

# Off-the-job guidance for apprenticeships (levels 3-5)

Please see our guide below to get support in understanding the off-the-job requirements for apprenticeships.

This guide provides essential definitions, activities, and tips to help learners meet the apprenticeship standard and successfully complete the end-point assessment (EPA) / apprenticeship assessment.



## ❓ What is off-the-job training?

Off-the-job training is a mandatory requirement for an English apprenticeship. QA needs to ensure that the off-the-job training provided to the apprentice aligns with the following definition:

It involves training received by the apprentice during their practical period and within their normal working hours, aimed at helping the apprentice achieve the knowledge, skills, and behaviours required for their apprenticeship. Normal working hours refer to the hours for which the apprentice would normally be paid, excluding overtime.

It should not be confused with on-the-job training, which focuses solely on enabling the apprentice to perform their job responsibilities. The Department for Education specifies that on-the-job training does not directly link to the knowledge, skills, and behaviours outlined in the apprenticeship.

## 📝 Calculating off-the-job training

The learning content (off-the-job training) for all QA apprenticeships has been planned by occupational experts for each apprenticeship standard.

Experts have calculated the volume of off-the-job training required for each programme, the OTJT hours are detailed within the training plan, which will be reviewed and agreed upon with the employer and the apprentice.

For QA apprenticeships, the planned volume of off-the-job training hours will exceed the minimum required hours. This is due to the amount of knowledge, skills and behaviour competencies essential for meeting the end-point-assessment (EPA) / assessment organisation requirements for each standard.

During the onboarding process, the planned off-the-job training hours will be discussed with the apprentice and employer. It's important for employers and potential apprentices to be aware that the off-the-job training time could exceed 6 hours per week.

The specific duration may vary depending on individual learning requirements, their prior knowledge, and application to the tasks.

## What does it mean for all apprentices?

(those that work 30 hours per week or more)

To be eligible for government funding an apprentice with no relevant prior learning must receive at least the published volume of off-the-job training hours for the standard, as a reminder QA programmes will always exceed the published volume of off-the-job training.

Off-the-job training hours can only be reduced where there is evidence of relevant prior learning. The apprenticeship cannot fall below 187 hours and 8 months in actual duration.

## What does it mean for part-time apprentices?

(those that work less than 30 hours per week)

The apprenticeship does not need to be automatically extended to account for part-time working hours. However, when agreeing the duration for part-time apprentices we must consider their actual working hours, so that the training expectations (off-the-job training hours) are realistic based on the hours worked per week and the number of off-the-job hours required to complete all planned learning.

This will be discussed and agreed between the apprentice, employer and QA as part of onboarding and agreed in the Training Plan.

## What is included and not included in off-the-job?

Included in the training plan or off-the-job hours:

- Workshops
- Tutor led guided study
- Assignment preparation and writing
- Work based learning activities
- Revision
- Shadowing and mentoring – This does not include reviews with your Digital Learning Consultant and must involve learning and developing new skills

### **Not included in the training plan or off-the-job hours:**

Additional study outside of working hours is recommended for learners who want to complete their studies to a high standard. This will vary dependent on the programme and the learner.

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### **Note:**

If learners have any questions about off-the-job requirements and completion, they can discuss these with their QA Digital Learning Consultant or Skills Coach.

