

Off the Job Guidance

Off-The-Job hours recorded must be at least 20% of the apprentice's working hours over the duration of their Practical Period (between Start Date and EPA Gateway) and five important principles are that:



- Off the job (OTJ) learning hours are mandated by our regulator the EFSA and must be within normal working hours.
- All OTJ activities must contribute to at least one of the knowledge, skills or behaviours required by the apprenticeship standard.
- OTJ activities do not have to amount to 20% of each and every week. For example, it is likely that during semesters, the focus will be on degree-related learning and could amount to more than 20% of working hours over that period. Between semesters, the focus could be on skills and behaviours developed in the workplace.
- The OTJ activities recorded should reflect a balanced approach with an emphasis on knowledge elements (i.e. the degree) as well as the behaviours and skills required by the apprenticeship standard.
- Off The Job Training (OTJ) does not include any work towards English and maths functional skills and attendance at progress reviews.

Remember: OTJ diaries and records can be called for audit by our regulator ESFA. It is essential we all check and challenge to make sure they are complete, accurate and relevant to the apprenticeship standard.

Off the Job Diary - Eligible activities

Activities are determined under the following four headings in your diary

Degree Study	UCEM directed learning	Skills development in the workplace	Self-directed study
Virtual Learning Environment (VLE)	Induction to the apprenticeship standard	Individual and group training	Video and online research (when specifically related to achievement of the standards or behaviours)
Online learning - webinars, podcasts, discussion	Guided study (additional research into theme or topic)	Coaching	Case studies
	Collaborative learning with colleagues or apprentices	Team meetings/all staff meetings/away days (when specifically related to achievement of the standards or behaviours)	Reading e.g. journals, online articles, books (that develop knowledge, skills and behaviours relevant to the standards)
	Learning support and time spent writing assignments	Mentoring	Non-UCEM online learning - webinars, podcasts, discussion
	Preparation for End Point Assessment (EPA)	Demonstrations	Learning journal/reflective learning
		Role play	Preparation/revision for assessment
		Observation of others	
		Training from suppliers (when specifically related to achievement of the standards or behaviours)	

 Included as Off the Job Hours	 Excluded from Off the Job Hours
Distance learning e.g. Degree Study	Workplace inductions
Guided study e.g. UCEM directed learning	Maths and English Functional Skills - (additional hours will be authorised with the employer)
Online learning - webinars, podcasts, discussion forums	Progress reviews or on-programme assessments (no new learning delivered)
Preparation/revision for assessment	Training that takes place outside the apprentice's contracted working hours
Team meetings/all staff meetings/away days (when specifically related to achievement of the standards or behaviours)	Any 'business as usual' activities (your day job)
Induction - to the apprenticeship standard only	End Point Assessment (EPA)
Reading e.g. journals, online articles, books	
Mentoring	
Collaborative learning	
Demonstrations	
Role play	
Case studies	
Videos	
Individual and group training	
Learning journal/reflective learning	
Coaching	