


POLICY DOCUMENT

• Off the Job Delivery Policy & Strategy

| Name of Policy | Date Effective | Review Date | Signature |
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| Off the Job Delivery Policy & Strategy | 5 th Sept 2022 | 5 th Sept 2023 |  |

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 off-the-job training (OTJT) to apprentices.

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

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 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 while 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 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 awarding organisations. The 2022/2023 rules became more specific in the need to deliver and monitor the off-the-job training.

From 1st August 2022 this position has changed for the 2022/23 year and the rules have removed the link to the apprentice's working hours (for full-time apprentices). The new minimum off the-job training requirement for a full-time apprentice is 20% of a 30 hour week (even where the apprentice works more than 30 hours per week for an employer); this equates to an average of 6 hours of off-the-job training per week. The minimum requirement for a part-time apprentice remains unchanged (i.e. 20% of their normal working hours over an extended duration). This policy change only applies to new starts from 1 August 2022. All apprentices that started their apprenticeship prior to 1st August 2022 must comply with the rule applicable at that time.

Definitions

Off-the-job training is defined as is 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 that is referenced in the apprenticeship agreement. By normal working hours we mean the hours for which the apprentice would normally be paid, excluding overtime. 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. By this we mean training that does not specifically link to the

• Off the Job Delivery Policy & Strategy

knowledge, skills and behaviours set out in the apprenticeship. (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 where the activity has been agreed and documented as part of the agreed training plan.*
- *Learning support and time spent writing assessments/assignments.”*

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:

- Time spent on the initial assessment and on onboarding activities (see glossary for definitions);
- English and maths training, up to and including level 2. Where this is required this must be delivered in addition to the minimum off-the-job training requirement;
- Training to acquire knowledge, skills and behaviours that are not required by the apprenticeship standard;
- Progress reviews or on-programme assessments; or
- Training which takes place outside the apprentice’s normal working hours, unless the apprentice has been paid for these additional hours or been given time off in lieu

English and maths (up to and including Level 2)

- Teaching English and maths must be additional to the minimum OTJ calculation. As 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

Full-time apprentices: (those that work 30 hours per week or more) to be eligible for government funding at least 20% of the apprentice’s normal working hours, capped at 30 hours per week (for funding purposes only), over the planned duration of the apprenticeship practical period, must be spent on off-the-job training.

This means that the minimum requirement, for apprentices working 30 hours or more per week is an average of 6 hours of off-the-job training per week (i.e. 20% of 30 hours) over the planned duration.

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 leave (20 days annual leave plus 8 bank holidays); this is the statutory leave entitlement referred to in this paragraph and is the equivalent of 5.6 weeks of holiday. Therefore, for a full-time apprentice following a 12 month apprenticeship, off-the-job training is delivered over 46.4 weeks

• Off the Job Delivery Policy & Strategy

(52 weeks minus 5.6 weeks of statutory leave). This provides, as a minimum, 278 hours of off-the-job training (46.4 weeks x 6 hours). This formula must be adapted for longer duration apprenticeships (the example given above is for a 12 month apprenticeship standard).

Induction

Although the ESFA apprenticeship funding rules state that induction cannot be funded, this rule applies to the induction to 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 sets 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.

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 OTJ hours. 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 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 by paying the apprentice for these additional hours or time off in lieu.

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 Training Plan, 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 TLC record the actual hours spent each month in the e-portfolio 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 and the apprentice takes part in 'active learning' at least every 4 weeks.

The actual OTJT hours as recorded in the e-portfolio 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 forms part of the standard. The plan details the types of activity that the apprentice will be involved, the planned tutorials and subsequent guided or independent study required by the apprentice and

• Off the Job Delivery Policy & Strategy

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

<https://www.gov.uk/government/publications/apprenticeships-off-the-job-training>

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.

Policy Review

Overall responsibility for this OTJT Policy within FW Solutions Ltd and the implementation thereof lies with Lesley Rimmington, Quality Director.

This policy will be reviewed annually by Lesley Rimmington, Quality Director, Rebecca Warden, Business Development Director and Janet Williams, Office Manager.

This OTJT Policy is Version 4 and was amended and adopted on 05/09/2022.

This OTJT Policy is due to be reviewed on 05/09/2023.