

# APPRENTICESHIPS

## 20% OFF THE JOB TRAINING

### What is the 20% Off the Job Training Rule?

The Education and Skills Funding Agency (ESFA), on behalf of the government, have incorporated into the apprenticeship funding rules a requirement that all apprentices must have at least 20% of their apprenticeship as "off the job training". The reason for this is to ensure that a quality program is delivered by the employer and the training provider, which adds value to the apprenticeship.

This will benefit not only the learner, but also the employer, who will then end up with a skilled, well-rounded employee by the end of the apprenticeship. Off the Job Training (OJT) can include training that is delivered at the apprentice's normal place of work, but must not be delivered as part of their normal working duties. Training towards Functional Skills in Maths and English is not allowed to count towards the 20%.



### The sorts of things that count towards the 20% are:

- Day release for training, including the teaching of theory, that is required as part of the apprenticeship
- Special training days to develop knowledge, skills and/or behaviours that are included as part of the apprenticeship
- Company induction programmes can also count towards Off the Job Training, but not IPS training inductions
- Learning a new skill for the first time at work under guidance from a supervisor/mentor
- Visits or secondments to other departments or other companies/suppliers/customers
- Attendance at apprenticeship competitions or time spent writing assignments
- Employer supervisions and appraisals, time spent on planning and following through on further personal development
- Shadowing, Observing Colleagues, Industry Visits, Mentoring, Revision, Guided online activities count towards the 20%

**When using IPS as your Apprenticeship provider, IPS will assist you in developing an OJT plan at the outset of the Apprenticeship. The training identified in the plan will be built around the requirements of the Apprenticeship and the needs of the employer. IPS can suggest resources that assist with learner development and provide workbooks supporting this where appropriate. The OJT plan will be reviewed and updated as part of the agreed regular reviews with IPS, where IPS will also assist with the identification of naturally occurring OJT throughout the Apprenticeship.**



OJT work for the Apprentice can be flexible throughout working hours and not just set at one day off per week



An Apprentice must log 20% of their total paid hours for the duration of their apprenticeship as OJT



OJT work completed in work hours that is new/development/learning relevant to the role and to show the apprentice is learning and developing within their role



It should be naturally occurring or arranged training and as such, it shouldn't be difficult or inconvenient

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