



All **Apprenticeships** in England combine practical training in a job with study to gain job-specific skills and qualifications.

There are rules governing what an **Apprenticeship** is and the main ones, from 1st May 2017 are:

- ✓ the **Apprentice** must be employed in a real job; they may be an existing employee or a new hire
- ✓ the **Apprentice** must work towards achieving an approved **Apprenticeship** standard or **Apprenticeship** framework
- ✓ the **Apprenticeship** training must last at least 12 months
- ✓ the **Apprentice** must spend at least 20%* of their time on off-the-job training

*current guidelines currently require **Apprentices** to spend at least 30% of their time on off-the-job training.

induction (generic)

Most employers offer their new employees a formal induction to their new workplace. This induction can involve online or face to face training, information, advice and guidance about the company such as ways of working, communication, health & safety and a range of human resources led training and procedural training for their new role.

simulation (generic)

Simulation is any artificial environment very similar to the actual situation. Case studies, management games and role playing are commonly used simulation techniques used to impart learning and is off-the-job training.

training room (generic)

Arranging for Apprentices to attend pre-arranged training, delivered at employer premises in a dedicated room or off-site venue is off-the-job training.

Paragon Skills will complete progressive visits with your **Apprentices**. These are always booked in advance and when they take place away from the **Apprentice's** workstation it is off-the-job training.

workbooks (generic)

Giving **Apprentices** time to study and complete workbooks that have been provided by your training provider and/or awarding organisation, during normal working hours is off-the-job training.

eLearning (generic)

Providing **Apprentices** with time to access to online training resources within the working hours is off-the-job training. This method of off-the-job training is recognised as particularly effective when certificates of attendance and/or achievement are generated.

self-study (generic)

Arranging for **Apprentices** to take time during their normal working hours for self-study such as reading, watching instructional videos or desktop reading is recognised as off-the job training in **Apprenticeships**.

'off-the-job' training

Recorded on visit progress reports & learning logs

Off-the-job training is a form of training that can take place in the workplace or away from it. This type of training can be formal or informal.

Apprenticeship programmes can and do interpret off-the-job training differently, for example some **Apprenticeships** will involve time spent in college or time away from the workstation; we have provided some generic and sector specific interpretations for your information.

automotive

All Paragon Skills automotive **Apprentices** attend our Bournemouth Campus. This is formal off-the-job training and meets the 20% minimum requirement for **Apprenticeship** standards.

child care

Attendance at statutory initial or refresher first aid training which results in a certificate is formal off-the-job training in child care.

customer service

Employers of customer service **Apprentices** will often have an informal or formal induction to the way in which customer service should be offered before **Apprentices** are “let loose” on the unsuspecting public. This is off-the-job training. This training is often regularly updated, new processes or procedures implemented, by way of team meetings where **Apprentices** and their colleagues are taken off the shop floor, or workstations, this is also off-the-job training.

engineering

All Paragon Skills engineering **Apprentices** attend our Bournemouth Campus. This is formal off-the-job training and meets the 20% minimum requirement for **Apprenticeship** standards.

hairdressing, & barbering

Many salons receive specific product training from representatives whose products they use or sell in their salon. This product training is often delivered when the salon is closed, or at set times away from the salon floor.

A teaching session, in the salon, using dummy hair models or real people, is also off-the-job training.

health & social care

Any health and safety instruction delivered to employees during working hours but not in front of patients counts as off-the-job training provided to adult care workers. Examples include access to online courses on dementia or end of life care which may or may not result in a certificate and manual handling training provided by experienced members of staff or external providers.

hospitality & catering

Role playing and simulations are popular off-the-job training, particularly in developing customer service skills in the hospitality sector.

management

Off-the-job training for management and leadership **Apprenticeships** can include junior managers attending senior management meetings, online management techniques training (as long as within normal working hours) and joining project teams that take apprentices out of their normal roles and responsibilities.

For all **Apprenticeship** standards, the amount of off-the-job training mandated is a minimum of 20% or equivalent. We expect that all **Apprentices** will benefit from genuine training away from their day-to-day job, but this does not necessarily need to take place away from the employer’s premises.

- GOV.UK

Paragon Skills has over 20 years’ experience in supporting employers with the delivery of **Apprenticeships**, either delivering on and off the job training on their behalf or offering guidance on how their existing informal and formal training could qualify as off-the-job training.

For more information on what off-the-job training could work for both your business and for your **Apprentice(s)** please contact us at:

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