

THE 20% OFF THE JOB LEARNING COMMITMENT

20% OFF-THE-JOB LEARNING COMMITMENT

The Education and Skills Funding Agency (ESFA) publish annual Funding Rules - which set out the rules governing apprenticeship programmes. One of these rules is that the apprentice should spend at least 20% of their time on off-the-job learning. This must be tracked and is auditable by the ESFA.

The off-the-job learning time is also an average, over the total of the apprenticeship, so does not necessarily mean the apprentice is off-the-job one day every week.

At First Intuition, we will work with employers to ensure this requirement is met. We have mapped the amount of off-the-job learning our programme of study will take and the additional activities on our E-Portfolio system that enable the apprentice to practice, reflect and develop their skills further.

The total minimum off-the-job learning time can be calculated using the following formula:

Total contracted hours X 0.20 X 46 weeks pa (allowing for holidays) x the length of the programme in years

Therefore, an Apprentice contracted for 38 hours per week on a 18 month programme will require a minimum of off-the-job learning hours of:

38 hours X 0.20 X 46 weeks X 1.5 Years = 524.4 hours in total

NB: If the apprenticeship completion is delayed then the 20% commitment continues.

FIRST INTUITION WILL WORK WITH YOU TO ENSURE THE APPRENTICE'S TOTAL OFF-THE-JOB LEARNING TIME IS MET WITH DEVELOPMENTAL ACTIVITIES.

THROUGH OUR INNOVATIVE E-PORTFOLIO WE CAN ADD BESPOKE LEARNING ACTIVITIES TO YOUR APPRENTICE'S PROGRAMME - ENSURING THIS TIME IS SPENT EFFECTIVELY



WHAT IS ACCEPTABLE AS OFF-THE-JOB LEARNING TIME?

An apprentice can undertake a variety of activities to fulfil the 20% requirement. Typically, these include:

- Regular day or block release for training, including the teaching of theory, that is required as part of the apprenticeship standard
- Special training days / workshops to develop knowledge, skills and or behaviours that are included as part of the apprenticeship standard
- Shadowing
- Observing Colleagues
- Meeting with other apprentices
- Visiting other departments or other companies such as suppliers and or customers
- Industry Visits
- Mentoring
- Attendance at apprenticeship competitions
- Learning support
- Time spent writing assessments / assignments
- Time spent studying for examinations – demonstrating the knowledge required by the standards
- Time spent completing guided on line activities / revision of knowledge
- Secondment to another area of the business to develop wider skills and knowledge required by the standards



WHAT IS NOT ACCEPTABLE AS OFF-THE-JOB LEARNING TIME?

The following activities do not count towards the 20% off-the-job learning requirement:

- Time spent on a company / apprenticeship induction unless specific learning is covered
- Time spent on English and Maths (Functional Skills)
- Training to acquire knowledge and skills that are not required in the standard
- Learning that is part of the apprentice's normal working duties
- Progress reviews or on programme assessment required for an apprenticeship standard
- Training that takes place outside the apprentice's paid working hours *



*Unless time off in lieu is taken during the duration of the apprenticeship