

## OVERVIEW

Off-the-job training is defined as ‘learning that takes place outside the normal day-to-day working environment.’ The training must be relevant to the apprenticeship standard, and could include:

- Theory – such as lectures, role playing or online learning
- Practical training – such as industry visits, mentoring or competitions
- Learning support – such as assignments or assessments

Apprentices must spend 20% of their contracted hours completing off-the-job training – which works out around 1 day per working week. Employers and training providers must decide when training is delivered (for example 1 day a week, 1 week out of every five etc).

OneFile can be used to record the total contracted hours of a learner and then works out the learner’s actual percentage by calculating the time they record as off-the-job, as they progress through their apprenticeship.

## PREPARATION

The “Record time spent “Off-the-job” centre setting is enabled as default but can be disabled by a Centre Manager.

## USER RESTRICTIONS

The ability to set and up total contracted hours and target OTJ percentage is controlled by the following permission, for Centre Managers, User Managers and Assessors:

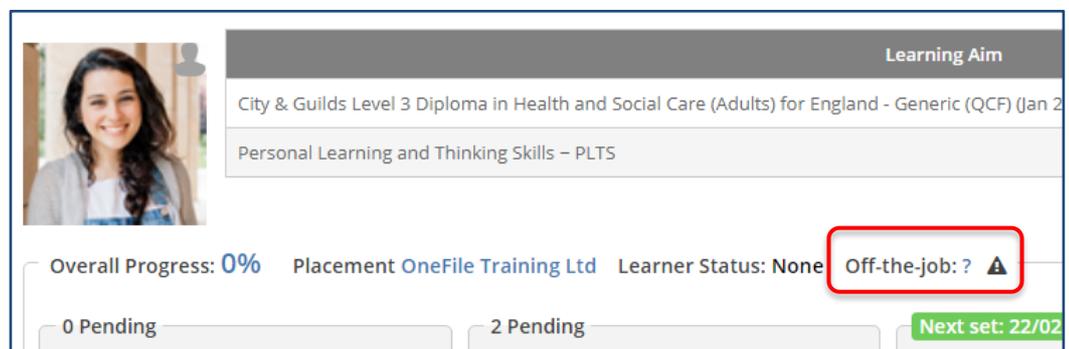
Can set/update contracted hours and target OTJ%

## DETAILS

### Total Contracted Hours and Target Off-The-Job %

To work out the learner’s actual Off-the-job percentage, we need to know their total contracted hours. If you have permission mentioned above, you can do this by following the steps below:

1. Open the learner’s portfolio
2. Click on the **Timesheets** icon or click on the “?” link (shown right)



Learning Aim  
City & Guilds Level 3 Diploma in Health and Social Care (Adults) for England - Generic (QCF) (Jan 2  
Personal Learning and Thinking Skills – PLTS

Overall Progress: 0% Placement OneFile Training Ltd Learner Status: None Off-the-job: ? ⚠

0 Pending 2 Pending Next set: 22/02

*Note – the warning triangle indicates that the Off-the-job percentage cannot be calculated because the total contracted hours haven't been entered.*

You will now be taken to the Learner's "Timesheets" page where the "Off-the-job" section will be displayed.

To start calculating the Off-the-job percentage:

1. Enter the **Total Contracted Hours**
2. Set the **Target Off-The-Job %** (*this defaults to the minimum of 20, but can be increased where appropriate*)
3. Click the **Save** button

*Note – as User Managers cannot access the learner's portfolio, they can set and update the total contracted hours and target % via the "Episode" tab of the learner.*

### Example - Total Contracted Hours

An apprentice with an employment contract of 7 hours x 5 days x 46 weeks x 2 years, then the total is 3,200.

[Click here to download a spreadsheet to help calculate the "Total Contracted Hours"](#)

When doing this for the first time, the learner will be added to a queue to work out their actual off-the-job percentage. It usually takes around 30 seconds, but please be patient if it takes a little longer. Remember to refresh your page (F5) to check that the calculation has taken place.

*Note – the overall 'Off-The-Job %' will equate to what the Target % is overall. For example, if the 'Target' is set to 20%, the highest the overall total will reach is 20%.*

## Viewing the Actual Off-The-Job %

Once calculated, the actual off-the-job percentage will be displayed on the learner's "Timesheet" page and on their portfolio, next to their Overall Progress (shown below).

**Information & Options** ▼



Learning Aim	Current Progress	Target Progress	
City & Guilds Level 3 Diploma in Health and Social Care (Adults) for England - Generic (QCF) (Jan 2011)	0%	10%	▼
Personal Learning and Thinking Skills – PLTS	0%	10%	▼

Overall Progress: **0%**   Placement **OneFile Training Ltd**   Learner Status: **None**   **Off-the-job: 1.4%**

**0 Pending**

 View pending and completed Plans

**Plans**

**2 Pending**

 View pending and completed assessments

**Assessments**

Next set: 22/02/2018

 Schedule and view learner progress reviews

**Reviews**

Each time a new off-the-job timesheet, assessment or register session is completed, the learner will be queued for an Off-The-Job recalculation.

You will know that the learner is in the queue pending a percentage recalculation, as a refresh icon will be displayed next to their Off-the-job percentage.

Off-the-job: 1.5%

## Off-The-Job Reporting

To access the Off-the-job report, follow the steps below:

1. Click on the **Reports** icon
2. Scroll down to the **Learner Reports** section
3. Click on the **Off-The-Job** icon

You will now be able to select any filters (optional) and click **Submit** to load the report.

Please be aware that the report will only include learners that have "Total Contracted Hours".

**Select Report Criteria**

Report Groups:  Default Assessor:  Class:  Placement:  Provider:

Anticipated Completion Date between:  and   Include archived learners

**Off-The-Job** Showing 1 - 13 of 13 records

Records per page:   Export to Spreadsheet

Learner	Default Assessor	Start Date	Anticipated Completion Date	Class	Placement	Provider	Total Contracted Hours	Target OTI (%)	Target OTJ Hours	Total OTJ Hours	Actual OTI (%)
Alex Sanchez	Claudio Bravo	05/08/2013	05/08/2015	Sports Science L2	Spanish		3200	20	640	0.0	0.0
Chandler Preston	Claudio Bravo	13/06/2012	25/08/2018	Sports Science L2	Spanish		3200	20	640	23.0	0.7
Gemma Hall	Trish Edwards	30/11/2017	30/05/2019	L3 Health & Social Care	OneFile Training Ltd		3200	20	640	55.0	1.7