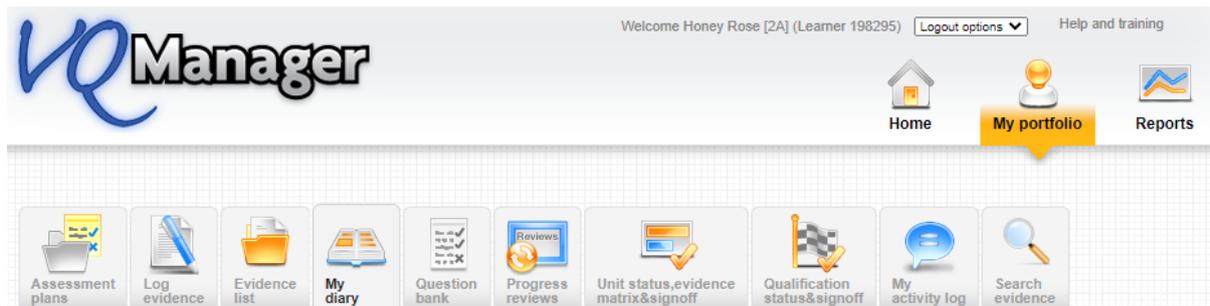


Off the job training for the Learner

Off the job training function

You may be required to spend 20% of your paid working time completing off the job training (OTJT).

The off the job training fields will appear in both these tabs: **Diary and My Activity Log**



OTJT duration can be recorded in hours and minutes. If you use the start and end time fields, the duration auto-populates based on those entries. **However, there is no requirement to add start and end times if they are not required.** You can simply put the **Duration** in manually instead.

When completing this section are able to send a request to both your assessor and your Line Manager to confirm the hours when you log them. This request generates a **To Do** list item for the assessor and the Line Manager. If there is no line manager using VQManager, this option will not be visible to you.

▼ Off the job training

Start time :

End time :

Duration hours minutes

Request assessor to confirm the above OTJT hours?

Request line manager to confirm the above OTJT hours?

If you forget to request line manager confirmation, you can return to an existing record and request Line Manager confirmation.

The Diary can also be used for recording off the job training in the same way too.

A column for off the job training hours recorded will show 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?	
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	Pauf'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. ***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

In this tab, there is an overall completion bar for OTJT. On and off target are calculated based on an assumption of linear progress over time.

Navigation icons: To do (4), Info, My progress summary, Calendar, File library, Personal details, My VQManager network, Messages.

Legend: ■ 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

Progress Reviews showing OTJT progress

When you open any completed progress review, your progress against required OTJT at the point the Progress Review is completed is visible.

▼ Progress review (Anderson06, Charles)

Summary: May 2018 review 3

Planned date: 14/05/2018

Actual date: 14/05/2018

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