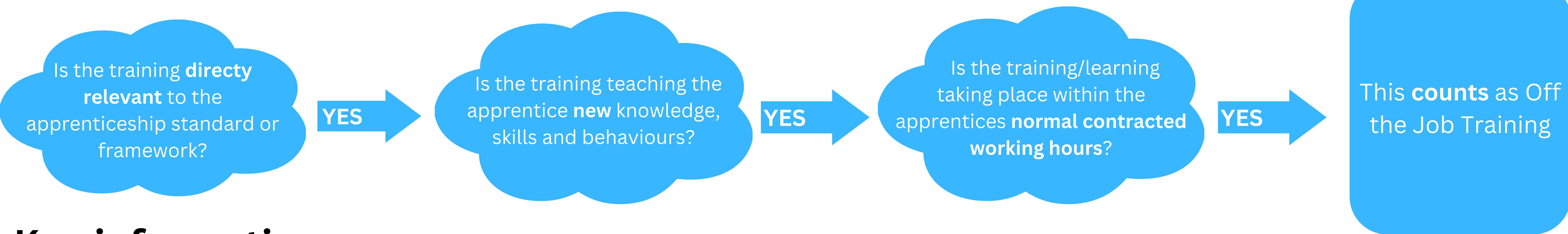
## A guide to Off the Job Training



## Key information:

- 1. Off the job training is a requirement for all employers to allow their apprentices paid time away from their work to enable them to train and learn, this paid off the job training should be 6 hours of the apprentices working week towards their apprenticeship qualification.
- 2. There are a range of activities that will contribute to this off the job training such as, shadowing and observing other skilled and experienced employees to learn new skills; day release at college; time during their day to gather evidence for their portfolio and time to work on assignments and course work.



