



ENABLE

The Voluntary and Community Sector
Learning and Skills Consortium

Off The Job Training Policy

Change History

First Published:		30/11/2017	Originally Created by:	Contract Manager
Person Responsible for Policy:		Enable CEO		
Date of Review	Reviewed by	Policy changes	Approved by	Date of next review
15 May 2018	Standards Officer	Small changes to wording and referencing	Operations Manager	23 July 2018
21/04/2020	SMT	No Changes	CEO	21/04/2021
03/11/2020	BDM	COVID-19	SMT	21/04/2021

Strategic Commitment

All staff, subcontractors, and Board Members of Enable will strive to ensure that every Apprentice undertakes training, learning and development for a minimum period of at least 20% of their normal working hours.

Purpose

The purpose of this policy is to ensure all stakeholders involved in the delivery of our Apprenticeships understand and adhere to the requirement for the minimum off the job training requirements.

Definition of off the job training

Off the job training is defined as *learning which is undertaken outside of the normal day to day working environment but within normal working hours 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 normal working duties.

Policy

It is Enable's policy that we will monitor the delivery of and evidence for off the job training, learning and development by each contracting organisation, to ensure the funding rules are met and that the Apprentice gets the best possible experience and maximises their development opportunities.

Covid-19

The Covid-19 virus presents a unique challenge to the fair and timely delivery of quality apprenticeships. Our priority at this time is the health and wellbeing of apprentices, employers and everyone involved in the process.

Every effort will be made to continue to make sure that apprentices can continue with their apprenticeship and be assessed in accordance with current EPA. Where this is not possible, it may be that it is considered appropriate to extend the apprenticeship and reschedule the EPA. Because of the pandemic on the job training may be in jeopardy. Some training can be done remotely using online learning. To ensure the quality of training, Enable will discuss with the employer whether remote learning would be adequate and that it helps the apprentice to gain the skills and competencies they need to achieve their apprenticeship. If the 20 per cent OTJ training cannot be met with remote or digital learning, the apprentice may need to take a break. Enable will work with employers and apprentices on an individual basis.

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Implementation

Review this policy at least every year, and report on progress annually. We are committed to continuous improvement.

Signed: _____

Position: _____

Date: _____