**Off-the-job training: steps to help you determine**

**whether an activity counts as off-the-job training**

****

**This counts as off-the job training**



Is it teaching **new** knowledge, skills and behaviours?

Is the learning taking place within the apprentice’s **normal working hours?**

Is it **directly relevant** to the apprenticeship standard or framework?

If it’s English or maths, is it above level 2?





YES

YES

YES

YES

NO

NO

NO

NO



**This isn't off-the job training**

**Key facts**

Off-the-job training must make up at least 20% of the apprentice’s normal working hours (working hours capped at 30 hours a week for funding purposes only). For a full-time apprentice, this is an average of 6 hours a week over the planned duration of the apprenticeship.

**3**

**2**

You can deliver off-the-job training in the apprentices’ normal workplace or at an external location.

Time spent on initial assessment, onboarding, progress reviews, on-programme assessments and English and maths up to level 2 does not count towards off-the-job training.

**1**

**You can find further details about off-the-job training including best practice examples in the latest** [**apprenticeship funding rules**](https://www.gov.uk/guidance/apprenticeship-funding-rules) **and the** [**apprenticeships: off-the-job training**](https://www.gov.uk/government/publications/apprenticeships-off-the-job-training) **guidance on GOV.UK.,,**