



Apprenticeship: Off the Job Training Guidance & Examples

Contents

Definition:	2
What can be included in OtJT?	2
The funding rules specifically do state that OtJT does not include:	3
Worked example (Typical working month – Off the Job training time):	3
Version Information.....	4



Apprenticeship: Off the Job Training Guidance & Examples

Definition:

“Training received by the apprentice, during the apprentice’s normal working hours, for the purpose of achieving their apprenticeship. It is not training delivered for the sole purpose of enabling the apprentice to perform the work for which they have been employed. [It must be...] directly relevant to the apprenticeship framework or standard, teaching new knowledge, skills and behaviors required to reach competence in the occupation” (ESFA 2024/2025 Apprenticeship Funding Rules) From July 31, 2024, “active learning” can take place every three months, up from the current every calendar month rule, for apprenticeships that have front-loaded or block-release delivery models.

What can be included in OTJ?

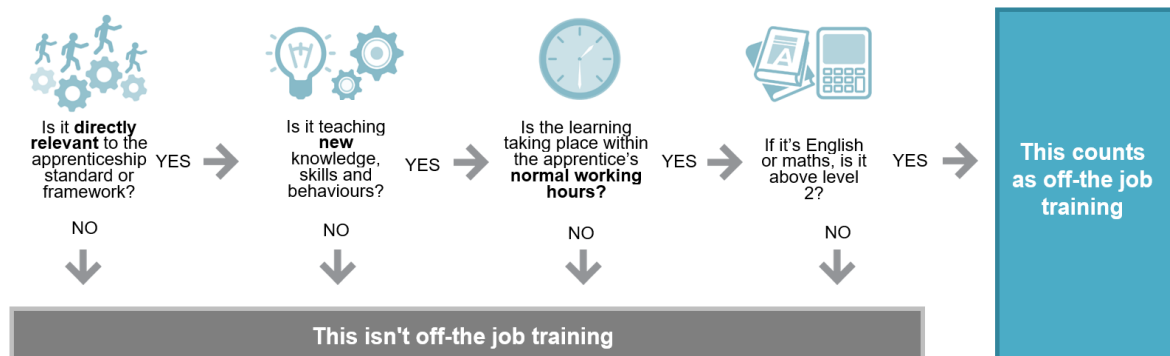
- The teaching of theory (for example, lectures, role playing, simulation exercises, online learning, manufacturer training)
- Practical training; shadowing; mentoring; industry visits and attendance at competitions
- Learning support, time spent with their Learning & Development Coach and time spent writing assessments/assignments.
- Revision. The revision must be specifically required for the achievement of the apprenticeship.
- Activities which are included in the learners training plan.

The funding rules specifically do state that OTJ does not include:

- Training to acquire skills, knowledge and behaviors that are not required in the standard or framework
- Progress reviews or on-program assessment required for an apprenticeship framework or standard
- Training which takes place outside the apprentice's paid hours
- Examinations and other testing must not be included as off-the-job training.
- Training in Functional Skills (English and maths)*

Apprenticeship: Off the Job Training Guidance

Off-the-job training: steps to help you determine whether an activity counts as off-the-job training





Version Information

Policy Title		Off the Job Training Guidance & Examples
Policy version number	MIET-116	
Latest version date	14/09/2023	
New review date	Sept-24	
Owner	Operations & HR	
Version History	Version date	Change summary
V1	23/01/19	Document creation
V1	28/02/20	Reviewed – no changes
V2	14/09/2023	JH – What can be included in OTJ and example.
V3	13/11/2024	SLB new 24/25 ESFA updates
	13/03/2025	Updated to reflect branding change