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



















This counts as off-the job training

Is it directly relevant to the apprenticeship standard or framework?

NO

Is it teaching new knowledge, skills and behaviours?

NO

Is the learning taking place within the apprentice's normal working hours (paid hours excluding overtime)?

NO

NO

is it above level 2?



If it's English or maths,

This isn't off-the job training

Key facts

Off-the-job training must make up at least 20% of the apprentice's normal working hours (paid hours excluding overtime) over the planned duration of the apprenticeship.

You can deliver off-the-job training in the apprentice's normal workplace or at an external location.



Progress reviews and on-programme assessment do not count towards 20% off-the-job training.

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You can find further details about off-the-job training including best practice examples in the apprenticeship funding rules 2019 to 2020, and the apprenticeships: off-the-iob training guidance on GOV.UK