

# Off-The-Job Training

Off-the-job training is learning, development and training time relating specifically to the apprenticeship programme which takes place during the apprentice's paid working hours. This includes working through course materials and learning and practising new skills and responsibilities.

## CATEGORY A

### Direct Learning with Buttercups Tutors

- Teaching of theory work
- Tutorials
- Virtual Classrooms and webinars
- Additional learning support e.g. via phone or email
- Safeguarding, Prevent and British Values training
- Development of new self-reflective skills as per the apprenticeship standard requirements
- Time spent preparing for professional discussions or mocks with the Buttercups Tutor

## CATEGORY B

### Independent Study and Research

- Additional learning and the subsequent completion of any practice activities or tests as advised on the Training Plan.
- Writing up activity work, course work and time spent submitting work on the e-portfolio.
- Research activities to extend knowledge for stretch and challenge for the programme as linked to assessment plans on the Training Plan.
- Completing additional learning or research into topics from the assessment plans which the apprentice has found particularly interesting, to further advance their learning and development for stretch and challenge.
- Reviewing industry relevant magazines and keeping up to date with sector news to be able to pull this research into assessment plan submissions from the Training Plan.
- Any off-the-job training for the above activities which is taking place outside of the normal working hours but has been compensated for (e.g. time off in lieu) and can be evidenced. This should only be by exception.

## CATEGORY C

### Practical Tasks within Workplace

- Practical training as indicated on the Training Plan
- Shadowing and mentoring as indicated on the Training Plan.
- Learning new workplace procedures as indicated on the Training Plan.
- Continued practice of practical tasks under the observation of senior trained colleagues
- Customer service training as linked to the Training Plan for development of skills.
- Learning and developing new skills and behaviours, to enable successful completion of assessment plans, by working alongside senior colleagues.
- Discussions in workplace around SOPs and workplace processes to extend knowledge and enable completion of assessment plans and link training into the workplace.
- Additional specific workplace training, as indicated on the Training Plan, which is relevant to the workplace/organisation and to the programme
- Attending briefings, reflecting on the content and learning new skills which can be reflected in assessment plan evidence.
- Offsite development training day where the learning from this training is new and can be reflected in assessment plan evidence.

## WHAT IS NOT INCLUDED IN THE OFF-THE-JOB TRAINING?

It is important to remember, that the following **cannot** be included in any calculations:

- Time spent on the initial assessment and onboarding activities or where activities have taken place before the start date of the programme.
- Training to acquire skills, knowledge and behaviours that are not required in the apprenticeship standard
- Progress or Welfare reviews completed between the apprentice and a member of the Buttercups Team
- Professional Discussions with the Buttercups Tutor
- Time spent logging off-the-job training time on the e-portfolio.
- Training which takes place outside of the apprentice's paid working hours
- Training towards Functional Skills in maths and English. Please note that additional time within the workplace must be provided to complete this work if it is part of the apprenticeship standard
- Time spent revising where no new learning and skills are being obtained, just a refresh of knowledge and skills already covered.
- Mocks completed for end point assessment preparation (mocks are ineligible for apprenticeship funds but will be included on the Training Plan with no OTJ hours associated).