

Off the job training

Off the job training as a learner

When you are completing an Apprenticeship Standard you may be required to show you have spent up to 20% of your paid working time on off-the-job training.

The fields for recording off the job training are located in both the Diary and Learner Activity Log. You may be given some guidance by your assessor as to which area they would prefer you to add them to.

▼ Off the job training

Start time :

End time :

Duration hours minutes

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

Request line manager to confirm the above OTJT hours?

OTJT duration can be recorded in hours and minutes. If you add 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. You 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.

NB: your recorded hours won't count if they are logged in an Activity Log entry and the ‘Actual date’ field is left blank. Please ensure you complete this field too

Where your line manager is using VQManager too, both you and your assessor are able to send a request to your line manager to confirm the hours claimed too.

▼ 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?

It is possible for you 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.

A column for off the job training hours recorded 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? | |
|-------------|------------|------------|------------------------|---------------------|------------|----------|-------|-----------------------|--|
| 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 | |

A key appears at the top of the table in the Diary and Activity log tab indicating who has confirmed the OTJ entries:

OTJT hours key: Learner logged, Employer confirmed, Assessor confirmed, Assessor and Employer confirmed

| | | | | | | | |
|------------|------------|-------|------------------|------------------|--|-------|-------------------------------|
| 17/05/2018 | 17/05/2018 | Other | training | Knee, Sid | | 2:00 | Edit <input type="checkbox"/> |
| 17/05/2018 | 17/05/2018 | Other | training | Rose [2A], Honey | | 2:00 | Edit <input type="checkbox"/> |
| 18/05/2018 | 18/05/2018 | Other | sales training | Rose [2A], Honey | | 10:00 | Edit <input type="checkbox"/> |
| 31/05/2018 | 31/05/2018 | Other | Training session | Rose [2A], Honey | | 6:00 | Edit <input type="checkbox"/> |

NB: Where OTJT hours are recorded 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)

The “emailing in” function can also be used to add OTJT to a new diary or activity log entry

▼ Emails awaiting further processing

| Date received | Subject | Attachments | Process email into... | Delete |
|---------------|-------------|-------------|--|----------------------------------|
| 07/01/2021 | My evidence | | Select Select Evidence Learner activity log Learner My diary | Process <input type="checkbox"/> |
| 07/09/2021 | Summertime | | Process <input type="checkbox"/> | |
| 07/09/2021 | Yeah | | Process <input type="checkbox"/> | |
| 07/09/2021 | Roger | | Select <input type="checkbox"/> | Process <input type="checkbox"/> |

Emails can be sent to VQManager by you – portfolio@vqmanager.co.uk. The email arrives in a table on the To Do tab entitled: Emails awaiting further processing and can be added to:

- Learner activity log
- Learner my diary.

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

This 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).

Help for this page

Overall off the job training to date

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

This is also visible on the Shortcuts tab

Progress Reviews showing OTJT progress

When your assessor has completed a progress review, you are able to open that review and see your progress against required OTJT at the point the Progress Review is completed.

The screenshot shows a progress review for 'Anderson06, Charles'. It includes summary information like the review date (May 2018 review 3), planned and actual dates (both 14/05/2018), and a progress section as of 14/05/2018. The progress section lists various apprenticeship standards and their completion percentages. Below this, it shows off-the-job training hours logged (35:00), target hours to date (23:24), and total hours required (780:00).

| Standard | Completion % |
|--|--------------|
| 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% |

Notification regarding no learning activity in the last 25 days

Due to the new apprenticeship guidance (2022) around Off the Job Training hours indicating that some learning activity should take place every 4 weeks, we have added a notification to go out to you, the assessors and line managers when no OTJ records have been uploaded for a while.

The system will send an e-mail to you and your assessor, and your line manager(if one is assigned). The message will say something like this.

Dear [your name],

This e-mail is to remind you that no new Off the Job Training hours have been logged in your account in the e-portfolio in the last three and a half weeks.

Please review your portfolio, and make sure your records there are up to date. If you have any questions about Off the Job Training, or your programme of study in general, please contact your assessor. Contact details can be found on the 'My VQManager Network' tab, in the 'Home' section of your portfolio.

Please note that this is a notification email only and any replies to this email address will not be answered. If you have a query regarding this email or any aspect of VQManager, please contact your Centre Administrator directly.

*Kind Regards,
The VQManager team*

This notification is not intended to remind you that you are a few hours short of the total number of hours required to date. This is just to remind you that you haven't logged any hours recently.