

# Higher and Degree Apprenticeships On and Off the Job Training

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## **What does off the job training mean?**

Off the job training takes place outside of their normal working responsibilities. It can be delivered at work or elsewhere. It should cover 20% of the apprentice's training. It's important that apprentices and their employers commit to this throughout the duration of the apprenticeship.

## **What is the 80% on the job training?**

As apprentices are in full-time employment, most of their training takes place in the workplace. The 80% on the job covers the job specific tasks that the apprentice would complete during their regular working hours.

## **What can be counted as off the job training?**

If training is specifically relevant to the apprenticeship standard, it can be counted as off the job training. This could include scheduled learning days at De Montfort University (DMU), online/distance learning, practical training such as shadowing, mentoring or industry visits. It can also include time spent writing assignments and preparing work based projects.

## **What cannot be off the job training?**

Additional English and Maths skills aren't counted, nor are progress reviews. Only training and skills that are directly linked to the completion of the apprenticeship can be counted. Additional training, outside of the skills, knowledge and behaviours of the apprenticeship cannot be submitted.

## **When should the off the job training take place?**

The delivery of off the job training is very flexible. Employers can decide how and when to allocate it, as long as it meets the 20%. It takes place within the apprentice's employed hours. However, if an event or training takes place outside of these hours, then the apprentice should be compensated for that time.

## **How does the apprentice evidence off the job training?**

Apprentices sign a commitment statement at the start of the apprenticeship. This should clarify how DMU and the employer intend to fulfil the 20% off the job training. The evidence is collected online and should be naturally occurring in the job whenever possible.

