

# POLICY DOCUMENT

## • Off the Job Delivery Policy & Strategy

Name of Policy	Date Effective	Review Date	Signature
Off the Job Delivery Policy & Strategy	22 <sup>nd</sup> July 2021	1 <sup>st</sup> July 2022	

### Document Background

This document has been produced to help FW Solutions' staff and employers understand and work to the current Education and Skills Funding Agency (ESFA) funding rules on planning and delivering a minimum of 20% off-the-job training (OTJT) to apprentices.

This policy should be read in conjunction with the Initial Assessment and Recognition of Prior Learning Policies.

### Policy Background

Off-the-job training is a statutory requirement for an English apprenticeship. Apprenticeship programmes have changed substantially over a long period of time and successive governments have regulated the structure of the programmes. Off-the-Job Training was recommended by the Richard Review of Apprenticeships and subsequent Gatsby review 'Taking Training Seriously' to ensure that apprentices are actively learning and working to attain the required knowledge and skills whilst enrolled on their apprenticeship. As an apprenticeship is a work-based programme, training that contributes towards an apprentice's development should be included in their contracted working hours. Consequently, the Department for Education argues that it would be unreasonable to expect an apprentice to undertake training that is part of their apprenticeship in their own time. FW Solutions recognises the value of time spent taking part in off-the-job training.

### Current Position

In May 2017 the ESFA introduced new rules to manage the delivery of off-the-job training. There have always been rules about delivering off-the-job training, but these were generally managed through the delivery of the qualifications and were monitored by the awarding organisations. The current 2021/22 rules are more specific in the need to deliver and monitor the off-the-job training which has to be a minimum of 20% of an apprentice's employed time whilst on the programme.

### Definitions

Off-the-job training is defined as training which is received by the apprentice within their practical period, during the apprentice's normal working hours, for the purpose of achieving the knowledge, skills and behaviours of the approved apprenticeship referenced in the apprenticeship agreement. It is **not** on-the-job training which is training received by the apprentice for the sole purpose of enabling the apprentice to perform the work for which they have been employed. It must be directly relevant to the apprenticeship standard, teaching new knowledge, skills and behaviours required to reach competence in the particular occupation." (ESFA Apprenticeship Funding Rules)

### What can be included in OTJT?

The funding rules specify what **can** be included in OTJT:

- *"The teaching of theory (for example, lectures, role playing, simulation exercises, online learning, manufacturer training).*
- *Practical training; shadowing; mentoring; industry visits and attendance at competitions.*
- *Learning support and time spent writing assessments/assignments."*

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OTJT must be **time that is not spent as part of the learner's normal working duties**. Where this training also teaches the knowledge, skills and/or behaviours required by the apprenticeship it can be included as off-the-job training. However, training that is only required for the job and not relevant to the apprenticeship cannot be included.

### The funding rules state that OTJT do not include:

- *“Training to acquire knowledge, skills and behaviours that are not required in the apprenticeship standard.*
- *progress reviews or on-programme assessment required for an apprenticeship standard;*  
*or*
- *training which takes place outside the apprentice's normal working hours*

### English and maths (up to and including Level 2)

- Teaching English and maths must be additional to the minimum 20% calculation, so that apprentices who require English and maths are not disadvantaged by the off-the-job training being received when compared to those apprentices not requiring English and maths to complete their apprenticeship.
- Funding for English and maths (up to Level 2) is provided, directly to FW Solutions, in addition to the core funding available for the vocational training.

### Calculating the OTJT

OTJT time is calculated using the apprentice's normal working hours and does not include overtime.

When calculating the required amount of off-the-job training, the apprentice's statutory leave entitlement must be deducted. Employees who work a 5-day week receive at least 28 days paid annual holiday (this is the statutory leave entitlement referred to in this paragraph and is the equivalent of 5.6 weeks of holiday).

*e.g., 30 hours per week x 52 weeks – 5.6 weeks x 0.2 (i.e., 20%) = 278.5 hours off-the-job training per year.”*

FW Solutions follows this approach when calculating and planning for OTJT at an individual apprentice level as individual apprentices have different contracted hours of employment. FW Solutions and the employer complete the ESFA recommended template, which is an annex of the commitment statement, to calculate and plan the OTJT Schedule. The number of OTJT hours planned in this schedule will usually differ to the 'minimum requirement' in order to receive the hours of training that they require to develop full occupational competence.

### Induction

Although the ESFA apprenticeship funding rules state that induction cannot be funded, this rule applies to the induction by the training provider, not the employer. The Policy Background document on OTJT states that OTJT within the employer workplace induction can be included provided that there is an 'educational element' within the induction which supports the skills, knowledge and behaviours of the standard. At FW Solutions we intend to make the inductions a challenging activity that set out how the induction supports the apprentice and sets out the clear journey towards the achievement of the apprenticeship programme. Where appropriate, the work based induction elements will be split out from the induction to the apprenticeship programme. For induction to be included it needs to be when the apprentice is "on-programme". If the induction is prior to apprenticeship starting, then this would not count as off-the-job training, but any relevant training undertaken could count towards being recognised as prior learning.

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### Working hours

Training and support outside of the apprentices' contracted working hours can be included in the programme but this would not count towards their 20%. Apprenticeships must be able to be completed within paid working hours and any out of hours work is optional. The government acknowledges that Apprentices may choose to spend additional time on training outside of these hours, but this must not be required to complete the apprenticeship and must not be included in the 20% calculation. The DfE Policy Background document which clarifies the funding rules says that where off-the-job training "*by exception*" takes place outside contracted hours then the employer must recognise this and support the apprentice through "*time off in lieu or other arrangements*."

### Monitoring and evidencing the OTJT

FW Solutions record the number of planned off the job hours, once calculated and planned with the employer in the OTJT schedule (Excel Spreadsheet) on the Apprenticeship Agreement and Commitment Statement a copy of which is kept in the evidence pack and sent to the apprentice and the employer at the start of the apprentice's practical period. FW Solutions also record the number of hours on the apprentice's ILR which is reported to the ESFA.

The apprentice, employer and Teaching & Learning Co-ordinator (TLC) record the actual hours spent each month in the VQ Manager (e-portfolio) activity log and this is monitored through the review process. FW Solutions recognise that planned OTJT can occasionally be interrupted and not take place as scheduled and as such is flexible to the actual number of hours recorded each month, as long as the total hours accumulated complements the training set out in the commitment statement and OTJT schedule.

The actual OTJT hours as recorded in VQ Manager will be reported in the ILR at the end of the apprentice's practical period when they reach Gateway.

The ESFA recommended template sets out the plan to deliver training for the Knowledge, Skills and Behaviours required for the apprenticeship standard and any mandatory qualification that form part of the standard. The plan details the types of activities that the apprentice will be involved in, the planned tutorials and subsequent guided or independent study required by the apprentice and the role that the employer and FW Solutions will take. Each plan will be tailored to the individual following their initial assessment.

### Ofsted's approach to OTJT

[Ofsted](#) have highlighted the importance of off-the-job training to a quality apprenticeship in their various publications. A key element of Ofsted's inspection [regime](#) is a judgement about how well apprentices make progress from their starting points i.e. what an apprentice can do as a result of their training and experience on the apprenticeship programme that they were unable to do before. Where apprentices are not achieving these aspects then Ofsted will explore why this is and as a result they are likely, at times, to undertake more detailed reviews of how OTJT is planned, delivered and monitored.

### Future policy review

This policy will be reviewed by the Board of Governors annually in line with the publication of the ESFA Apprenticeship Funding Rules and at any point that the ESFA update the version of the rules around OTJT.