

## Let's Talk: Off The Job Training

Although called off the job training; learners do not need to take time away from their day-to-day job role.

They can use this requirement however; to focus on learning new skills and undertaking new duties, within their role.

**Off The Job Training Must:**  
Be completed in work time  
Not include Maths/English activities  
Be Recorded On Aptem



## Off The Job Training Examples Within Your Role



We've provided some examples to help support you:

Attending Team Meetings

Attending Work Events

Note Writing

Sector Relevant Research

Handovers

Teaching Sessions

Shadowing A Member Of The Team

Swapping Departments

Learning A New Skill

Care Plans

Mandatory Training & E-Learning

Reflection Time

Coaching A Team Member

Role Play

1 to 1 with Line Manager or Supervisor

Team Training

The minimum for off the job training requirements for full time is 6 hours per week. For a part time apprentice, the requirement remains 20% of their working hours.



We will find a way

## How to use OTJT to break the myth of 6 hours of study time

### Monday

A 1-hour team meeting, discussing best practice and plans for the week ahead.

### Tuesday

A 30 Minute session with the line manager to discuss changes in the industry.

### Wednesday

A 2 hour monthly meeting via Microsoft Teams.

### Thursday

A 1 hour mandatory training course.

### Friday

A 1 hour and 30 minutes dedicated coursework time.