutor/assessor
- Networking events
- Seminars
- Shadowing
- Mentoring
- Induction (apprenticeship/employer – provided there is new learning)

## **WHAT WE CANNOT COUNT TOWARDS OFF-THE-JOB TRAINING:**

- Training to acquire knowledge, skills and behaviours that are not required in the standard
- Progress reviews or on-programme assessment needed for an apprenticeship standard
- Training which takes place outside the apprentice's paid working hours (unless paid in lieu or additional payments are made to the apprentice)
- English and Maths (up to level 2)
- Training that happens prior to enrolment – unless RPL has been identified

## **WHAT HAPPENS IF AN APPRENTICE DOESN'T REQUIRE 20% OFF-THE-JOB TRAINING?**

If an apprentice doesn't require at least the minimum of 20% off-the-job training over the minimum duration (12 months), then they are not eligible for an apprenticeship and should seek alternate methods of training.