

**20% off-the-job training**

**The Basic Idea**

The ESFA funding rules specify that all apprentices must be give 20% off- the-job training. *What does this mean?*

In short an Apprentice must work at least 30 hours in a working week in an appropriate job role. Over the course of an apprenticeship (up to the practical gateway) the apprentice must on average spend 20% of their contracted working hours in "off-the-job training" (i.e. typically about 7 hours a week on average over the duration of the apprenticeship).

The practical gateway is generally understood to be the point at which the programme of learning has been completed and the Apprentice is ready, they have met all the Gateway Requirements set out in the Apprenticeship Assessment Plan and so they are effectively, making final preparations for their End Point Assessment event.

All this is explained in the Government Guidance found here: <https://www.gov.uk/government/publications/apprenticeships-off-the-job-training>

**The Commitment to 20% OTJT**

At the start of every apprenticeship there should be a three way "Commitment Statement" in place. These are administered by BESE alongside the employer contract. The Commitment Statement includes a series of obligations, commitment and expectations between the apprentice, their employer and the Apprentice training provider (SHU). This includes a summary of how the 20% off-the-job training is planned. A schedule and Pie chart are set up by the course leader (working with BESE) to show the different ways to get 20% off-the-job training against an overall target.

**A work-based curriculum should proactively drive this process...**

Reflective modules are a vehicle for reviewing knowledge skills and behaviours and putting actions in place, potentially within assessment vehicles. In addition, Project-based modules require purposeful and impactful project learning in the workplace, which counts as 20% OTJT. SHU is required to monitor and intervene to support 20% OTJT.

**Monitoring, Supporting and Intervening**

Amongst the obligations on SHU, we are required to deliver our part of 20% off-the-job training (basically thought of as the curriculum). We must support the employer and apprentice to identify and achieve the rest. SHU's Work Based Learning Coach organises *Apprenticeship Progress Reviews* (tripartite, every 12 weeks). Part of the review is to monitor, and action plan the achievement of 20% OTJT. 20% off-the-job training is part of E-Tracker and this must be used to support ESFA funding reporting and enable proactive intervention agreed by the Apprenticeship Course Leader and WBL Coach initially. There is a process of escalation set out in the Apprenticeship Delivery Guide.