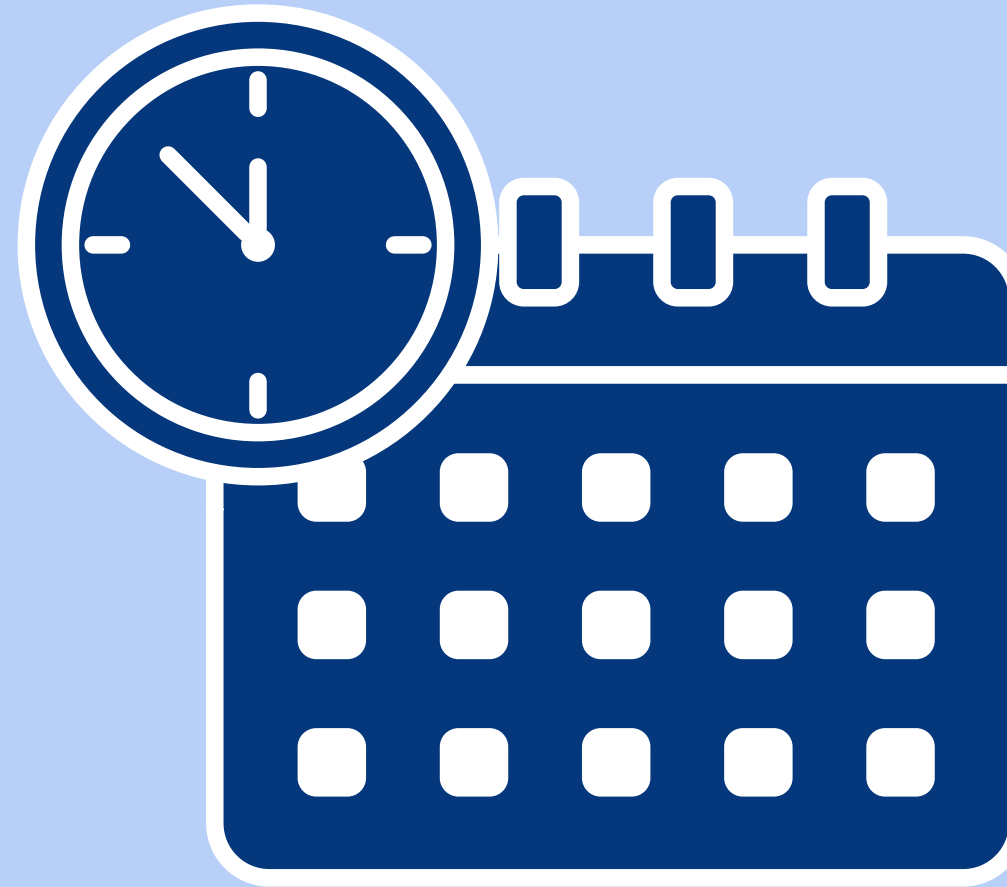


# 20% OFF THE JOB



# WHAT COUNTS AS OFF THE JOB?



# What activities assist with the 20% Off the Job Learning?



Make a note in your calendar that every Friday you need to upload

**8 hours**

of OTJ learning for that week

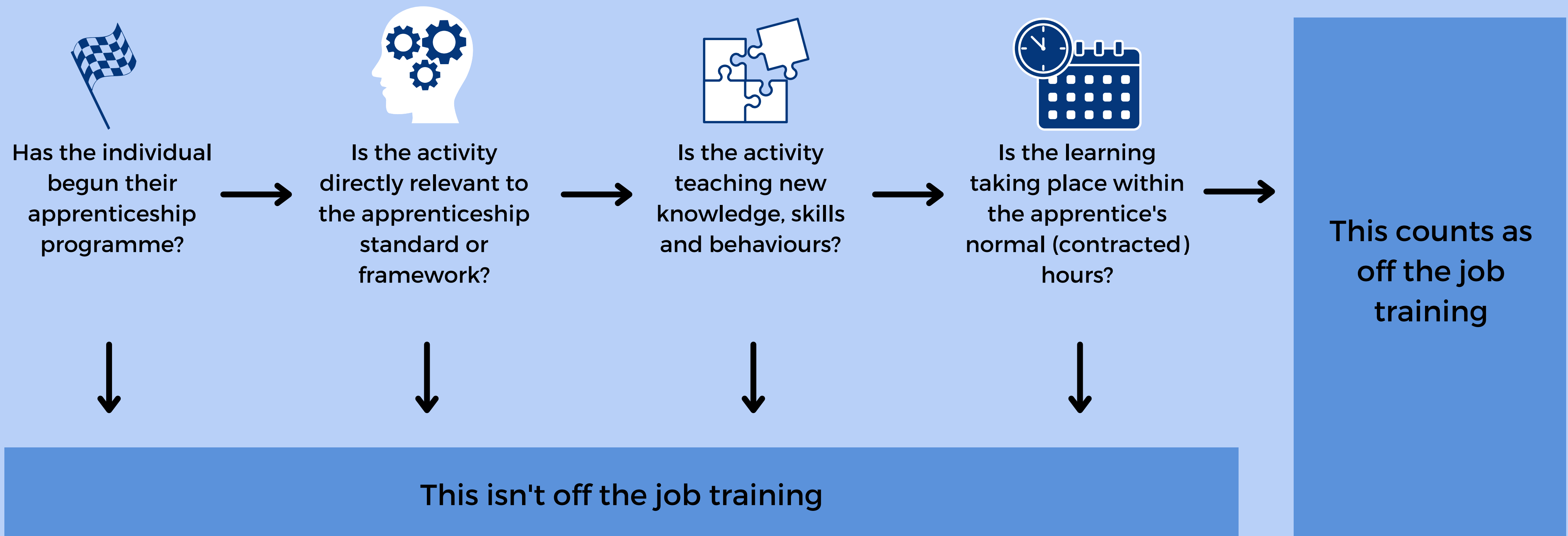
Learning completed **AWAY FROM YOUR DESK** outside of the normal day-to-day working environment and leads towards the achievement of the apprenticeship.

Here is what counts as 20% off-the-job learning for your apprentice that might surprise you:

- Participating in online forums relevant to their role and your industry
- Individual study time – whether it's to complete coursework or review modules
- Being mentored e.g. by a more senior colleague doing a job your apprentice would one day like to do
- Delivering a mentoring session – something many of our more senior leadership and management apprentices often do
- Completing workplace reflection diaries. We find these are a great way to embed learning!
- Work shadowing with a colleague/mentor – then writing a reflection and lessons learnt report
- Group Learning Conferences – these can be a great way for your apprentice to learn new skills and ways of working from their peers
- Research tasks e.g. to gain new knowledge of your industry
- Face-to-face tutor led delivery/coaching sessions
- Internal learning and development programmes related to their apprenticeship
- Completion of e-learning – this is another great way we get ideas across to your apprentice in a way that fits around their job
- Completing project work for their apprenticeship
- Preparation for assessments
- Role-plays or simulations of workplace situations. We find these really help to embed new knowledge and skills!
- Visits to other businesses, or different business units to see how these work
- Attendance at competitions, provided it's work-relevant and helping their development of course!
- Attendance at industry shows, particularly where they might be able to watch presentations or seminars relevant to their role and industry

- Workplace 1-2-1 performance reviews, conducted by their line manager
- Training session's e.g. manual handling or first aid
- Attending webinars on hot topics in your industry
- Reading an industry specific monthly magazine/journal
- On Line courses to ensure you are legally compliant and up to date
- Other non-compliance courses
- Revision for the exams
- Group annual conferences
- Competitive analysis - it's a good idea to see what trends your competitors are doing, niche' focus areas
- On boarding new starters within the business
- Brainstorming new ideas, challenges etc
- Voluntary work for an organisation's chosen charity
- Masterclasses (not Masterclass 1).

## Off The Job Training: Steps to help you determine whether an activity counts as off the job training



## On The Job Training



Demonstration & Instruction in the workplace



Covers the practical elements of the qualification



Gains hands on experience 'learn by doing'




Naturally occurring as part of the business cycle




Learn from experienced employees

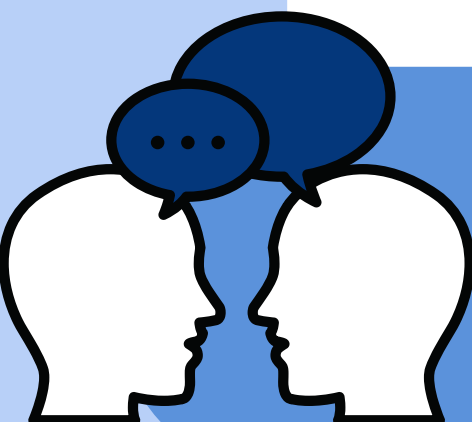
## Off The Job Training



A range of learning methods used




Covers the knowledge and theory required



Learn with your peers



Requires time out of the role



Learn from subject experts

# An example of covering off the job training hours in a month



Description on Smart Assessor	Activity Type	Example Hours/Comments	Total Hours
<b>Traditional face-to-face session</b>	Masterclasses	7 hrs 1 masterclass per month	7 hours
<b>Electronic or distant learning, or self-study</b>	Individual study time could include the following: <ul style="list-style-type: none"> <li>• Completing project work for their apprenticeship</li> <li>• Online learning</li> <li>• Completing workplace reflection diaries. (These are a great way to embed learning)</li> </ul>	3.5 hrs Every Friday writing assignments	14 hours
<b>Coaching or mentoring</b>	Shadowing L&D Manager	Once a month	30 mins
<b>Guided learning with no trainer/assessor present</b>	Research tasks e.g. to gain new knowledge of your industry against checklist below	Once a month	2 hours
<b>Electronic or distant learning, or self-study</b>	Preparation for assessments	1 hr per week	4 hours
<b>Review/feedback/support</b>	Meeting with learning coach	Once a month online	1 hour
<b>Total hours OFTJ hours per month</b>			<b>28.5 hours</b>