



How to record Off-the-Job Training - a guide for learners

If you've been furloughed and you are not in your setting for the time being, then please do take advantage of the time you have.

Remember – the more you do whilst you are not at work, the less you'll need to do (and the easier you will find it) when you return to your setting.

Off-the-job training is crucial for you to be able to gain your qualification.

It's an essential part of your apprenticeship pathway and you cannot pass your qualification if you have not completed the mandatory 20% off the job hours; and recorded them correctly.

This is the way that Off-the-Job Hours must be recorded.

Please follow these steps we have provided to help you:

Timesheet Entries

Timesheet entries can be created by your setting manager, your assessor or yourself.

Timesheet entries can also be pre-populated, based on time recorded in other areas of OneFile, such as when you've completed an assessment.

To create a new timesheet:

- 1.** Click on the **Timesheets** icon
- 2.** Click on the **Create Timesheet Entry** button
- 3.** Enter the **Timesheet Entry** text
- 4.** Select the **Category**
- 5.** Select the **Time spent by** option

Note - this can be used by assessors to record time on your behalf and by your setting manager to record time on behalf of the assessor or yourself.

- 6.** Enter the start and end times

Note – the "total minutes" field will be pre-populated, but can also be manually edited.

- 7.** Click on the **Save** button.

Your Off-the-Job Training has been logged and you're all done!

Working together for our children

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