



# Employing an Apprentice

## 20% off-the-job training

It is the responsibility of both the main provider and the employer to ensure that an apprentice spends a minimum of 20% of their employed time doing off-the-job training.

Off-the-job training is defined as learning which is undertaken outside the normal day-to-day working environment and leads towards the achievement of an apprenticeship.

This can include training that is delivered at the apprentice's normal place of work but must not be delivered as part of their regular working duties.

The 20% off-the-job training is measured over the course of an apprenticeship.

Off-the-job training could include the following:

- The teaching of theory (lectures, roleplaying, simulation exercises, online learning or manufacturer training)
- Practical training (shadowing, mentoring, inducts visits and attendance at competitions)
- E-Learning
- Team briefings, creating presentations, giving and receiving feedback, learning about other areas of the business
- Shadowing other areas in the workplace
- Research, conducting independent learning, e.g.Prevent, Health and Safety
- Productor specific staff training, e.g.masterclass, mentor/peer observation
- (if relevant to the course) day-release–must take into consideration those weeks when College is not open to students for holidays, and make alternative arrangements
- Monthly/quarterly workshops • Portfolio compilation–uploading work
- Off-the-job training can be delivered up-front, for example, the initial 3 months of the apprenticeship could be full-time College delivery

**For further information, contact Maxim Business Training: 01625 410 022  
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