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| **Apprenticeship Delivery Guide** |
| A Handbook for Apprenticeship Course Leaders, Work Based Learning Coaches and the delivery team |
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APPENDIX 5:

Template for Off-The-Job-Training Calculation

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| This refreshed version, April 2020 is a second approved version reflecting early implementation of actions identified in the University's Quality Improvement Plan. . |

**EXCEL CACLCULATION TEMPLATE:**

**  **

**ILLUSTRATION:**