

# Apprenticeships

## Myth busting: 20% off-the-job training

### What is off-the-job training?

The short answer is training that is delivered outside of the apprentice's normal working duties. This is a legal requirement and the apprentice must receive off-the-job training for a minimum of 20% of the time that they are paid to work.

This training is to be completed outside of the normal working environment and should teach new knowledge and skills that lead towards and are directly relevant to, achieving the apprenticeship.



### What are examples of off-the-job training?

Examples can include:

- Practical training, i.e. shadowing, industry visits
- Theory work: lectures; online learning etc
- Learning support and time spent writing assessments and assignments

It does not include:

- Apprenticeship progress reviews
- Training outside of the apprentice's working hours



### Does this mean a day in college?

No, there is no need to spend a day in college. The apprentice may choose to complete their work remotely, for example from home. Or to simply use a separate space within their workplace, so that they don't partake in any of their usual day to day activities.

It is up to the apprentice and their manager to decide on where they wish to complete their study.



### How does the 20% fit into a working week?

The 20% off-the-job training is a legal requirement, however it is up to the apprentice and their manager how they wish to incorporate this into their working week. They may block out an afternoon each week for this, or choose to work from home for one day a week. It can be entirely flexible.

