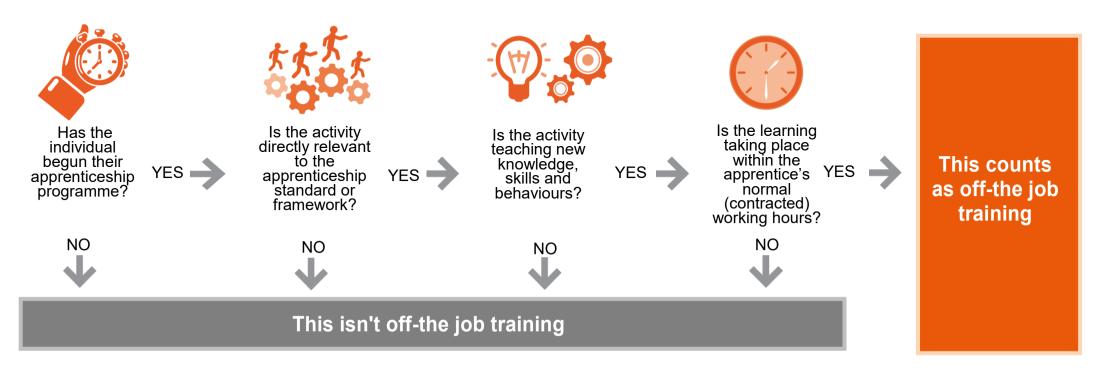
## Off-the-job training: steps to help you determine whether an activity counts as off-the-job training





## **Key facts**

Off-the-job training must make up at least 20% of the apprentice's contracted hours, over the total duration of the apprentice's planned training period.

Off-the job training can be delivered in the apprentice's normal workplace or at an external location.

Progress reviews and onprogramme assessments do not count towards 20% off-the-job training, as they do not deliver new knowledge, skills and behaviours.

If needed, English and maths training must be on top of the 20% off-the-job training requirement.

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You can find further details about off-the-job training including best practice examples in the <u>apprenticeship funding rules</u> and the <u>apprenticeships: off-the-job training</u> guidance on GOV.UK.