

APPRENTICESHIP ACADEMY

at Peterborough Regional College

What is Off-the-job training?

All Apprenticeships require at least 20% off-the-job training to be completed during the course of an Apprenticeship. Off-the-job training is defined as learning which is undertaken outside of the normal day-to-day working environment and leads towards the achievement of the Apprenticeship. This can include training that is delivered at the Apprentice's normal place of work, but must not be delivered as part of the normal working duties.

Off-the-job training does not include:

- English and maths (up to level 2) which is funded separately
- Progress reviews or on-programmes assessment need for an Apprenticeships framework or standard
- Training which takes place outside the Apprentice's paid working hours.*



Key Points to Off-the-job training

Must be directly relevant to the Apprenticeship framework or standard

Teaching of theory

for example lectures, role playing, simulation exercises, online learning or manufacturer training

Practical Training

Shadowing, mentoring, industry visits and attendance at competitions

Learning support and time spend writing assignments

Must take place during employed time

*Exceptions if the training takes place out of hours but is relevant to the skills, knowledge and behaviours required for the course. Must be recognised in some way i.e. through time off in lieu

Must teach new skills knowledge and behaviours

All off-the-job training must be recorded