

# OTJ Employer Pathway



## 6 things you need to know about off-the-job training.

### 1 It's a legal requirement



Off-the-job learning (OTJ) is an essential part, and a legal requirement of all apprenticeship programmes. To be eligible for government funding, learners must log their off-the-job training through their programme.

### 2 It's different than on-the-job training



Off-the-job learning is defined as any activity that is not part of an apprentice's day-to-day role but supports their apprenticeship training.

On-the-job training 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 it means training that does not specifically link to the knowledge, skills and behaviours set out in the apprenticeship training plan Learning support and time spent writing assignments.

### 3 Apprentices must provide appropriate detail when logging off-the-job activities



Apprentices must log all of their off-the-job activities on our e-portfolio platform, Aptem. The entries must include the following detail;

- ✓ What the OTJ activity was
- ✓ What they learned from the OTJ activity
- ✓ How the learning will have an impact on their job, team, organisation and/or their career.

We recommend apprentices keep on top of logging their activities on a weekly basis.

### 4 There are rules around eligible activities



Eligible off-the-job activities include;

- ✓ The teaching of theory (e.g. lectures, role playing, simulation exercises, online learning & manufacturer training);
- ✓ Practical training, shadowing, mentoring, industry visits and participation in competitions,
- ✓ where the activity has been agreed and documented as part of the agreed training plan
- ✓ Learning support and time spent writing assignments.

### 5 There are exclusions which apply



Off-the-job training must not include;

- ✓ Initial assessment and onboarding activities;
- ✓ English and maths training, up to and including level 2;
- ✓ Training to acquire knowledge, skills and behaviours that are not required by the apprenticeship standard;
- ✓ Progress reviews or on-programme assessments;
- ✓ 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)

### 6 All apprentices must log a minimum amount of off-the-job hours



All full-time apprentices are required to complete a minimum number of hours throughout their apprenticeship.

The exact requirement may vary depending on the specific programme. Your Apprentice's Coach will be able to provide the detailed requirements for their programme