

20% off the job training

what is it?

Off the job training is learning which is undertaken outside of the normal day to day working environment and leads towards the achievement of an apprenticeship. It's applied to the contracted time of an apprentice, not the number of weeks or months they are on programme.

Let's see some examples covering varying hours contracted for a minimum **12 month (52 week)** programme with **4 weeks holiday**.

Example 1*

Apprentice contracted time weekly

30hrs

Apprentice contracted hours yearly - 30 x 48

1440hrs

41 Off the job time @20% yearly

288hrs (41 days)

Example 2*

Apprentice contracted time weekly

37hrs

Apprentice contracted hours yearly - 37 x 48

1776hrs

50 Off the job time @20% yearly

355hrs (50 days)

Example 3*

Apprentice contracted time weekly

40hrs

Apprentice contracted hours yearly - 40 x 48

1920hrs

55 Off the job time @20% yearly

384hrs (55 days)

*Examples based on a 7 hour day, 48 week year allowing 4 weeks for holidays. Hours will be less if more holidays are given.

The time can be delivered in a number of ways:



- part days
- full days
- planned weeks
- full blocks longer than a week
- spaced out between start, middle and end of the time.

Where it starts to get tricky is that certain elements can no longer be counted such as:



- extra study outside of paid contracted time
- some elements of workplace induction sessions
- compulsory CPD e.g. to keep a licence
- progress or on programme reviews.

**talk
to us.**

Our Apprenticeship Services team can advise & help you navigate your end-point assessment journey.

Give us a call: 0191 240 8950

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