

Off the job training

Off the job training function

The new Apprenticeship Standard learners are required to show they have spent 20% of their paid working time on off-the-job training.

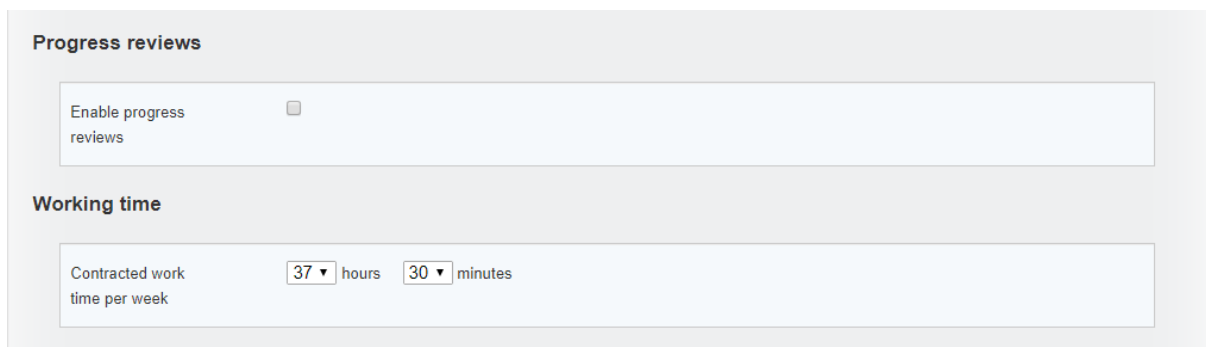
The off the job training fields will only appear where the working time field in the User profile has been completed, i.e. the function is hidden for all users it is not relevant to.

This new development covers the following:

- New Centre Admin user field to add weekly working hours for learner
- Function for recording off the job training in both the Diary and Learner Activity Log
- New Dashboard graph showing progress
- New reports showing progress
- Progress Reviews showing OTJT progress

New Centre Admin user field to add weekly working hours for learner - calculating a target number of hours

In the user profile, there will be a new field where the Centre Admin can add the number of hours a week the learner is working. The system will use this, and the start and end dates for the learner, to work out total off-the-job hours required for the learner over the course of their study. $(\text{hours per week} \times 0.2) \times \text{no. of weeks between start and end date}$. The field will allow for half hours, for example 37.5 hours worked per week.



The screenshot shows a user profile form with two sections:

- Progress reviews:** A checkbox labeled "Enable progress reviews" which is currently unchecked.
- Working time:** A field labeled "Contracted work time per week" with two dropdown menus. The first dropdown is set to "37" and is followed by the text "hours". The second dropdown is set to "30" and is followed by the text "minutes".

Target start date for OTJT is the earliest of the start dates for the qualifications assigned, and target end date for OTJT is the last of the end dates for the qualifications assigned.

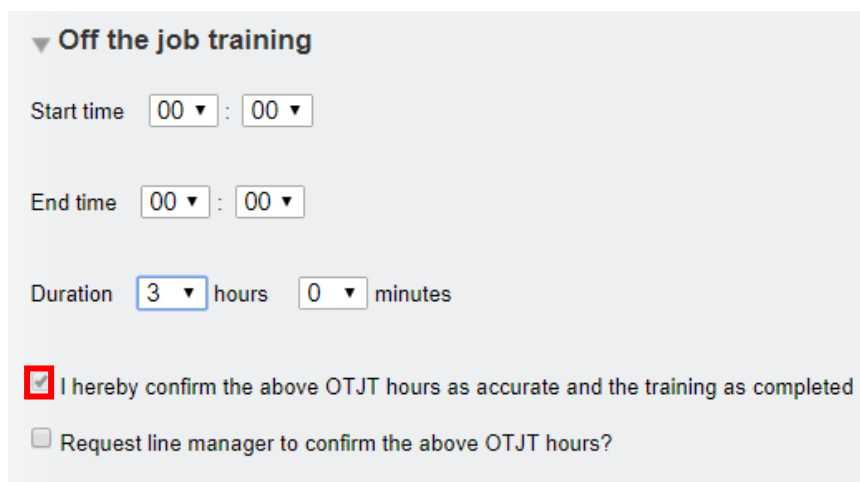
Annual leave is not subtracted from this calculation. This simplifies the calculation and provides a 'buffer' to make sure learners are fulfilling the 20% with some time to spare.

The Function for recording off the job training in both the Diary and Learner Activity Log

OTJT duration can be recorded in hours and minutes. Where a user completes a start and end time, the duration auto-populates based on those entries. **However, there is no requirement to add start and end times if they are not required. A user can simply put the duration in manually instead.**

When an assessor completes the OTJT section, the declaration “I hereby confirm the above OTJT hours as accurate and the training as completed” appears and is automatically ticked. The exception to this rule is a future-dated entry, since they can't be confirmed until they have actually happened.

Where a Line Manager is assigned to the learner, the assessor is able to send a request to the Line Manager to confirm the hours is required by ticking the appropriate box. This request generates a To Do list item for the Line Manager.



▼ Off the job training

Start time 00 : 00

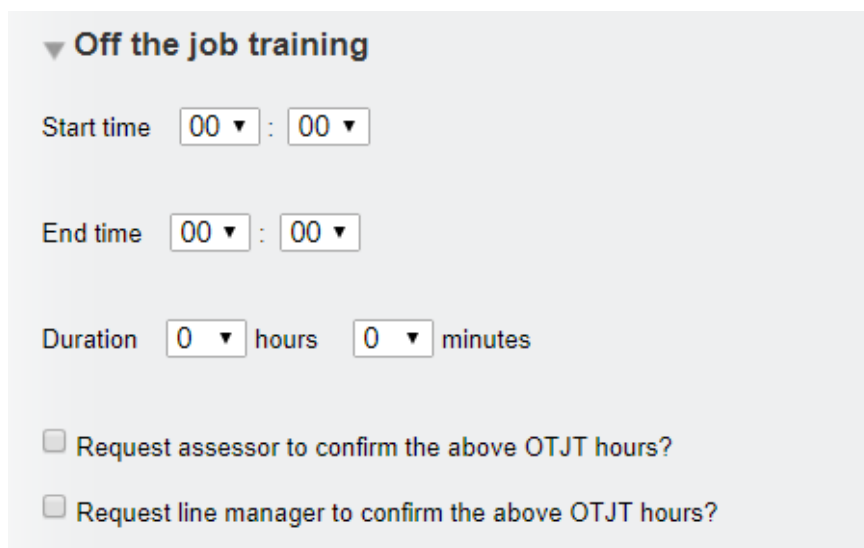
End time 00 : 00

Duration 3 hours 0 minutes

I hereby confirm the above OTJT hours as accurate and the training as completed

Request line manager to confirm the above OTJT hours?

Learners when completing this section are able to send a request to both the assessor and Line Manager to confirm the hours when they log them. This request generates a To Do list item for the assessor and the Line Manager.



▼ Off the job training

Start time 00 : 00

End time 00 : 00

Duration 0 hours 0 minutes

Request assessor to confirm the above OTJT hours?

Request line manager to confirm the above OTJT hours?

The Line Manager confirmation will be hidden where no Line Manager is assigned to the learner.

As both an assessor and a learner it is possible to go into an existing record and request Line Manager confirmation, if this wasn't done at the time the record was first created.

The Diary can also be used for recording planned off the job training for the future. For this reason, there is a confirmation box for the assessor to tick when the training is complete. Only training confirmed as complete will be added to the total hours reported as done.

▼ Confirmation of OTJT hours

Learner	Planned date	Summary	Actual date	
Anderson06, Charles	05/03/2018	Paul's test from diary	07/03/2018	View / confirm

A new column for off the job training hours recorded now appears in both the Activity Log summary and the Learner Diary summary.

▼ Learner diary (Anderson06, Charles)

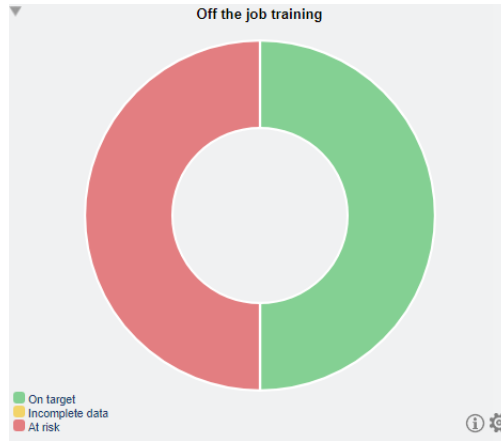
Date logged	Start date	End date	Summary title	Logged by	Start time	End time	GLH?	Off the job training?	Edit
17/04/2018	17/04/2018	19/04/2018	Training course	Smith06, Anne	9:00	17:00		24:00	Edit
17/04/2018	30/04/2018	30/04/2018	Training day	Smith06, Anne	10:00	16:30		6:30	Edit
17/04/2018	02/05/2018	02/05/2018	GLH	Smith06, Anne	12:00	13:00	1:00		Edit
04/05/2018	05/03/2018	07/03/2018	Paul's test from diary	Anderson06, Charles				14:00	Edit
11/05/2018	11/05/2018	11/05/2018	Assessor meeting	Anderson06, Charles	12:00	13:00		1:00	Edit

The assessor's confirmation tick implies that the hours are correct and the training is completed and hence the hours can be added to the total.

New Dashboard graph showing progress

There is a dashboard graph for the assessor and the IQA, showing learners who are on and off target with regards to the OTJT.

Learners who are not set up for OTJT are not listed. The yellow section is for learners who have OTJT set up, but not start and end dates for their qualifications. If start and end dates are not set up when the qualification is assigned, both dates default to the date the qualification was assigned, and OTJT progress is not able to be calculated by the system.



Off the job training: All (R + A + G)
 Report generated for: Edna Krabbappel (Assessor)
 Date: 15/05/2018 09:04

RAG
 Target date
 Total hours required
 Employer
 Curriculum area

RAG	Learner	Hours logged to date	Hours required to date	Target date	Total hours required	Employer	Curriculum area
At risk	Gillett, Graham (38)	2:00	290:37	31/12/2018	558:54		
On target	Anderson06, Charles (1695)	35:00	23:24	17/04/2020	780:00		

Download Close

New reports showing progress

All qualifications including signed off qualifications will be taken into account in calculating progress. For example, if the learner has a main qualification and Functional Skills assigned, the Functional Skills might be signed off well in advance of the main qualification.

If OTJT hours are recorded for before the qualification start date, or after the qualification end date, those hours won't be counted towards the total.

My Progress Summary – Learner View

This now includes a new bar for OTJT. On and off target are calculated based on an assumption of linear progress over time (this is the same way we calculate on and off target for qualification progress).

To do

Info

My progress summary

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■ On target / complete

■ At risk

■ Status unknown

▼ Off the job training

Overall off the job training to date 4%

Total hours required: 780:00
 Hours required to date: 23:24
 Hours logged to date: 35:00

Learner Progress Summary – Assessor / IQA view

In the Learner progress summary tab, assessors can see progress on OTJ training.

▼ Anderson06, Charles (1695)

Qualification	Current completion	Target start date	Target end date	Estimated further days	Off the job training
		17/04/2018	17/04/2020		35:00 / 780:00
Apprenticeship Operations/Departmental Manager L5 ST0385_01 Standards Version 1 (132)	0 %	17/04/2018	17/04/2020		
Apprenticeship Operations/Departmental Manager L5 ST0385_AP01 Programme of Delivery V1 (131)	0 %	17/04/2018	17/04/2020		
Diploma for Leaders and Managers L5 {QCF} ILM 603_1167_8 (133)	0 %	17/04/2018	17/04/2020		

Progress – new off the job training report

In the Progress tab, there is a new report for the OTJT. This is available to assessors, IQAs, EQAs, OSUs, Line Managers and Centre Admins. There is a filter for Learner, Curriculum area and Employer.

Columns for the report include, Hours logged to date, Hours required to date, Hours required total, Hours surplus/shortfall to date.

On target
 Incomplete data
 At risk

Off the job training (15/05/2018)

Learner	Employer	Curriculum area	Hours logged to date	Hours required to date	Hours required total	Hours surplus/shortfall to date
Gillett, Graham (38)			2:00	290:37	558:54	-288:37
Anderson06, Charles (1695)			35:00	23:24	780:00	+11:36

Progress Reviews showing OTJT progress

This existing report now shows progress against required OTJT at the point the Progress Review is completed.

▼ Progress review (Anderson06, Charles)

Summary

Planned date

Actual date

Progress as on 14/05/2018

Apprenticeship Operations/Departmental Manager L5 ST0385_01 Standards Version 1	0%
Apprenticeship Operations/Departmental Manager L5 ST0385_AP01 Programme of Delivery V1	0%
Diploma for Leaders and Managers L5 (QCF) ILM 603_1167_8	0%
NVQ in Customer Service L2 (GW)	0%

Off the job training as on 14/05/2018

Hours logged	35:00
Target hours to date	23:24
Total hours required	780:00

NOTES:

Where a learner has both GLH and OTJT set up against their account, users can log GLH and OTJT with different start and end times in the same log, (Activity or Diary), because these functions are completely separate.

The existing GLH function will remain as it is, so that clients can continue to use it, and old data is left undisturbed.