

## 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 Planned Off- the-Job training (OTJ) when engaging apprentices in line with the Department for Education (DfE) [funding rules](#).
- 1.2 An apprenticeship is a job with a formal programme of training. Every apprenticeship must include OTJ training, which is training that takes place during the apprentice's normal working hours for the purpose of achieving the Knowledge, Skills and Behaviours (KSB) of the apprenticeship they are undertaking. The focus of off-the-job training is on teaching new skills rather than assessing existing skills therefore the activity must be directly related to acquiring the required KSBs. Schools should refer to the examples template provided when calculating OTJ in order to ensure compliance with DfE Funding Rules.

The programme duration must be adjusted to account for statutory leave, in accordance with the guidance set out in the Funding Rules.

- 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 DfE.

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

- 2.1 The DfE funding rules define off-the-job training:

*'as training which is received by the apprentice within their practical period, during the apprentice's normal working hours, for the purpose of achieving the knowledge, skills and behaviours of the apprenticeship they are undertaking. By normal working hours we mean the hours for which the apprentice would normally be paid, excluding overtime'.*

- 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. That is that it:

*'is training received by the apprentice for the sole purpose of enabling the apprentice to perform the work for which they have been employed. By this we mean training that does not specifically link to the knowledge, skills and behaviours set out in the apprenticeship'.*

- 2.3 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.

- 2.4 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.
- 2.5 Full information on what qualifies as [off-the-job training](#) can be found at GOV.UK

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

- 3.1 The DfE states that the minimum amount of off-the-job training for an apprenticeship will be published in each standard and providers must ensure that an apprentice with no prior learning receives at least this minimum amount in order to be eligible for funding. The 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 calculation of planned OTJ should not include statutory leave. Any training that an apprentice opts to undertake outside paid employment (and therefore outside the apprenticeship) cannot be counted as OTJ.
- 3.2 Schools and employers should agree at the outset of the apprenticeship and record within the Training Plan, how the OTJ will be delivered (for example, a proportion of every day, one day a week throughout, one week out of every five).
- 3.3 It is possible to plan for apprentices to undertake more than 20% of their hours (or 20% of 30 hours, if the learner works more than 30 hours per week) of OTJ. In instances where extending the programme length to ensure the apprentice has sufficient time to learn all the KSBs is not practical (due to timetabling or employer preference for example) a higher number of OTJ hours can be planned over a shorter duration, so long as the minimum 12-month duration is met.

### **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 Training Plan that, amongst other information, outlines the programme of training that they will receive. The Training Plan should also clearly set out how the School intends to fulfil the planned off-the-job training requirement and should be kept within the evidence pack retained by the School.
- 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 DfE if they request it. This must include:
- Details of how the planned '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 planned '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 DfE if requested could result in any received funds being returned to the DfE.

<b>Document Control Box</b>	
Policy / Procedure title:	Guidance for Recording Off-The-Job Training in Degree Apprenticeships
Date approved:	June 2025
Approving body:	AQSC
Implementation date:	September 2025
Version:	1.1
Supersedes:	1.0
Previous review dates:	July 2021
Next review date:	July 2030
Related Statutes, Ordinances, General Regulations / Policies	N/A
Related Policies:	N/A
Related Procedures and Guidance:	<ul style="list-style-type: none"> <li>• Application of Recognition of Prior Learning for Apprenticeship Programmes</li> <li>• Procedure on Break in Learning for Degree Apprentices</li> </ul>
Policy owner:	Director of Student and Academic Services
Lead contact:	Teaching and Learning Officer (Policy and Procedure) queries around this policy should be directed to <a href="mailto:teaching-policy@manchester.ac.uk">teaching-policy@manchester.ac.uk</a>