

Fact sheet

# HOW DOES OFF-THE-JOB TRAINING WORK?

Whether it's practical, theoretical or a written assignment, off-the-job training is hugely valuable for both you and your apprentice. Investing in your apprentice's development ensures they feel valued, while enhancing their productivity – and the impact they can make within your organisation. But how does it work in practice?

## Your apprentice will be trained to succeed in their chosen occupation

Apprentices are taught new knowledge and skills to achieve occupational competence. This will help them to make a noticeable impact within your organisation. Training is designed on the basis that the apprentice already has the required level of English and maths (level 2), so any such training will not count towards the 20% off-the-job training requirement.



## All training takes place within normal working hours

An apprenticeship is a work-based programme, so all off-the-job training must take place within the apprentice's normal working hours (excluding overtime). If planned off-the-job training does not take place, it must be rearranged. Apprentices may choose to spend additional time training outside paid hours, but this must not be required for them to complete the apprenticeship.

## It can be delivered flexibly to suit your organisation

An apprentice must spend at least 20% of their time completing off-the-job training – but you can work with your training provider to decide when, where and how it's delivered. It could take place at the apprentice's usual place of work or at an external location; as part of each day, a day a week, one week out of five or as block release. You might even have existing training programmes or materials you can use. It's important that training is delivered away from the apprentice's working duties, teaching new knowledge, skills and behaviours required for their specific apprenticeship.



## There's a straight-forward commitment statement – not hours of paperwork

A commitment statement must be in place from the beginning of the apprenticeship, setting out the training an apprentice will receive, and which elements count towards off-the-job training. The apprentice's evidence pack needs to demonstrate what training has been delivered against the commitment statement.



## Not sure if an activity counts as off-the-job training?

As a rule of thumb, an activity should count towards off-the-job training if you can answer 'yes' to all these questions:

- 1) Is the person signed up to the apprenticeship programme?
- 2) Is the activity directly relevant to the apprenticeship?
- 3) Is the activity teaching new knowledge, skills and behaviours?
- 4) Is the learning taking place in the apprentice's paid working hours?

## READY TO GET STARTED?

Use our [Find apprenticeship training](#) tool to choose your ideal standard and browse the training providers available to you. Explore our [guidance documents](#) to learn more about off-the-job training.

## HERE ARE THE NEXT STEPS...

- 1 **EXPLORE YOUR OPTIONS**  
Visit our Fire it up website ([apprenticeships.gov.uk](https://www.apprenticeships.gov.uk)) for plenty of hints and tips.
- 2 **SHAPE YOUR APPRENTICESHIP**  
Use our [Find apprenticeship training](#) tool to find the right standard and training provider.
- 3 **SPREAD THE WORD**  
Upskill a current employee, or create a vacancy using our [Recruit an apprentice](#) tool to advertise the apprenticeship.
- 4 **CHOOSE YOUR APPRENTICE**  
Manage the applications using our online tool or via your own website.