

Off-The-Job Training

Off-the-job training is learning, development and training time relating specifically to the apprenticeship programme which takes place during the apprentice's paid working hours. This includes working through course materials and learning and practising new skills and responsibilities.

CATEGORY A

Direct Learning with Buttercups Tutors

- Teaching of theory work
- Tutorials
- Virtual Classrooms and webinars
- Additional learning support e.g. via phone or email
- Safeguarding, Prevent and British Values training
- Development of new self-reflective skills as per the apprenticeship standard requirements
- Time spent preparing for professional discussions with the Buttercups Tutor

CATEGORY B

Independent Study and Research

- Revision for and the subsequent completion of any practice activities or tests as advised on the Training Plan
- Writing up activity work, course work and time spent submitting work on the e-portfolio
- Research activities to extend knowledge for stretch and challenge for the programme
- Completing additional learning or research into topics the apprentice has found particularly interesting, to further advance the learning and development.
- Reviewing industry relevant magazines and keeping up to date with sector news
- Self development work and learning as linked towards the standard

CATEGORY C

Practical Tasks within Workplace

- Practical training
- Shadowing and mentoring
- Learning new workplace procedures
- Training to develop confidence to lead on certain practical tasks
- Continued practise of practical tasks under the observation of senior trained colleagues
- Customer service training
- Learning and developing new skills and behaviours by working alongside senior colleagues
- Discussions in branch around SOPs and workplace processes to extend knowledge
- Additional specific workplace training which is relevant to the workplace/organisation and to the programme
- Attending briefings, reflecting on the content and learning new skills
- Offsite development training day

WHAT IS NOT INCLUDED IN THE 20% OFF-THE-JOB TRAINING?

It is important to remember, that the following cannot be included in any calculations:

- Time spent providing training to others, which is not under the supervision of senior colleagues for the personal development of the apprentice as part of the apprenticeship programme
- Training to acquire skills, knowledge and behaviours that are not required in the apprenticeship framework or standard
- Progress reviews completed between the apprentice and their Buttercups reviewer
- Professional Discussions with the Buttercups Tutor
- Training which takes place outside of the apprentice's paid working hours
- Training towards Functional Skills in maths and English. Please note that additional time within the workplace must be provided to complete this work if it is part of the apprenticeship framework or standard