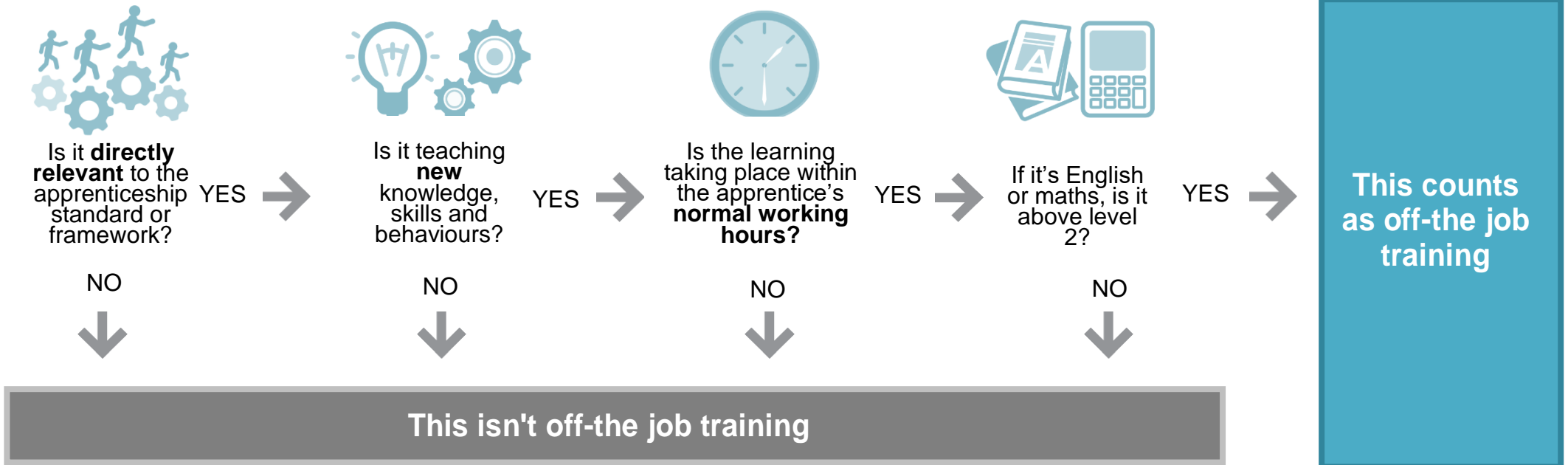


# Off-the-job training: steps to help you determine whether an activity counts as off-the-job training



## Key facts

1

Off-the-job training must make up at least 20% of the apprentice's normal working hours (working hours capped at 30 hours a week for funding purposes only). For a full-time apprentice, this is an average of 6 hours a week over the planned duration of the apprenticeship.

2

You can deliver off-the-job training in the apprentices' normal workplace or at an external location.

3

Time spent on initial assessment, onboarding, progress reviews, on-programme assessments and English and maths up to level 2 does not count towards off-the-job training.



Department  
for Education

