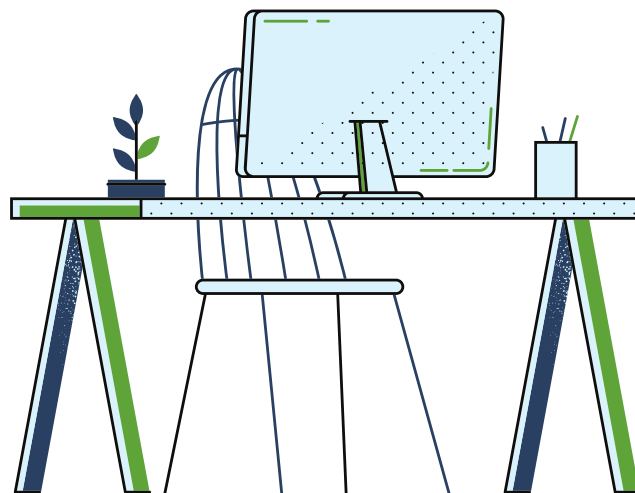# RM Training (UK) Limited

The Stepping Stones to Your Success

Understanding off-the-job training
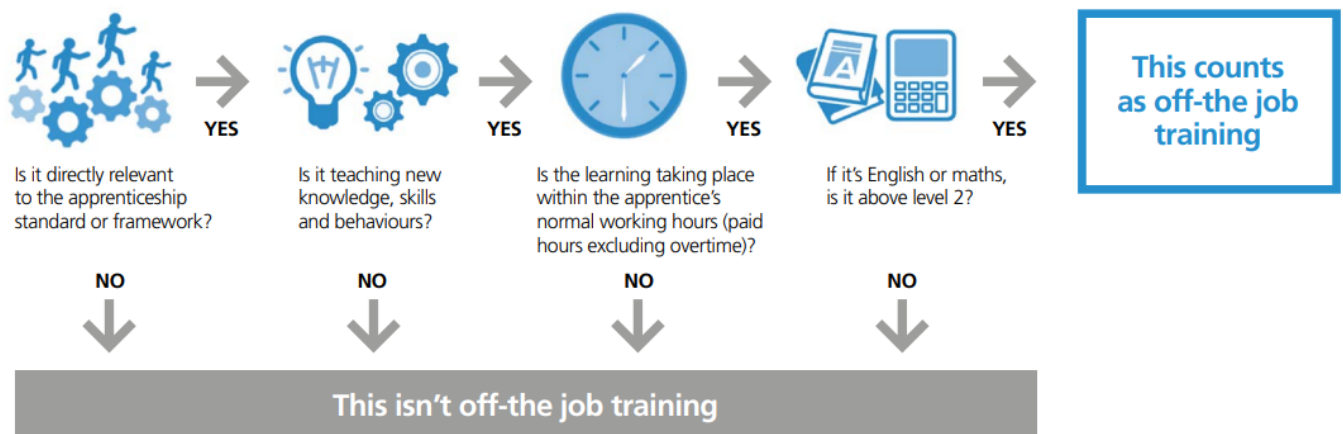
Document name/location	Effective Date	Last Review Date	Owned by	Authorised by	Next Review Date
Understanding off-the-job training	07/10/2021	07/10/2021	RMT	David MacGregor	October 2022

1 What is off-the-job training?

The Government defines off-the-job training as:
"Off-the-job training is a statutory requirement for an English apprenticeship. It is training which is received by the apprentice, during the apprentice's normal working hours, for the purpose of achieving the knowledge, skills and behaviours of the approved apprenticeship referenced in the apprenticeship agreement.

Is it directly relevant to the apprenticeship standard or framework? **YES** → Is it teaching new knowledge, skills and behaviours? **YES** → Is the learning taking place within the apprentice's normal working hours (paid hours excluding overtime)? **YES** → If it's English or maths, is it above level 2? **YES** → **This counts as off-the job training**

NO ↓ **NO** ↓ **NO** ↓ **NO** ↓

This isn't off-the job training

2 How much off-the-job training is required?

Apprentices must receive off-the-job training for at least 20% of their working hours. This requirement is calculated using the apprentices normal working hours over the planned duration of their apprenticeship (excluding the end point assessment).
Apprentices will not be able to pass through Gateway, undertake an end point assessment or complete their apprenticeship until they have recorded the required amount of off-the-job training.

3 What off-the-job training do RM Training apprentices receive and what counts?

**Learning the theory/professional knowledge through**:

- Classes and workshops
- Lectures
- Online learning and webinars
- Relevant reading
- Research
- Role playing and simulation exercises
- Apprentikit workbooks and textbooks

Practical training through:

- Job shadowing
- Mentoring
- Attending meetings
- Project work
- Professional networks
- Events and competitions
- Visits to wider parts of the department
- Visits to partners and customers

Learning support time spent on:

- Writing self-assessments
- Writing assignments
- Reflective journals
- Revision
- Peer discussions
- Preparation for Assessments and Exams
- One-to-one tutorials (with apprenticeship assessor, line manager or colleagues) that contain guided learning or support for the apprenticeship
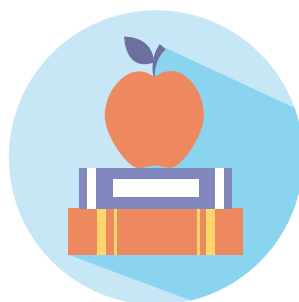
4 How do we support you to meet off-the-job training requirements?

We assign an apprenticeship assessor to each apprentice. Our assessors role is to support the development of the apprentice through regular contact, which includes helping them to apply their learning in the workplace. Our apprenticeship assessor will also support the apprentice by helping them create a plan for how they will achieve the required amount of off-the-job training. We encourage line managers to engage with the apprenticeship tutor to explore how they can facilitate opportunities for your apprentice to undertake any relevant off-the-job training.

In progress reviews, the apprenticeship assessor will also work with your apprentice and their line manager to measure the quality and quantity of their off-the-job training. This is to ensure it meets the needs of both the apprentice and the apprenticeship standard.

5 Recording off-the-job training

The employer, apprentice and training provider have a shared responsibility to ensure all off-the-job training is not only undertaken but is accurately recorded and regularly updated by your apprentice. All apprentices must be able to evidence that they have met the 20% minimum off-the-job training requirement.

The apprentice assessor will show your apprentice how to record their off-the-job training, encouraging them to keep their records accurate and up to date. they will also regularly review how the amount of time recorded relates to the apprentice's off-the-job training plan.

Step one :
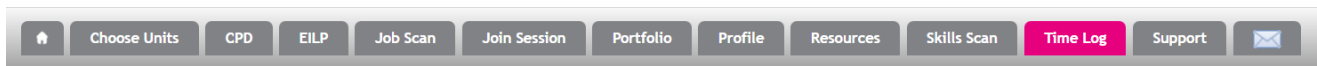
When you login to your Smart Assessor account, you will find a 'Time Log' button at the top of the menu bar. Click on this tab to start adding off-the-job.

Step two:

At the bottom of the page, press the 'Add New Timelog Entry'

Step three:

This popup will appear on your screen. Fill out all the details for the off-the-job training you just completed.

Date you completed the off-the-job training

Click on the dropdown to see the list of options for the activity type of off-the-job training you did

Choose what course it was

Select an individual unit or general

Select your apprenticeship assessor

Remember to mark this as '**off-the-job**' training

You also need to fill out the time spent on this activity so that we can calculate how much off-the-job you have done

Write a few bullet points detailing what you have done and the impact it has on your learning and what you learnt

6 Going beyond the minimum

We encourage employers to look beyond the minimum requirement for the off-the-job training. Organisations and apprentices can benefit the most from apprenticeship schemes when the apprentice can extend and implement their learning within their organisation.

Activities that count as off-the-job training can add value in stretching your apprentice's learning and increasing their impact across your organisation.

Here are a few examples:
- Work shadowing or visiting other departments allows apprentices to experience other areas of your organisation and build relationships and networks
- By stepping up for additional responsibilities, apprentices can develop personally and professionally, and can contribute to your succession planning strategy