



A learner's guide to apprenticeship off-the-job training

The JTL Apprentices Guide to 20% Off-the-job Training

What is 20% Off-the-Job Training?

As part of your apprenticeship your employer must provide you with at least 20% off-the-job training and this training must take place during your normal working hours for the purpose of achieving the knowledge, skills and behaviours required to achieve your apprenticeship.

What does it cover?

Off-the-job training is defined as: “Learning which is undertaken outside of the normal day-to-day working environment and leads towards the achievement of an apprenticeship.” Your employer must ensure that this training equates to 20% of your contracted working hours. However, there is no stipulation on how this time must be split so your employer can decide what works best for their business.

What can a learner record as off the job training?

Any Off-the-job training must relate to your apprenticeship and could include the following:

- College/training centre attendance
- Lectures (H&S, toolbox talks etc)
- Role-playing
- Simulation exercises
- Online learning
- Manufacturer training
- Shadowing
- Mentoring /coaching
- Training on existing/new equipment
- Industry visits
- Attendance at competitions
- End-point assessment (EPA) preparation
- Learning support
- Writing assessments/assignments
- Research/reading
- Job-related projects
- Conferences

When and where must this training take place?

The training must take place within your paid working hours. Off-the-job training can be carried out at your place of work or off-site – there are no specific rules regarding the location.

Top Tip: If you attend college for apprenticeship training remember to record this as off the job training.

Where will I record my off-the-job-training?

All off-the-job training will need to be recorded in your Smart Assessor ePortfolio account.

Top Tip: You can quickly capture off-the-job training on the Smart Assessor app on your mobile phone which can be download from the below links:

For Apple: <https://apps.apple.com/gb/app/smart-assessor/id562195025>

For Android: https://play.google.com/store/apps/details?id=com.maxxsol.smartassessor&hl=en_GB

How will I do this?

Please see the guidance on the following pages on how to record your off-the-job training activity in your Smart Assessor ePortfolio.

Step 1 – Click on the overview tab to display your dashboard.

Step 2 – Click on the Time Log widget

Overview | 60027025 Advanced Lev... | 60175433 CSO Level 2... | 60001023 CSO Level 3...

Welcome
Hilary Indigo
Last Login Date: 22/04/2016 08:51

Overall Status: 9% 38% 61%

9% criteria completed 91% criteria remaining

Smart Session | Time Log | New Docs to Sign | You have 284 days until the completion of your course. You are off track. Get in touch to see how we can help you.

Actions & Activities | Facebook

Book Training | Contact Support | Suggest Changes

Step 3 – Select the course from the drop down box.

Click Add New Timelog Entry.

Choose Units | CPD | Job Scan | Join my smart session | Portfolio | Profile | Resources | Schedule | Skills Scan | Timelog | Support

Welcome, Hilary Indigo

Viewing E-Timelog for All Courses and General Activities

All Courses and General Activities < Change View by Course

This Week: 5 : 00 | This Month: 5 : 00 | Total: 22 : 50

Recent Activity:

Activity	Time Taken	Date
Gaining technical experience by doing my Job	3:00	20/06/2016
Coaching or mentoring	2:00	19/06/2016
Traditional face-to-face session	1:00	29/05/2015

Record your time spent working on your course

Use the E-Timelog to show how much effort you are investing in your course. This can be motivational for you and shows commitment to your training provider. Use the table to select what learning you have been doing and how long it has taken you. This could be training you have done at work, or reading/researching you have done on your own at home. Get in the habit of coming to your E-Timelog, updating it as you do the activity, and soon you will see how much your effort is making a difference.

Switch to List View | Add New Timelog Entry

Add Activity

1. Select Activity Date
2. Select Activity Type
3. Select Course
4. Select Unit
5. Select Assessor
6. Was it on the Job?
7. Time Spent on Activity
8. Comments
9. Evidence Links:

Add Activity

Step 4 – Completing the Activity Log

1. Enter the date the off-the-job training took place.
2. Select the type of off-the-job training activity from the drop-down menu.
3. Select your apprenticeship course from the menu.
4. Select the unit the training was applicable to.
5. Select your assessors name from the menu.
6. Ensure you select the Off-the-job option from the menu.
7. Add the amount of time that was spent on the off-the-job training.
8. Add a short but detailed summary of the training you have completed.
9. When you have added all the above fields scroll down using the side bar.
10. Select the Add Activity option which will add the off-the-job training log to your smart assessor record.

How will I know I am on track with my 20% off-the-job training?

Progress towards your required off-the-job training will be assessed and discussed during your progress review meeting with your training officer and employer. These reviews usually take place around every 12 weeks whilst you're on programme.

Top Tip: You can also check how many hours off-the-job training you have completed from the Time Log tab on your Smart Assessor account by following the simple guide below.

Choose Units CPO Job Scan Join Session Portfolio Profile Resources Skills Scan **Time Log** Support

Home / E-Timesheet Close Portfolio

Welcome, Paul Carr (MA)

Hilary Indigo

Viewing E-Timelog for EAL Level 3 Electrotechnical Qualification 60173452

EAL Level 3 Electrotechnical Qualification 60173452 Change View by Course

Off the job Change View by On/Off the Job Training

This Week: 0 : 00 This Month: 0 : 00 Total: 196 : 00

Course Duration: 213.14 weeks
 Contracted Work: 37.50 hours/week
 Apprenticeship Duration Holiday Entitlement: 858 hours

Recent Activity:

Activity Type	On/Off the Job Training	Time Taken	Date
Session Traditional face-to-face session	On the Job	0:05	27/04/2020
Session Traditional face-to-face session	On the Job	0:40	27/03/2020
Manual Other	Off the Job	2:00	16/03/2020

Grand Total Off the Job Hours Required for Apprenticeship: 1427

Off the Job Hours Logged For Course: 196 : 00

Switch to Calendar View Add New Timelog Entry

What Constitutes Off the Job Training?
 Off-the-job training is a statutory requirement for an English apprenticeship. It is training which, is received by the apprentice, during the apprentice's normal working hours, for the purpose of achieving the knowledge, skills and behaviours of the approved apprenticeship referenced in the apprenticeship agreement. By normal working hours we mean paid hours excluding overtime.

1. Select your apprenticeship course from the menu.
2. Select off-the-job from menu 2.
3. Your logged off-the-job training total will be visible here.
4. The total amount of off-the-job training required will be visible here.