

A close-up, low-angle shot of a person's face and hands. The person is wearing glasses and is looking down at an open newspaper. They are holding a yellow highlighter in their right hand, ready to mark text. The newspaper is open to a page with dense text and a large number '5' at the top. To the left, a tablet computer is visible, displaying a document. The background is dark and out of focus, suggesting an indoor setting like a library or office. A semi-transparent purple overlay covers the middle of the image, containing the OneFile logo and promotional text.

Onefile

**20% off-the-  
job training**  
made easy with OneFile

## What counts towards the 20%?

The 20% off-the-job training rule for apprenticeships can be confusing and time consuming to comply with. It's designed to reinforce practical learning with theoretical learning – giving apprentices a well-rounded skill set when they complete their course.

This means all apprentices must spend 20% of their contracted hours completing off-the-job training – around 1 day a working week.

“ The training must be relevant to the apprenticeship standard ”

The training must be relevant to the apprenticeship standard and can be delivered in a range of forms – from lectures and mentoring, to competitions and assignments. Functional skills in English and maths is funded separately so it can't be used as off-the-job training, but other learning that takes place outside the day-to-day working environment can be used.



## How is Off-The-Job calculated?

The 'Total Contracted Hours' should be the total hours of the entire apprenticeship, not the weekly hours.

Therefore, the total contracted hours should be the weekly working hours, multiplied by the number of weeks in the length of the apprenticeship.

Formula for calculating the Off-the-job %

$$\frac{\text{(Actual Off-the-job Hours} \div \text{Total Contracted Hours)} \times 100$$

The Actual OTJ % will show what percentage of the total contracted hours have been logged as off-the-job.

The OTJ % should reach 20% once they have completed all of the target OTJ hours.

If you would prefer that the OTJ% reaches 100% rather than 20%, you would need to enter the Target OTJ hours, into the Total Contracted Hours field and then change the 'Target OTJ%' to 100%.



# Be inspection ready

The 20% off-the-job training will be assessed in the ESFA audit, so it must be tracked and recorded.

To comply, each apprentice must have a commitment statement that outlines their programme of training. This commitment statement should also include how the provider intends to deliver the 20% off-the-job training set out in the funding rules. The type of evidence required will vary from course to course, but the ESFA has said it would prefer to see naturally occurring evidence where possible.

## Recording off-the-job training can be tricky – but not with OneFile.

Once you've entered the apprentice's contracted hours into our off-the-job tracker, learners can input their learning activity - just like normal - and select whether it was completed off the job. This data is automatically calculated into a percentage and displayed on the dashboard, so tutors, managers and learners can track progress easily.



Want to know more about how OneFile supports the apprenticeship standards?

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