

# Higher and Degree Apprenticeships On and Off the Job Training

## What does off the job training mean?

Off the job training takes place outside of their normal working responsibilities. It can be delivered at work or elsewhere. It should cover 6 hours per week of the apprentice's training. It's important that apprentices and their employers commit to this throughout the duration of the apprenticeship.

## What is the on the job training?

As apprentices are in full-time employment, most of their training takes place in the workplace. The on the job training covers the job specific tasks that the apprentice would complete during their regular working hours.

## What can be counted as off the job training?

If training is specifically relevant to the apprenticeship standard, it can be counted as off the job training. This could include scheduled learning days at De Montfort University (DMU), online/distance learn



DMU Apprenticeship

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### How does the apprentice evidence off the job training?

Apprentices sign a commitment statement at the start of the apprenticeship. This should clarify how DMU and the employer intend to fulfil the off the job training. The evidence is collected online and should be naturally occurring in the job whenever possible.



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