

# 20% OFF-JOB TRAINING



The implementation of the Apprenticeship Reforms in May 2017 also introduced the requirement for apprentices to demonstrate 20% off-the-job training as part of their apprenticeship programme. 20% off-the-job training is a core, and well established, principle that underpins a quality apprenticeship.

It is the responsibility of both the training provider and the employer to ensure a minimum of 20% of an apprentice's time is off-the-job training. LCG will support employers with this, highlighting a range of activities, in order to achieve this requirement and provide a quality apprenticeship. The information will be captured through the use of both the Individual Learning Plan (ILP) and the Learner Off-Job Training Log

Examples of off-the-job training includes, but is not limited to the following:

- Teaching
- Written assessments
- Mentoring
- Employer specific practices
- External resources
- Industry visits
- Shadowing