



**City & Guilds**

# OFF THE JOB POLICY



**Dentrain Professionals Ltd**

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# INTRODUCTION



## Document Background

This document has been produced to help Dentrain Professionals Ltd' staff and employers understand and work to the current Education and Skills Funding Agency (ESFA) funding rules on planning and delivering a minimum of 20% off-the-job training to apprentices.

## Policy Background

Off-the-job training is a legal requirement for an English apprenticeship. Apprenticeship programmes have changed substantially over a long period of time and successive governments have regulated the structure of the programmes. Off-the-Job Training was recommended by the Richard Review of Apprenticeships and subsequent Gatsby review 'Taking Training Seriously' to ensure that apprentices are actively learning and working to attain the required knowledge and skills whilst enrolled on their apprenticeship. As an apprenticeship is a workbased programme, training that contributes towards an apprentice's development should be included in their contracted working hours. Consequently, the Department for Education argues that it would be unreasonable to expect an apprentice to undertake training that is part of their apprenticeship in their own time. Dentrain Professionals Ltd recognises the value of time spent taking part in off-the-job training.

## Current Position

In May 2017 the ESFA introduced new rules to manage the delivery of off-the-job training. There have always been rules about delivering off-the-job training, but these were generally managed through the delivery of the qualifications and were monitored by the awarding organisations. The current 2022/23 rules are more specific in the need to deliver and monitor the off-the-job training which has to be a minimum of 20% of an apprentice's employed time whilst on the programme.

## Definitions

Off-the-job training is defined as training which is received by the apprentice within their practical period, 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. It is not on-the-job training which is training received by the apprentice 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 standard, teaching new knowledge, skills and behaviours required to reach competence in the particular occupation." (ESFA Apprenticeship Funding Rules)



## **What can be included in 20% OFF THE JOB?**

The funding rules specify what can be included in 20% OFF THE JOB:

- “The teaching of theory (for example, 1-2-1 support, role playing, simulation exercises, online learning, industry training).
- Practical training; shadowing; mentoring; industry visits and attendance at competitions.
- Learning support and time spent writing assessments/assignments.

20% OFF THE JOB must be time that is not spent as part of the learner’s normal working duties. Where this training also teaches the knowledge, skills and/or behaviours required by the apprenticeship it can be included as off-the-job training. However, training that is only required for the job and not relevant to the apprenticeship cannot be included.

## **The funding rules state that 20% OFF THE JOB do not include:**

- “Training to acquire knowledge, skills and behaviours that are not required in the apprenticeship standard.
- Progress reviews or on-programme assessment required for an apprenticeship standard; or
- Training which takes place outside the apprentice’s normal working hours English and maths (up to and including Level 2)
- Teaching English and maths must be additional to the minimum 20% calculation, so that apprentices who require English and maths are not disadvantaged by the off-the-job training being received when compared to those apprentices not requiring English and maths to complete their apprenticeship.
- Funding for English and maths (up to Level 2) is provided, directly to Dentrain Professionals Ltd, in addition to the core funding available for the vocational training.



## Calculating the 20% OFF THE JOB

An apprenticeship is a job with a formal programme of off-the-job training. Off-the-job training is an essential component, and a legal requirement, of an apprenticeship.

In England, to be eligible for government funding, a minimum policy threshold for this training has been set. From 1 August 2022, new full-time apprentices (those that start on or after 1 August 2022 and work at least 30 hours per week) must spend at least 20% of their normal working hours on off-the-job training. For calculation purposes only, working hours are capped at 30 hours per week, and this equates to an average of 6 hours of off-the-job training per week (i.e. 20% of 30 hours).

When calculating the required amount of off-the-job training, the apprentice's statutory leave entitlement must be deducted.

If an individual works less than 30 hours per week, they are considered to be a part-time apprentice and their programme must be extended (as per the apprenticeship funding rules). Then, at least 20% of the part-time apprentice's normal working hours, over this extended duration, must be spent on off-the-job training.

This minimum policy threshold is for calculation purposes only; once the volume of training is agreed, the provider, employer and apprentice can agree how, where and when training is delivered. Some apprentices and apprenticeship standards may require more than the minimum volume of training to be delivered.

The minimum volume of off-the-job training for an apprentice is 278 hours and this applies to all apprenticeship standards with a typical duration of 12 months. However, the main aim end date will differ between 12 and 18 months depending on the outcome of the personalised individual learning plan which will determine the scheme of works for each learner.

Detrain Professionals Ltd follows this approach when calculating and planning for 20% off the job training at an individual apprentice level as individual apprentices have different contracted hours of employment. Detrain Professionals Ltd and the employer complete the ESFA recommended template, which is an annex of the commitment statement, to calculate and plan the 20% off the job Schedule. The number of 20% off the job hours planned in this schedule will usually differ to the 'minimum requirement' in order to receive the hours of training that they require to develop full occupational competence.



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## **Induction**

Although the ESFA apprenticeship funding rules state that induction cannot be funded, this rule applies to the induction by the training provider, not the employer. The Policy Background document on 20% off the job training states that 20% off the job training within the employer workplace induction can be included if there is an 'educational element' within the induction which supports the skills, knowledge and behaviours of the standard. If the induction is prior to apprenticeship starting, then this would not count as off-the-job training, but any relevant training undertaken could count towards being recognised as prior learning.

## **Working hours**

Training and support outside of the apprentices' contracted working hours can be included in the programme but this would not count towards their 20%. Apprenticeships must be able to be completed within paid working hours and any out of hours work is optional. The government acknowledges that Apprentices may need to spend additional time on training outside of these hours, however this must not be included in the 20% calculation.

## **Monitoring and evidencing the 20% Off the job.**

Detrain Professionals Ltd record the number of planned off the job hours, once calculated and planned with the employer in the 20% off the job training schedule on the Apprenticeship Agreement and Commitment Statement a copy of which is kept in the evidence pack and sent to the apprentice and the employer at the start of the apprentice's practical period.

Detrain Professionals Ltd also record the number of hours on the apprentice's ILR which is reported to the ESFA. The apprentice, employer and Learner Development Officer record the actual hours spent each month on the online e-portfolio and this is monitored through the progress review process. Detrain Professionals Ltd recognise that planned 20% off the job training can occasionally be interrupted and not take place as scheduled and as such is flexible to the actual number of hours recorded each month, as long as the total hours accumulated complements the training set out in the commitment statement and 20% off the job schedule. The actual 20% off the job training hours as recorded on the online e portfolio will be reported in the ILR at the end of the apprentice's practical period when they reach Gateway. The ESFA recommended template sets out the plan to deliver training for the Knowledge, Skills and Behaviours required for the apprenticeship standard and any mandatory qualification that form part of the standard. The plan details the types of activities that the apprentice will be involved in, the planned tutorials and subsequent guided or independent study required by the apprentice and the role that the employer and Detrain Professionals Ltd will take. Each plan will be tailored to the individual following their initial assessment and individual learning plan which determines the scheme of works.



### **Ofsted's approach to 20% Off the job**

Ofsted have highlighted the importance of off-the-job training to a quality apprenticeship in their various publications. A key element of Ofsted's inspection regime is a judgement about how well apprentices make progress from their starting points i.e. what an apprentice can do as a result of their training and experience on the apprenticeship programme that they were unable to do before. Where apprentices are not achieving these aspects then Ofsted will explore why this is and as a result, they are likely, at times, to undertake more detailed reviews of how 20% off the job is planned, delivered and monitored.

### **ESFA Funding Rules**

If you would like any further information on 20% off the job training, please see below link.

[2223 Employer Rules Version 2 Final-Updated180123.pdf \(publishing.service.gov.uk\)](#)