



Purpose

This policy outlines the approach to ensure all apprentices receive sufficient off-the-job training as part of their apprenticeship programme. The policy aligns with the Department for Education (DFE) requirements, which set minimum off-the-job hours for each apprenticeship standard

Scope

This policy applies to all apprentices enrolled in apprenticeship programmes across all levels. It is the responsibility of the apprentice, employer, and Lavender International to ensure compliance with this policy.

Definition of Off-the-Job Training

Off-the-job training is learning undertaken outside the normal day-to-day working duties and contributes to the achievement of the apprenticeship. It can include:

- Theory training (e.g., lectures, role-playing, simulations, online learning, or any relevant technical training)
- Learning support and time spent writing assignments or project work
- Practical training (e.g. shadowing, mentoring, industry visits, and participation in competitions)
- Time spent writing assignments and Revision (where this is specifically required for achievement of the apprenticeship).

Off-the-job training must directly link to the apprenticeship standards and support the apprentice in developing the skills, knowledge, and behaviours required for their specific role.

The following activities are not included as off-the-job training:

- Initial assessment and onboarding activities.
- English and maths training.
- Training to acquire knowledge, skills and behaviours that are not required by the apprenticeship standard
- Progress reviews
- Examinations and other testing, and Training which takes place outside the apprentice's normal working hours (unless the apprentice has been paid for these additional hours or been given time off in lieu).



On-the-job training

What is on-the-job training?

On-the-job training includes areas of work (e.g. skills and tasks) that are not required by the apprenticeship standard, but which may be needed for the productive job role.

Some individuals might require training in these additional areas to enable them to be fully productive for their employer. This training (i.e. knowledge, skills and behaviours that are not required for the apprenticeship standard) is called on-the-job training

On the job training is training received by the apprentice for the sole purpose of enabling the apprentice to perform the work for which they have been employed. By this we mean training that does not specifically link to the knowledge, skills and behaviours set out in the apprenticeship.

Responsibilities

Apprentice: Responsible for engaging in off-the-job training, accurately logging activities, and reflecting on how the training has contributed to their development.

Employer: Must provide the necessary time and opportunities for apprentices to complete their off-the-job training. Employers should ensure that apprentices are given adequate resources and support to achieve their learning objectives.

Lavender International: Responsible for ensuring off-the-job training is planned, delivered, and monitored effectively. We will work with employers to ensure that the apprenticeship standards are met, and relevant records are maintained.

Minimum Requirements

Apprentices must spend a minimum of 6 hours per week on off-the-job training. This time must be in addition to their regular working hours and duties. Off-the-job training may be delivered flexibly, for example:

- At the workplace, in a classroom, or through online learning platforms
- As part of the PCN learning within the school at lavenders,

The training must cover at least 20% of the overall duration of the apprenticeship and be recorded consistently on the apprentice's e-portfolio (Smart Assessor) using the off-job form provided.



Apprenticeships

Why must off-the-job training be completed during normal working hours?

An apprenticeship is a work-based programme. Therefore, it is reasonable that the training must be delivered during the apprentice's normal working hours, away from their productive job role.

It would be unfair to expect an apprentice to undertake an apprenticeship in their own time, in addition to their (potentially full-time) job role. If off-the-job training must, by exception, take place outside of the apprentice's normal working hours (e.g. in an evening or at the weekend, for an apprentice that normally works Mon-Fri 9-5), the apprentice must agree to this and be compensated for this time (e.g. through time off in lieu (TOIL) or by being paid for these hours).

The majority of the programme must not be delivered in this way.

If an apprentice chooses to undertake training in their own time, can this be included in the off-the-job training requirement?

No. While we recognise that some apprentices may want to study or train outside of their normal working hours, for their own personal reasons, this additional training must not be included as off-the-job training evidence.

Legally, off-the-job training must take place within the apprentice's normal working hours. The final decision for undertaking any additional study must rest with the apprentice.

There must be no pressure or expectation that the apprentice will undertake any training in their own time in order to complete the apprenticeship.

Recording and Monitoring

All off-the-job training must be accurately recorded in the apprentice's e-portfolio (Smart Assessor), using a specific off-the-job training record form. The following details must be captured:

- Date of the training
- Duration of the activity
- Description of the activity (including the type of training and how it relates to the apprenticeship standard)
- What have you learned from the activity
- Reflection on how the training will impact the apprentice's role or future career

Tutors will review the logs regularly to ensure they meet the required standards.



Review and Compliance

The apprentice's progress and completion of off-the-job training will be reviewed regularly through progress reviews between the apprentice, employer, and the tutor. Non-compliance with the off-the-job training requirements can lead to delays in progression or completion of the apprenticeship.

Consequences of non-compliance

Failure to log off-the-job training or provide adequate training time will result in:

- Potential delays in apprenticeship completion
- Non-compliance with funding rules, which may impact the continuation of the apprenticeship programme
- Possible withdrawal of funding support from the ESFA

Support and Guidance

Lavender International will offer ongoing support to employers and apprentices on how to complete the off-the-job training requirements. Any questions or concerns The policy should be directed to either the designated Tutor, Apprenticeship Delivery Manager or Quality Manager

Review and Update of the Policy

This policy will be reviewed annually or sooner if there are changes to DFE funding rules or apprenticeship standards. The review will ensure the policy continues to meet regulatory requirements and support the successful completion of apprenticeships.

Authorised by.

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