

What is off the job training?



Introduction

What is off the job training?

The ESFA (Education and Skills Funding Agency) define off the job training as follows. Off-the-job training is a statutory requirement for an English apprenticeship. The provider must verify that the off-the-job training delivered to the apprentice meets the following definition:

It is 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.



Where can I find more information?



FUNDING RULES

The ESFA (Education and Skills Funding Agency) publish apprenticeship funding rules every year, they **apply from 1st August each year to 31st July**.

These are rules that employers and training providers must follow to get funding for training and assessing apprentices in England.

You can access these rules on this page:

<https://www.gov.uk/guidance/apprenticeship-funding-rules>.



These funding rules contain the rules around off the job training. Each year there a few changes in these funding rules. Some policy changes will apply to new starts and to existing learners on programme on 31 July 2023. Others will only apply to new starts.

This means that the 2023/2024 funding rules apply from 1st August 2023 to 31st July 2024. If a policy change applies to new starts only, it would only apply to apprentices who started on 1st August 2023 or later.

2023/2024 apprenticeship funding rules

01

WHAT MUST BE EXCLUDED FROM OFF-THE-JOB TRAINING?

The provider must ensure that the following activities are not included as off-the-job training:

- Initial assessment and onboarding activities;
- English and maths training;
- Training to acquire knowledge, skills and behaviours that are not required by the apprenticeship standard;
- Progress reviews;
- Examinations and other testing; and
- Training which takes place outside the apprentice's normal working hours (unless the apprentice has been paid for these additional hours or been given time off in lieu).

02

WHAT CAN BE INCLUDED AS OFF-THE-JOB TRAINING?

The provider must ensure that off-the-job training delivers new skills that are directly relevant to the apprenticeship standard. It can include:

- The teaching of theory (e.g. lectures, role playing, simulation exercises, online learning and manufacturer training);
- Practical training (e.g. shadowing, mentoring, industry visits and participation in competitions);
- Learning support;
- Time spent writing assignments; and
- Revision (where this is specifically required for achievement of the apprenticeship).

Does an employer induction programme count as off-the-job training?



It would not be appropriate to include a generic company induction that includes activities such as a tour of the office. However, some company inductions may include an educational aspect that might be relevant to the apprenticeship (e.g. manual handling training).

Provided the employer and provider have agreed that the induction will be used as a vehicle to deliver new and relevant off-the-job training, and this will take place on or after the learning start date (i.e. the start of the practical period), in the apprentice's normal working hours, this can be included.

Statutory Leave?

The 2023/2024 apprenticeship funding rules state the following.

When calculating the required amount of off-the-job training, the apprentice's statutory leave entitlement must be deducted.

Employees who work a 5-day week receive 28 days paid statutory leave (20 days annual leave plus 8 bank holidays, which is the equivalent of 5.6 weeks of holiday). The apprentice's own annual leave entitlement, which may be higher than the statutory leave allowance, must not be used in the calculation.

Therefore, for a full-time apprentice following a 12 month apprenticeship, off-the-job training is delivered over 46.4 weeks (52 weeks minus 5.6 weeks of statutory leave).

Example calculations (minimum OTJ requirement)			
Weeks duration (use rounded number)	52 weeks (12 months)	78 weeks (18 months)	121 weeks (28 months)
Less statutory leave (5.6 weeks for every 52 weeks)	5.6	8.4	13
Training weeks for OTJ	46.4	69.6	108
Multiplied by 6 hours	278.4	417.6	648
OTJ minimum (rounded)	278	418	648

For apprentice starts prior to 1st August 2022 an off the job example calculation would be as follows:

Example calculations (minimum OTJ requirement)			
Weeks duration (use rounded number)	52 weeks (12 months)	78 weeks (18 months)	121 weeks (28 months)
Less statutory leave (5.6 weeks for every 52 weeks)	5.6	8.4	13
Training weeks for OTJ	46.4	69.6	108
OTJ minimum (rounded)	348	522	810

What is the minimum policy requirement for a full-time apprentice?



Under the 2021/2022 apprenticeship funding rules, the following is stated.

- To be eligible for government funding at least 20% of an apprentice's normal working hours, over the planned duration of the apprenticeship practical period must be spent on off-the-job training.
- If the apprentice works less than 30 hours per week, they are considered to be part-time and your provider must extend the duration.
- When calculating the required amount of off-the-job training, the apprentice's statutory leave entitlement must be deducted.

For apprentices that started from 1st August 2022 onwards



Full-time apprentices (those that work 30 hours per week or more):

To be eligible for government funding at least 20% of the apprentice's normal working hours, capped at 30 hours per week (for funding purposes only), over the planned duration of the apprenticeship practical period, must be spent on off-the-job training.

- This means that the minimum requirement, for apprentices working 30 hours or more per week is an average of 6 hours of off-the-job training per week (i.e. 20% of 30 hours) over the planned duration.

- When calculating the required amount of off-the-job training, the apprentice's statutory leave entitlement must be deducted.

What is the minimum requirement for a part-time apprentice?



The 2023/2024 apprenticeship funding rules state the following.

If the apprentice works fewer than 30 hours per week, they are considered to be part-time, and their duration must be extended (as per the funding rules). For example, for a part-time apprentice working 15 hours per week, who is following a typical 12-month apprenticeship standard, the planned duration would be extended to 24 months.

To be eligible for government funding the apprentice must spend at least 20% of their normal working hours, over this planned and extended duration of the apprenticeship practical period, on off-the-job training. When calculating the required amount of off-the-job training, the apprentice's statutory leave entitlement must be deducted.

Documenting off-the-job training

- All planned off-the-job training activity must be agreed in advance of delivery and the provider must document the activity as part of the agreed training plan.
- The provider must document the number of planned off-the-job training hours, for the full apprenticeship, on the apprenticeship agreement, the training plan and the individualised learner record (ILR). The planned off-the-job training hours figure on the ILR must not be changed once it has been submitted, except for a data input error at the beginning of the programme.
- Where planned hours have been submitted in the ILR, the provider must also document actual off-the-job training hours, at the end of the practical period or where the apprentice leaves the apprenticeship early as a non-completer.

