

20% Off the Job Training

The Rules

The 20% off the job training rule is set out in the ESFA contract signed by both employers and training providers.

It is the responsibility of the training provider and employer to ensure every apprentice is given 20% of their paid hours as time to learn.

What Counts

- Attending professional qualification courses.
- Attending specialist skills development days.
- Online learning.
- Time spent writing up assignments and assessments.
- Time spent studying for examinations if they are relevant to the standards.
- Attendance at apprenticeship competitions.
- Learning a new skill in the workplace if it is relevant to the apprenticeship.
- Shadowing another member of staff.
- Observing
- Secondments
- Being mentored
- Mandatory work-based learning if it is relevant to the standards
- Industry visits

Unlocking Myths

You do not need to give a day off per week. OTJ can be front-loaded in the apprenticeship or left to the end.

OTJ is not all about time away from the office. All learning completed in the workplace and relevant to the standards will count.

Calculating 20%

Based on a 37.5 hour week and 18 month apprenticeship:

1. Hours 37.5×47 weeks per year = **1762.5**
2. Hours per year 1762.5×0.2 = **352.5** OTJ per year
3. OTJ hours per year $352.5 \div 12$ = **29.4** OTJ hours per month
4. Off-the job hours per month 29.4×18 = **529.2**
Minimum amount of OTJ hours

What Doesn't

- Time spent on a company / apprenticeship induction unless specific learning is covered.
- Time spent on English and Maths (functional skills).
- Training to acquire knowledge and skills that are not required in the standard.
- Progress reviews or on programme assessment required for an apprenticeship standard.
- Training that takes place outside the apprentice's paid working hours.