

Policy Name	Apprenticeship Off the Job Training Policy	
Policy Reference	NWCS-OP01	
Policy Owner	Emilie Burton	
Latest Review Date	31/01/2023	
Next Review Date	31/01/2024	
Version	Approved by	Summary of changes

Aim and purpose of the policy	<p>The aim of this policy is to set guidance regarding 'Off the Job Training' and what that looks like for Cera Care Ltd. It is to ensure that all leadership and management teams are aware of the regulatory requirements and how we ensure as an employer that we implement them within our apprenticeship scheme.</p> <p>The purpose of this policy is to maintain and improve the quality of 'off the job training' that is provided by Cera Care Ltd to support our staff members who are undertaking an apprenticeship programme.</p> <p>A key consideration is to make arrangements flexible; treating each case according to its individual circumstances, with a focus on satisfactory outcomes and ensuring at the same time that we meet the regulatory bodies requirements.</p>
Who is this policy for?	<p>This policy applies to all leadership and management teams that are supporting staff on an apprenticeship programme.</p> <p>This also applies to the staff members that are on an apprenticeship programme to ensure they fully understand what is required.</p> <p>Please contact apprenticeships@ceracare.co.uk for any queries relating to this policy.</p>
Key contacts and resources	<p>Regulations:</p> <ul style="list-style-type: none"> Education and Skills Funding Agency- Apprenticeship Funding Rules 22-23 <p>Key contacts: apprenticeships@ceracare.co.uk emilie.burton@ceracare.co.uk- (Apprenticeship & Funded Learning Manager)</p>
Relate Policies and Procedures	<ul style="list-style-type: none"> Cera's Apprenticeship Process

1. ESFA Apprenticeship Funding Rules

1.1 A full time staff member (30 hours a week or more) to be eligible for funding to undertake an apprenticeship according to the apprenticeship funding rules must contribute at least 20% (capped at 30 hours for funding purposes) to off the job training, this averages out at 6 hours per week

1.2 A part time staff member (anything under 30 hours a week) to be eligible for funding to undertake an apprenticeship according to the apprenticeship funding rules must contribute at least 20% of their working hours to off the job training. For example if the staff member works 16 hours a week, this averages out 3.2 hours a week that need to be contributed to off the job training.

1.3 All the above are categorised by the length of stay on an apprenticeship programme. This is calculated by the hours on average worked weekly, this will increase the length of time the apprentice is undertaking a programme if they are working anything less than 30 hours a week.

1.4 Off the job training will be agreed at the beginning of the apprenticeship in the initial assessment and enrollment stage, this will be agreed with the apprentice, coach and the manager present. It will be identified how many hours are required over the duration of the course, how this is broken down into weeks and how this will be achieved. The coach will discuss with the apprentice and manager the areas that can be considered as off the job training and agree a plan moving forward to achieve.

1.5 Off the job training hours must be completed from the practical start date to the practical end date. This is considered to be the day the apprentice enrolls to the day they are referred into end point assessment. During the end point assessment the apprentice is not required to complete nor continue with off the job training.

1.6 The number of planned off the job hours once identified at the enrolment stage of the apprentices programme will be clearly documented on the apprenticeship agreement and the training plan, once documented these cannot be adapted.

1. How off the job training must delivered and implemented (According to the ESFA Funding Rules)

2.1 Off the job training must be delivered and undertaken within the apprentices normal working hours, this means their paid working hours and cannot include overtime hours.

2.2 It is our responsibility as the employer/manager to ensure that the hours identified as off the job are included in the apprentices normal working hours, this will be agreed with the training provider, apprentice and the employer at the beginning of the programme as identified above.

2.3 The off the job training hours can be delivered and implemented evenly, distributed every week to reduce impact or this can be blocked out in slots of longer hours.

2.4 Where the apprentice may have training booked within the year, this is called blocked off the job as this has been identified that this will be continuous off the job

training, this will need to be identified at the beginning of the programme so this has been agreed with the training provider and is evidenced in the training plan.

2.5 Anything that happens within the workplace that is 'outside' the apprentices normal working duties could be classed as 'off the job training'. This provides an opportunity for individuals to develop new knowledge, skills and behaviours in the workplace. This does not include English and maths study/assessment and does not include training which takes place outside the Learner's paid working hours.

2.6 There must be active learning every 4 weeks from the apprentice that will constitute as off the job training. This can be as follows but not limited to:

- Shadowing other department, learning about how to complete and use risk assessments
- Learning how to mentor/train new members of staff
- Learning how to use a new piece of equipment
- Peer to peer observations
- Finding out about new legislation
- Finding out how to report concerns & what happens next
- Attending a work conference or an event
- Additional Training (while on the apprenticeship)
- Shadowing a task
- Online Learning
- Completing an assignment
- Interactive workshops
- Team meetings

2. How this must be evidenced (According to the ESFA Funding Rules)

3.1 As stated above how the off the job training will be identified will be through the initial training plan, this will be agreed and signed by the training provider, the apprentice and the employer. This will identify how all three parties involved will support the achievement of the off the job training hours within that practical period.

3.2 The training provider will ask all parties to sign that the employer, apprentice and themselves are committing to supporting the apprentice to achieve the off the job training hours within working hours. This is a signed agreement.

3.3 At a minimum every 12 weeks the off the job training must be documented and evidenced, supported with figures of hours spent and how this has been achieved. The coach from the training provider will guide the apprentice on how these should be documented and how often. It is not unusual for a training provider to ask this to be continuous and documented as it takes place but it is at their discretion.

3.4 The employer representing the apprentice will be required to attend a review every 12 weeks, this includes the training provider, the apprentice and the employer. The off the job training will be discussed, evidenced with activity and hours against the initial training plan agreed at the start of the programme. Where the apprentice has not been meeting the off the job training hours, this will be discussed at this review and an action plan will be implemented to ensure that us as the employer are honouring the requirement moving forward.

3.5 If an apprentice comes to the end of their practical period and has not evidenced the correct calculated off the job hours throughout their programme they will not be able to go into their referral for end point assessment. This will need to be rectified

where off the job training has been completed but not evidenced. In those cases where they have not completed any further off the job training that has not been evidenced, the apprentice must remain on programme, continue with additional work to support off the job training hours to be collected before being referred.

3. Cera and Off the Job Training

4.1 Cera must ensure that the above is being followed, to allow our staff to undertake an apprenticeship programme we must ensure that we are following and implementing the ESFA apprenticeship funding rules for employers.

4.2 The ESFA funding rules for employers identifies that as an employer we must support our departments, leadership and management teams along with our apprentices to implement and complete a minimum of 20% off the job training during the course of their apprenticeship.

4.3 Not all the off the job training identified above needs to be protected time and Cera recognises that a lot of our staff members undertake tasks within the acceptable remit and what constitutes as off the job training already and this does support the majority of the requirements asked.

4.4 To support those staff members who are undertaking an apprenticeship, Cera is committed (where possible) to allocating 5% of the average 20% off the job training to 'protected time'. This will support the apprentice to have specific time within working hours to complete off the job training and learn new skills, knowledge and behaviours towards their apprenticeship.

4.5 To ensure that this 5% protected time is being used effectively, apprentices are required to undertake this within their workplace, they are not permitted to complete and use the 5% protected time out of the workplace and at home or any other setting. If the apprentice is office based, they are to attend their workplace as normal and complete the protected time there. If the apprentice is field based, they must go to their allocated office to undertake.

4.6 Protected time can only be used for work towards the apprenticeship, this may include but not limited to: completing research to support new knowledge required, completing an assignment, project or producing product evidence. Off the job training and protected time must be contributing to the apprenticeship, supporting the apprentice to gain new skills, knowledge and behaviours. This is not to be used to complete any other non apprenticeship related work.

4.7 Those that are not utilising the protected time correctly and effectively as stated in the policy will have their protected time removed. They will still be able to achieve the other elements of the off the job training that have been identified but will not be able to have this allocated.

4.8 The apprenticeship & funded learning manager will have regular contact with the apprentices managers where progress towards the apprenticeship is a concern to ensure that the protected time is being utilised effectively and monitored. Where commitment towards the programme is not being shown, protected time will be at risk

and the apprentice may be removed from their programme as stated in the ESFA apprenticeship funding rules.

4.9 To confirm 20% of the job training must be completed in the apprentices normal working hours, the 5% protected time is coming out of that 20% so therefore this will be paid working hours. This will not be an additional payment i.e overtime. This will be included in their normal working hours.

4. To Consider

5.1 Protected time may not always be possible to give or be accommodated due to the nature of our business and the needs required. Where this is not always possible, alternatives must be agreed and set out to support the apprentice in still achieving their apprenticeship and the off the job training hours required.

5.2 If you are an apprentice and feel that you have not been given the opportunity to have protected time and you feel that this could be accommodated, having discussed this with your manager, then you have the right to raise a concern to apprenticeships@ceracare.co.uk.

5.3 If you are a manager and you feel that you cannot accommodate protected time for an apprentice, you are unable to find alternatives to support at this time. Contact apprenticeships@ceracare.co.uk who can support you in understanding alternatives and trying to support you in moving forward with your apprentice.

6. Policy Review and Implementation

6.1 This policy will be updated as necessary to reflect current best practice, official guidance, and in line with current legislation.

An apprenticeship programme according to the ESFA (The Governing Body) funding rules has to incorporate a minimum of 6 hours per week 'off the job training', this must be accommodated by the employer and cannot be within the staff's normal working duties. This is based on a full time contract. A key consideration is to make arrangements flexible; if a staff member is not on a full time contract, then a 20% average of their working hours must be considered to support the off the job training.