

# OFF-THE-JOB TRAINING (OTJT) FACT SHEET FOR APPRENTICES

This is learning which is mainly undertaken outside of the normal day-to-day working environment but during an apprentice's paid working hours and leads towards the achievement of an apprenticeship. **It includes knowledge, skills and behaviours.**

OTJT should be documented weekly and on average should be for 6 hours a week but could vary depending on your contracted working weekly hours.

Examples overleaf.



*Do you know what % of OTJT you have completed?*

*Do you know if you are on target?*

*Do you regularly document this?*

*Did you know that you cannot gain an apprenticeship without completing the required off-the-job training.*

*Act now to ensure all new learning for Knowledge, Skills and Behaviours is documented.*

# EVIDENCE THAT **CAN** BE USED AS OTJT

## Here are 20 ideas that can help you to plan for off-the-job training:

1. Engaging with Learning Support and writing feedback & reflection in the Time Log on Smart Assessor
2. Individual study time, whether this is to complete theory work or revision
3. Being mentored by a senior colleague
4. Delivering information about the role to another colleague
5. Completing a reflective account - this can be written or filmed
6. Shadowing a colleague's role and writing a reflective account
7. Group learning sessions – sharing best practice
8. Researching a topic to gain new knowledge of the industry
9. Face-to-face tutor-led taught sessions
10. Internal Learning & Personal Development sessions that relate to the apprenticeship
11. Completing e-learning courses
12. Completing project work
13. Preparing / Revising for assessments
14. Role playing or simulating of workplace situations
15. Visits to other businesses or different business units to see how they work
16. Attending industry-related competitions
17. Attending industry shows (particularly where they might be able to watch presentations or seminars)
18. Workplace / College 1:1 performance reviews
19. Training sessions e.g. Manual Handling or First Aid
20. Attending webinars on key industry topics.

## TO SUCCEED FOLLOW THE GUIDANCE

From day one you need to be aware that it is **YOUR responsibility** to complete the OTJT weekly as a minimum. This can be done **daily** if you prefer.

This should include information about what learning has taken place at college and in the workplace and include a reflection of learning. This can be done via the Journal or Time sheet.

## HOW IS IT WRITTEN?

You will be required to REFLECT on what you have done using the following headings:

1. **DESCRIPTION** - a brief description of what you did/what happened.
2. **FEELINGS** - what are your feelings about doing this? Positive and negative.
3. **EVALUATION** - what went well and what did not go so well.
4. **ANALYSIS** – analyse what you learnt from the event, both positive and negative
5. **CONCLUSION** - what could I have done differently or in addition to next time?

Identify in minutes how long the new learning took. Double check you have written the correct number of minutes.

## WHAT YOU **CANNOT** USE AND WHY

- Training to acquire knowledge, skills and behaviours that are not required in the standard or qualification

OTJT can only include evidence of the standard/ qualification

### • Functional Skills

English, maths and IT are not part of the standard and qualification. They are separate qualifications that not all apprentices have to do, if the required grades have been achieved previously

### • Progress reviews

This is discussing what you have been learning with your assessor/instructor and how you can improve. This should already be documented in your OTJT account

- On-programme assessment or exam required for an apprenticeship framework or standard

You are not learning new skills or knowledge as you are demonstrating what you know. NOTE If you reflected and wrote up what you learnt from it, it could then be used

- Training which takes place outside your normal working hours

This should be completed in your weekly contracted hours at work/college

- Evidence from overtime

This should be completed in your weekly contracted hours at work/college

- Daily routine jobs

OTJT has to be something that is new to you. NOTE If you adapt what you do, for example, you deal with people on reception daily but you deal with somebody differently due to their disability, then this can count