



20 Ideas for Off-the-Job Training

One of the core principles for quality apprenticeships is that all apprentices spend 20% of their learning time developing their skills through off-the-job training.

Off-the-job training is learning which happens outside of the normal day-to-day working environment and leads towards the achievement of an apprenticeship. This doesn't mean you lose your apprentice for a fixed amount of time each week, rather your apprentice can set aside time to develop, each week.

Off-the-job training can be achieved in a number of ways and you may be surprised to learn of the simple activities which count towards the achievement of 20% learning time.

Here are 20 ideas that can help you and your apprentices plan for off-the-job training:

- 1 Participating in online forums relevant to their role and industry
- 2 Individual study time, whether this is to complete coursework or review modules
- 3 Being mentored by a senior colleague who is in a role that they aspire to
- 4 Delivering a mentoring session to another colleague
- 5 Completing a reflective account - this can be written or filmed
- 6 Shadowing a colleague's role and writing a reflection and lessons learnt report
- 7 Group learning sessions - learning new skills and sharing ideas with colleagues
- 8 Researching tasks to gain new knowledge of the industry
- 9 Face-to-face tutor-led delivery/coaching sessions
- 10 Internal Learning & Development sessions that relate to their apprenticeship
- 11 Completing e-learning modules
- 12 Completing project work
- 13 Preparing for assessments
- 14 Role playing or simulating of workplace situations
- 15 Visits to other businesses or different business units to see how they work
- 16 Attending industry-related competitions
- 17 Attending industry shows (particularly where they might be able to watch presentations or seminars)
- 18 Workplace 1:1 performance reviews
- 19 Training sessions e.g. Manual Handling or First Aid
- 20 Attending webinars on key industry topics.