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.

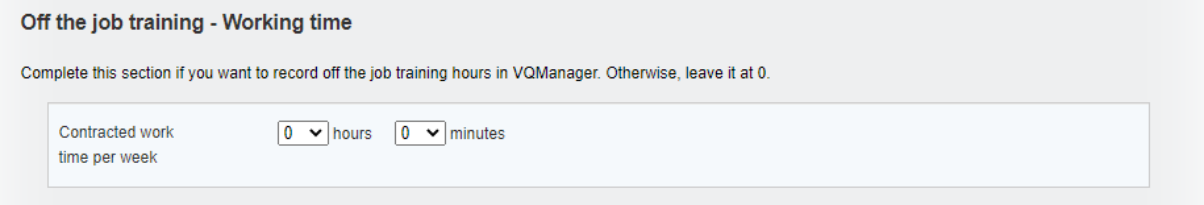
The off the job training fields will only appear where the working time field in the User profile has been completed, i.e. the function is hidden for all users it is not relevant to.

The Centre Admin should:

- Add weekly working hours for learner
- Adjust the learner's start or end date, e.g. to accommodate late finishers
- Adjust the OTJ target hours, to accommodate discounting annual leave, changes in working hours, etc.

In the user profile, there are two areas which can be used to record OTJ hours.

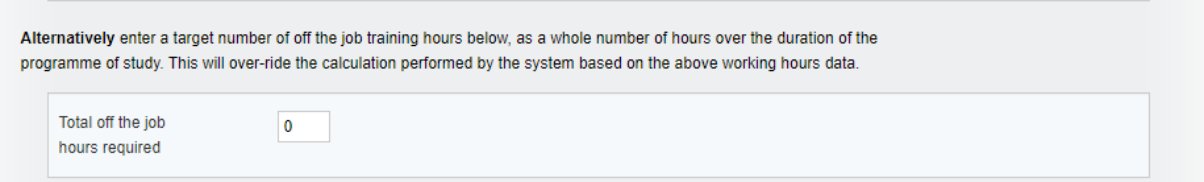
- Working time



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. (hours per week x 0.2) x no. of weeks between start and end date. The field will allow for half hours, for example 37.5 hours worked per week. 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.

Or

- Actual hours



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.

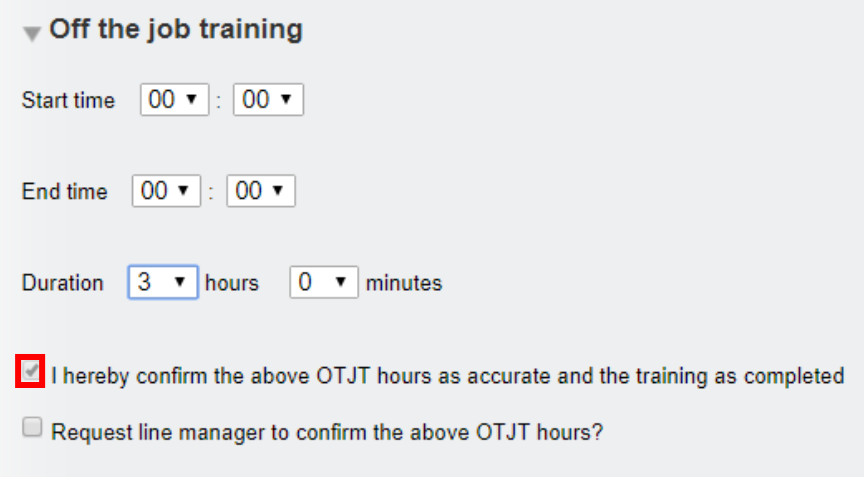
The Function for recording off the job training in both the Diary and Learner Activity Log

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.**

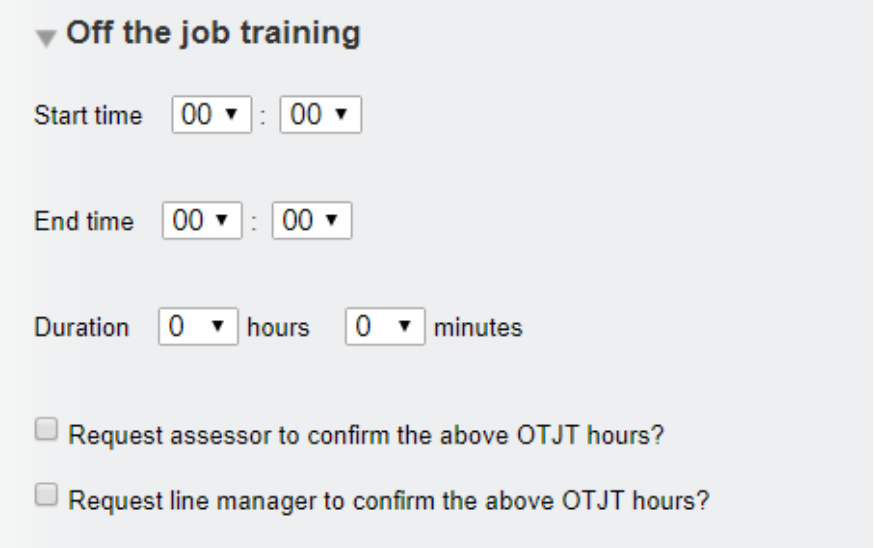
When an assessor completes the OTJT section, the declaration "I hereby confirm the above OTJT hours as accurate and the training as completed" appears and is automatically ticked. The exception to this rule is a future-dated entry, since they can't be confirmed until they have actually happened.

Hours won't count if they are logged in an Activity Log entry and the 'Actual date' field is left blank.

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.



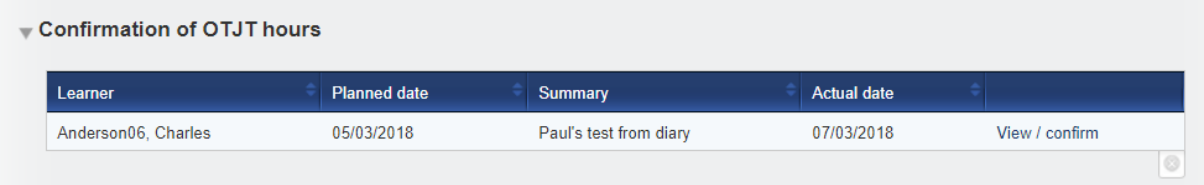
Learners when completing this section are able to send a request to both the assessor and Line Manager to confirm the hours when they log them. This request generates a To Do list item for the assessor and the Line Manager.



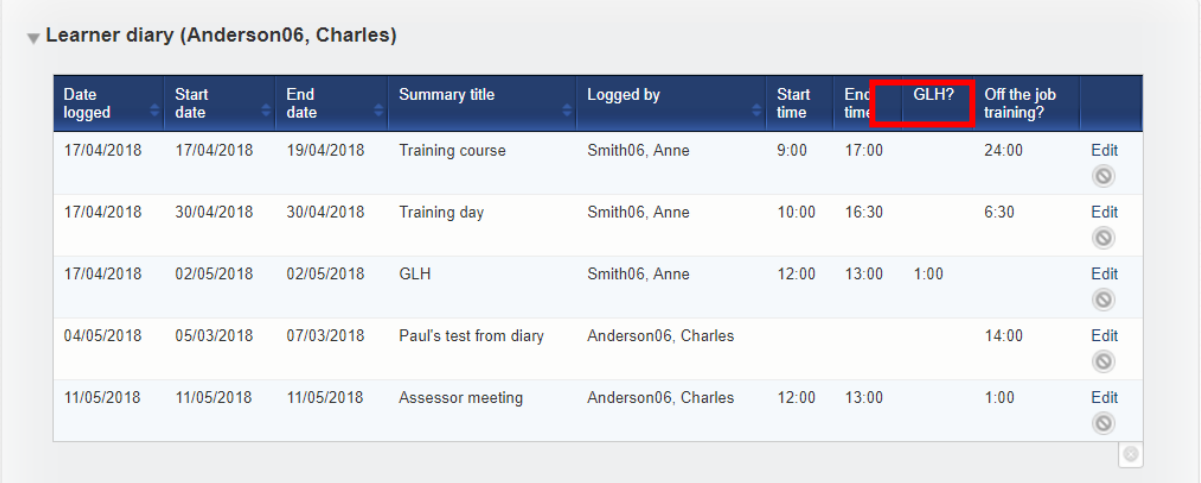
The Line Manager confirmation will be hidden where no Line Manager is assigned to the learner.

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.



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



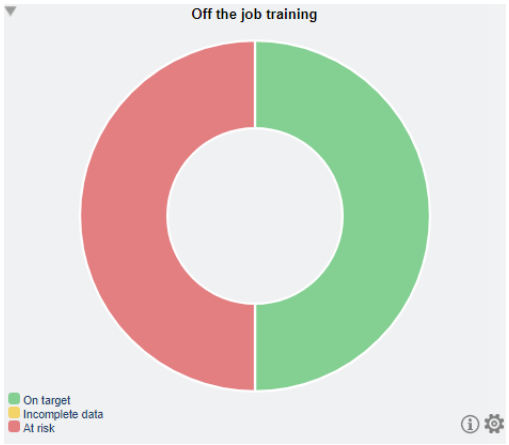
- The assessor's confirmation tick implies that the hours are correct and the training is completed and hence the hours can be added to the total. ***If OTJT hours are recorded for before the qualification start date, or after the qualification end date, those hours won't***

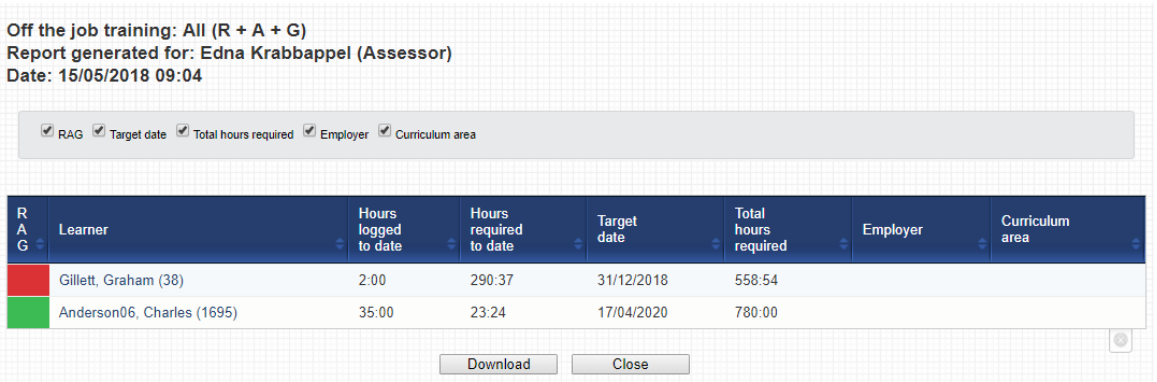
be counted towards the total (this includes Diary entries where either the start or end date are outside the qualification start and end dates)

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.





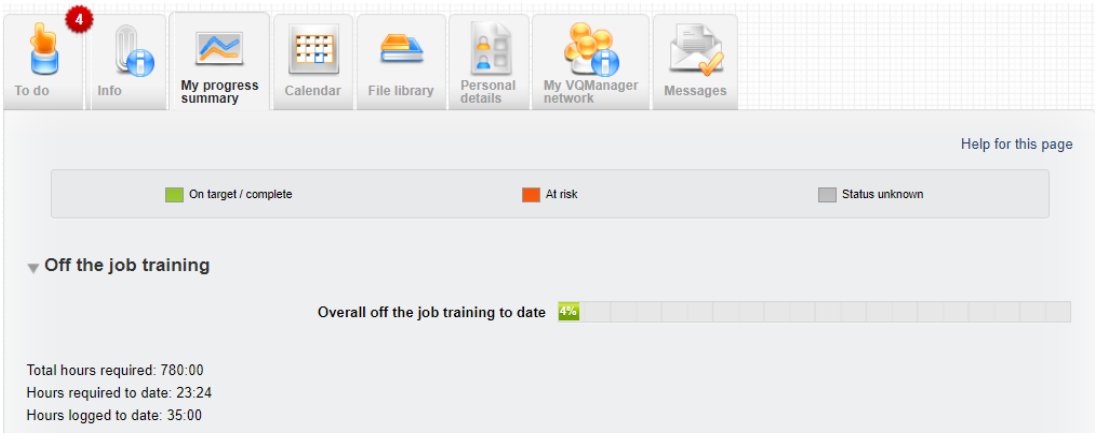
New reports showing progress

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.

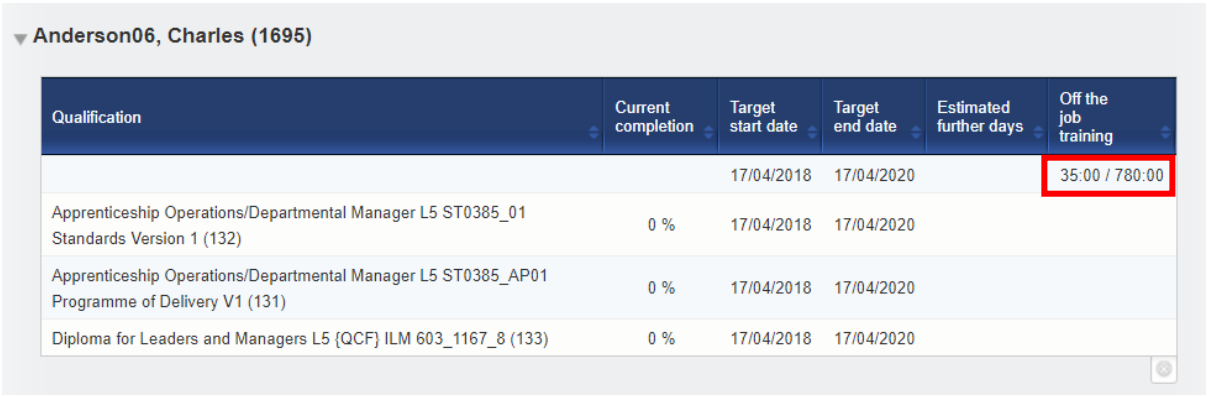
My Progress Summary – Learner View

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).



Learner Progress Summary – Assessor / IQA view

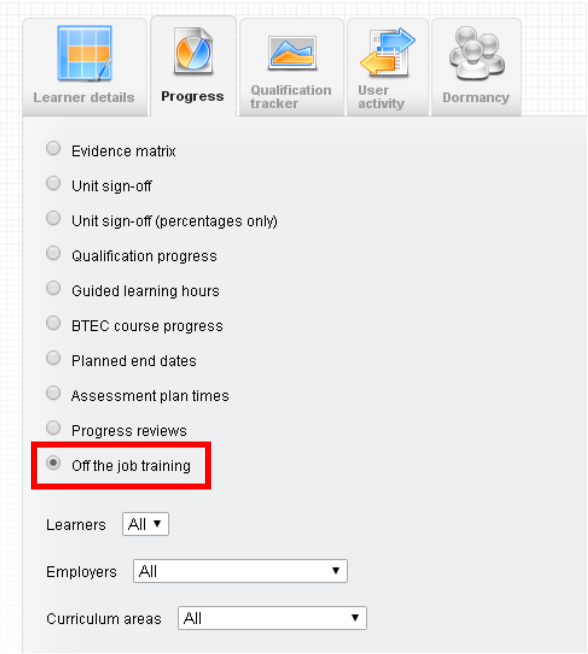
In the Learner progress summary tab, assessors can see progress on OTJ training.

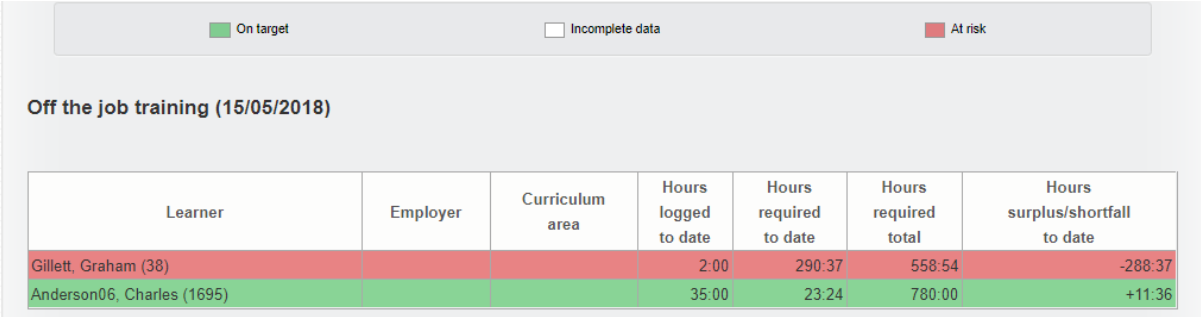


Progress – new off the job training report

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.

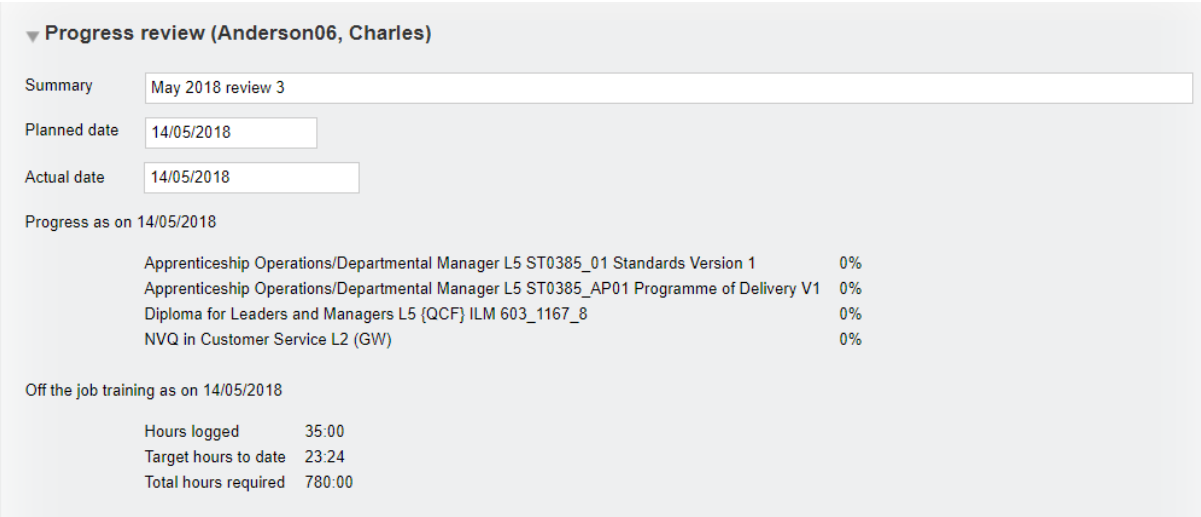




Learner	Employer	Curriculum area	Hours logged to date	Hours required to date	Hours required total	Hours surplus/shortfall to date
Gillett, Graham (38)			2:00	290:37	558:54	-288:37
Anderson06, Charles (1695)			35:00	23:24	780:00	+11:36

Progress Reviews showing OTJT progress

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



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.