

## Off-the-Job Training Policy

Version: 2.1 effective from March 2025

Policy Summary: The off-the-job Training policy applies to all apprentices registered by Cheynes Training with the Department for Education (DfE), formerly through the Education and Skills Funding Agency (ESFA). It is a summary of Cheynes Training's approach to making certain each apprentice receives at least the 20% minimum required level of Off-the-Job training.

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### 1. Introduction

The Department for Education (DfE), formerly the Education and Skills Funding Agency (ESFA), defines off-the-job training as training received by the apprentice during their normal paid hours for the purpose of achieving their apprenticeship. Only eligible training may be included when calculating off-the-job hours, any training delivered outside paid working hours, along with training delivered after the apprentice goes through Gateway, does not count towards the required minimum off-the-job training hours.

### 2. DfE Requirements

DfE funding rules specify that to be eligible for government funding the apprentice must spend at least 20% of their normal working hours (capped at 30 hours per week for funding purposes only), over the planned duration of the apprenticeship practical period, on off-the-job training. This means that the minimum requirement for an apprentice working 30 hours or more per week is an average of 6 hours of off-the-job training per week (i.e. 20% of 30 hours) over the planned duration. The minimum number of hours that must be completed for each apprentice is set out in the Apprentice Training Plan which the apprentice, the employer and Cheynes Training agree and sign up to.

DfE re-claim funding from training organisations who fail to provide evidence to meet the minimum Off-the-Job requirement.

### 3. Calculating the Number of Hours

Each apprentice is required to complete at least the minimum requirement of off-the-Job training. The period in which evidence of training must be collected is known as the practical period, this commences on the day the apprentice is registered as an apprentice and ends when they go through Gateway.

Cheyne Training plans delivery of off-the-job hours in line with the relevant apprenticeship standard and qualification, which is generally higher than the minimum requirement. However, we also calculate the minimum requirement to ensure compliance with the funding rules.

Table 1 shows the minimum number of training hours that must be completed for apprentices who are scheduled to work between 23 and 30 hours (and above). It is important to note that, should an apprentice be contracted to work less than 30 hours, the minimum length of their training programme must be extended. Apprentices aged under 18 must not work more than 40 hours each working week.

Table 1 is based on a 22-month practical period (95.5 weeks), the typical duration of a Hairdressing Professional apprenticeship.

Note: When calculating the minimum amount of off-the-job training, the apprentices' statutory leave entitlement must be deducted. For an apprentice working a 5-day week, 28 days, the equivalent of 5.6 weeks, is deducted from the practical period before calculating the minimum hours required.

**Table 1**

Normal <b>hours</b> worked	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>	<b>30 or above</b>
20% of working <b>hours</b> (for OTJ)	4.6	4.8	5	5.2	5.4	5.6	5.8	6
Minimum number of training <b>days</b>	67	68.5	71.5	74	77	80	83	86
Minimum number of training <b>hours</b>	394	411	429	446	463	480	497	514

#### **4. Responsibilities**

The main responsibilities for ensuring the minimum amount of Off-the-Job is completed, and the required evidence gathered are as follows.

Cheyne Training head office team

- Ensure the planned amount of eligible Off-the-Job training each apprentice is calculated and recorded in the apprentice Training Plan
- Gather the required evidence from each academy of the Off-the-Job training each apprentice completes.
- Ensure the final figure of off the job hours delivered is agreed and evidence gathered prior to EPA.

Regional Training Advisor

- Check with each apprentice that the total number of hours they spend in training, including certain eligible training completed in the workplace, are correctly recorded on the Twelve Weekly Review Visits (TVRs) and the final Gateway Review form.
- Check with the academy Head of Centre that the number of hours apprentices spend in training at the academy are correctly recorded on the Academy Register

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#### Head of Centre

- Ensure that the number of hours apprentices spend in training at the academy are correctly recorded on the Academy Register
- Check with each apprentice that the total number of hours they spend in training, including certain eligible training completed in the workplace, are correctly recorded on the TVR.
- When requested, promptly return all requested Off-the-Job training evidence to Cheynes Training

#### Apprentice

- Attend all scheduled training sessions
- Use every opportunity to practice new skills
- Ensure the total number of hours they spend in training, including eligible training completed in the workplace, are correctly recorded on TVRs

#### Employer

- Agree the number of training hours to be delivered with the apprentice and Cheynes
- Training
- Offer opportunities and actively encourage each apprentice to practice new skills

### **5. Learner Awareness**

Cheynes Training ensures all apprentices receive information to explain the minimum Off-the Job training requirements, this is set out in the apprentice's Training Plan and information is provided in the Apprentice Handbook and covered during each apprentice's induction to the apprenticeship programme.

### **6. Measuring Off-the-Job Training**

We will ensure that all activities that are in scope for Off-the-Job training is measured and recorded using the following key documents:

- Twelve Weekly Visit Report – completed by the Regional Training Advisor
- Academy Register – completed by the academy Head of Centre

### **7. Monitoring by Cheynes Training**

Monitoring of Off-the-Job Training by Cheynes Training is undertaken at various levels:

- By the Regional Training Advisor during review meetings with apprentices and recorded on a TVR and final Gateway Review form.

### **8. Off-the-Job Training Evidence**

We use our Huddle secure portal to collect and store all required evidence of Off-the-Job Training activity.

## **9. Referring Off-the-Job Training Concerns**

Should an apprentice, a parent or guardian, or an employer have concerns about any aspect of Off-the-Job training, please contact your Cheynes Training academy Head of Centre in the first instance.

If the concern is not immediately addressed, please contact Melanie Mitchell, the managing director of Cheynes Training at [melanie@cheynestraining.com](mailto:melanie@cheynestraining.com) or by telephone on 07971 727654.

If the concern is not addressed to your satisfaction, please contact the National Apprenticeship helpline on 0800 0150 600 or on 0800 150 400.

## **10. Related Policies**

The Cheynes Training Off-the-Job Training Policy should be read in conjunction with the following related Cheynes Training policies, each of which are available for download from the Cheynes Training website:

- Apprentice Attendance, Absence and Withdrawal Policy
- Learning Support Policy
- Recognition of Prior Learning Policy

Last Review: March 2025

Next Review: March 2026

Melanie Mitchell, Managing Director, March 2025

## Off-the-Job Training Process

