

# What Counts Towards the 20% 'Off-The-Job' Apprenticeship Training?

Off-the-Job Learning Activities	Description
Working through a relevant course or qualification	Completing online learning modules or attending classes, conducting research, and seeking advice from a tutor or teacher
Completing course assignments	Working on assignments, including practice/formative assessments
Guided mentor/coach visits	Sessions with a mentor/coach in which learning is taking place
In-house training	Training provided by your organisation to develop skills that are related to the apprenticeship
Shadowing	Being assigned to shadow a colleague in order to observe them perform their job role
Mentoring	Using skills/knowledge to provide colleagues with developmental advice
Workshops/masterclasses	Meetings where training and/or discussions have taken place around topics or skills related to the apprenticeship
Industry visits	Visits to external organisations or departments within your organisation
Learning support	Support provided by your organisation related to professional development
Completing workbooks/tasks	Completing written material which is linked directly to the apprenticeship
Preparation for professional discussion	Any time spent preparing information or materials prior to a professional discussion
Gathering evidence for e-portfolio	Gathering evidence of progression for the e-portfolio
Gathering evidence for reflective discussion	Preparing information or materials prior to a reflective discussion
Attendance at conferences	Attending conferences relevant to the apprentice's job role, professional development or apprenticeship
Simulation/role play exercises	Carrying out a controlled activity in order to practice for a real-life situation
Additional support/accommodations	Revision classes, personal support, additional time, or other accommodations for apprentices with additional learning needs
Networking events	Attending networking events related to professional development within the apprenticeship

## What Counts Towards the 20% 'Off-The-Job' Apprenticeship Training?

Ask the following questions:

- › Is the learner currently enrolled on their apprenticeship?
- › Is the activity directly relevant to the apprenticeship (i.e. teaching skills, knowledge or behaviours that are set out in the apprenticeship standard)?
- › Is the activity teaching the apprentice *new* knowledge, skills and behaviours?
- › Is the learning taking place during the apprentice's paid working hours (or are they receiving time off in lieu or additional payment if the learning must take place outside of their working hours)?

*If the answer to all four questions is 'yes', the activity can be regarded as off-the-job training.*

### What doesn't count as off-the-job training?

Anything that doesn't meet the criteria above shouldn't be counted as off-the-job training.

Some examples:

- › Travel time, for example when travelling to workshops
- › Training for skills, knowledge or behaviours that aren't included in the apprenticeship standard, even if they're necessary for your apprentice's specific role in your organisation (for example, an HR apprentice that's being trained to manage the company's social media)
- › English and Maths training to meet the requirement that all apprentices hold a Level 2 English and Maths qualification by the time they complete their apprenticeship
- › Progress reviews and on-programme assessments that are needed for the assessment of the apprenticeship, rather than for the purpose of developing new skills

### Still got questions about apprenticeships?

ICS Learn are a main provider on the RoATP specialising in digital HR, L&D and management apprenticeship training.

Our Apprenticeship Consultants will be happy to help:

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