

# Off-the-job (OTJ) recording policy

## Background

An apprenticeship is a job with a formal programme of 'off-the-job' training. OTJ training is an essential component and is a legal requirement of an apprenticeship.

In England, to be eligible for government funding, a minimum policy threshold for this training has been set. Apprentices who work at least 30 hours per week must spend a minimum of 20% of their normal working hours on OTJ training. For calculation purposes only, working hours are capped at 30 hours per week and this equates to an average of 6 hours per week.

## Tolley Policy

Recording OTJ training is important as apprentices must evidence that they have met the minimum requirement over the planned duration of the practical period by gateway. Failure to evidence this requirement may lead to delays in sitting End Point Assessment and completing the qualification. Evidence of training time may also be requested by the Education and Skills Funding Agency for audit purposes, so it is important that records are kept up to date.

The Funding Agency requires evidence of "Active Learning" (OTJ) on a monthly basis, and where there is no evidence of OTJ learning within a calendar month, a **break in learning** will be initiated. During a break in learning, the apprentice will be **removed from any upcoming tax courses** and webinars which have already been booked and cannot complete any training in relation to the apprenticeship. Access to Tolley Academy will also be suspended. The break in learning ends when OTJ activity is next evidenced.

The logging of hours will be closely monitored at Tolley®Exam Training, and coaches will contact apprentices who are close to, or have exceeded the calendar month gap. However, it is ultimately the apprentice and their employer's responsibility to ensure that OTJ recording is done regularly, and within the Funding Rules.

If, after repeated reminders and the initiation of the break in learning, OTJ hours are not brought up to date satisfactorily, there is a risk that the apprenticeship will be classed as 'invalid' and the apprentice will therefore be ineligible to proceed with the qualification.



Jonathan Scriven

Director of Tax Markets