

## Guidance for Recording Off-The-Job Training in Degree Apprenticeships

### 1. Scope/Background

- 1.1 The purpose of this document is to provide guidance and information around the recording of Off- the-Job training (OTJ) when engaging apprentices in line with the Education and Skills Funding Agency (ESFA) [funding rules](#).
- 1.2 An apprenticeship is a job with a formal programme of training and of which there is a requirement for at least 20% of the programme to be delivered 'off-the-job'. The 20% threshold is the minimum amount of time that should be spent doing off-the-job training during an apprenticeship and applies to apprenticeships at all levels. The focus of off-the-job training is on teaching new skills rather than assessing existing skills therefore must also be directly related to the required 'Knowledge, Skills and Behaviours' outlined within the relevant apprenticeship standards.
- 1.3 Schools delivering apprenticeships are required to ensure that apprentices are effectively recording their OTJ learning and that this record can be made available, if required for audit purposes to the ESFA.

### 2. Definition of Off-the-Job Training

- 2.1 The ESFA funding rules define off-the-job training *'as learning which is undertaken outside of the normal day to-day working environment and leads towards the achievement of an apprenticeship'*.
- 2.2 This can include training that is delivered at the apprentice's normal place of work but must not be delivered as part of their normal working duties. Off-the-job training must be directly relevant to the apprenticeship standard and could include the following:
  - The teaching of theory (for example: lectures, role playing, simulation exercises, online learning or manufacturer training),
  - Practical training: shadowing, mentoring, industry visits and attendance at competitions,
  - Learning support and time spent writing assessments/assignments.
- 2.3 Off-the-job training does not include:
  - English and Maths instruction (up to level 2) which is funded separately, progress reviews or on-programme assessment needed for an apprenticeship standard;
  - Training which takes place outside the apprentice's paid working hours;
  - Induction prior to the apprenticeship training programme beginning.
- 2.4 Full information on what qualifies as off-the-job learning can be found at the ESFA: [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1110377/20221011\\_OTJ\\_Guide\\_v4\\_-\\_For\\_22\\_23\\_Rules\\_Final.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1110377/20221011_OTJ_Guide_v4_-_For_22_23_Rules_Final.pdf)

### **3. Delivering Off-the-Job Training**

- 3.1 The ESFA states that apprenticeships must last a minimum of 12 months and involve at least 20% off-the-job training. This 20% off-the-job training requirement is measured over the total duration of an apprenticeship, up until the apprentice reaches gateway, not the academic year and must take place during employed time. Any training that an apprentice opts to undertake outside paid employment (and therefore outside the apprenticeship) cannot be counted towards meeting the 20% requirement.
- 3.2 Schools and employers should agree at the outset of the apprenticeship and record within the written agreement, how the OTJ will be delivered (for example, a proportion of every day, one day a week throughout, one week out of every five).

### **4. Measuring and Recording Off-the-Job Training**

- 4.1 In order to comply with the funding rules, each apprentice should be provided with a commitment statement that, amongst other information, outlines the programme of training that they will receive. The commitment statement should also clearly set out how the School intends to fulfil the 20% off-the-job training requirement and should be kept within the evidence pack retained by the School, which, as set out in the funding rules, as the funding recipient is the custodian of the relevant evidence files.
- 4.2 The evidence pack must contain, among other items listed in the funding rules, evidence to support the funding claimed, which must also be made available to the ESFA if they request it. This must include:
- Details of how the 20% 'off-the-job' training, excluding English and Maths, will be quantified and delivered;
  - Details of employment: the name of the employer and the agreed contracted hours of employment, including paid training and 20% 'off-the-job' time as well as the total planned length of the apprenticeship.
- 4.3 Schools should set out to apprentices at the start of their apprenticeship their requirements for recording their OTJ, how this is to be recorded and provide them with the tools and facilities to do so, such as utilising e-portfolio systems, template contact logs and diary sheets. Schools should also monitor all OTJ being recorded, and the planned delivery adjusted where necessary to ensure that the OTJ requirements are met.
- 4.4 Schools should be aware that failure to accurately record OTJ training or to provide the information to the ESFA if requested could result in any received funds being returned to the ESFA.

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