

What is classed as 'off-the-job' training?

All apprentices must complete 20% 'off-the-job' training. Here are just a few examples of what can be classed as 'off-the-job' training. If unclear, speak to your Parenta assessor for help.

JOB SHADOWING

This involves the apprentice spending time with an experienced member of staff, observing everything that they do in their role.



MENTORING

At the start of an apprenticeship, a mentor may be appointed who is happy to pass on some of what they've learned over their employment.



SPECIALIST TRAINING

This includes any external training provided in your setting such as first aid or software training.



ROLE PLAY

Apprentices gain confidence and learn skills through role play where guidance can be given on how to approach difficult situations.



JOB SIMULATIONS

Using job simulations, employers can evaluate whether their apprentice is ready to do a certain job. E.G. completing an example accident report form.



COMPETITION

Entering a skills competition can result in gaining many new world-class skills.



TEACHING AND LEARNING

Any taught sessions with an assessor that are carried out during work hours.



TIME WRITING ASSIGNMENTS

Research and assignments given to an apprentice by their assessor.



ONLINE LEARNING

This can be online research to gain additional knowledge or a course such as an online Continuing Professional Development (CPD) course.



ADDITIONAL LEARNING SUPPORT

Any additional learning support (other than for Functional Skills) that an apprentice receives to help them achieve their apprenticeship standard.

