



# 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. You can use this requirement however; to focus on learning new skills and undertaking new duties, within your role.

A good way to achieving your hours is discussing and evidencing the learning and development activities that you undertake within your current role to utilise the OTJT hours.



**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 your working hours.



Training provided by  
**IMPACT FUTURES**

## 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.