

Off the job training

Off the job training

The Apprenticeship Standard learners are required to show they have spent 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 edits the user profile where there are two areas which can be used to record OTJ hours.

- Working time

Off the job training - Working time

Complete this section if you want to record off the job training hours in VQManager. Otherwise, leave it at 0.

Contracted work time per week	0 ▼ hours	0 ▼ minutes
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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. 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.

This first calculation may no longer be relevant to you so the second option may be preferable.

- Actual hours

Alternatively enter a target number of off the job training hours below, as a whole number of hours over the duration of the programme of study. This will over-ride the calculation performed by the system based on the above working hours data.

Total off the job hours required	0
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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 fields for recording off the job training are located 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.**

▼ 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?

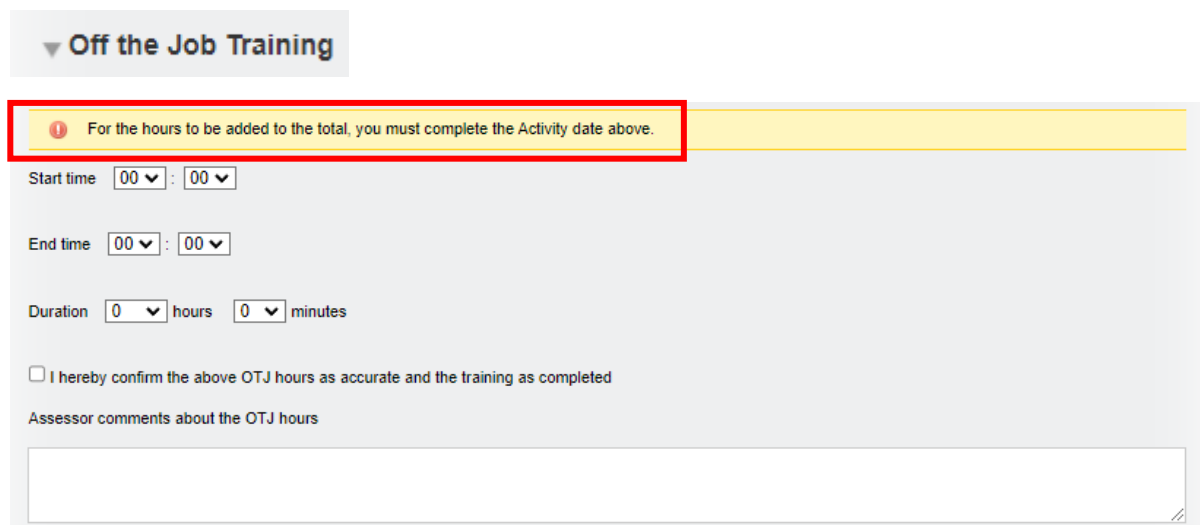
When an assessor completes the OTJT section, the declaration “I hereby confirm the above OTJT hours as accurate and the training as completed” appears and is automatically ticked. The exception to this rule is a future-dated entry, since they can't be confirmed until they have actually happened.

NB: These recorded hours won't count if they are logged in an Activity Log entry and the 'Actual date' field is left blank.

There is a note to remind learners and assessors of this OTJ rule in respect of the need to complete the Activity date when they are logging OTJ in the Activity log.

It appears as a yellow comments box and has the wording

“For the hours to be added to the total, you must complete the activity date above”



Just as a reminder – here are the OTJ rules in full:

For the OTJ hours to count – they MUST:

1. *Fall within the start date and end dates of **any qualification** they are doing- i.e. if they are doing a framework, the earliest start date and the latest end date for any of those qualifications. (These are set up in the User profile by the Centre Admin) – To be clear, this does not mean the OTJ start and end times or dates.*
2. *Be confirmed by the assessor.*
3. *When recording OTJ in the Activity log tab (as opposed to the Diary tab) have a date of activity logged in the Activity date field. Hours won't count if they are logged in an Activity Log entry and the 'Actual date' field is left blank.*

If you think insufficient hours are being included for any learner, please check all of the above criteria are being met.

Where a line manager/employer is assigned to the learner, the assessor is able to send a request to the line manager/employer to confirm the hours is required by ticking the appropriate box. This request generates a To Do list item for the line manager/employer and also an email where an email has been added for the line manager/employer.

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



▼ 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/employer confirmation will be hidden where no line manager/employer 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/employer 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 by the assessor 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 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: 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.

NB: 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)

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
05/04/2015	Re: Easter Day, Eating Eggs		Select Select	
13/12/2016	Krista's ep	image001.png ChatLog Cheadle IQA remote meeting 2016_02_03 10_23.rtf	Evidence Learner activity log Assessor activity log New progress review Existing progress review (add to) Learner diary	
21/03/2018	Fwd: Your Next.co.uk VIP Sale Registration			
09/05/2018	[Scan] 2018-04-27 21:10	2018-04-27 21-10.pdf ATT00001.txt	Select Process	
07/11/2018	Kari		Select Process	

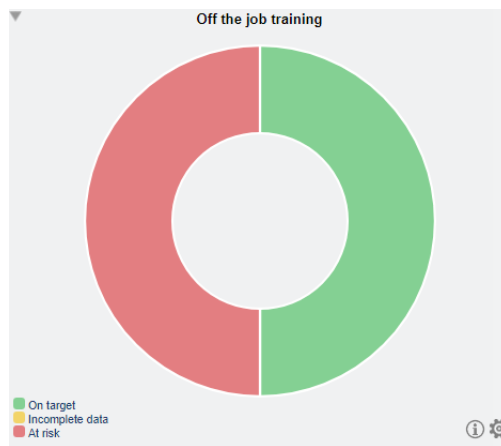
Emails can be sent to VQManager by the assessor or by the learner – portfolio@vqmanager.co.uk. The email arrives in a table on the To Do tab entitled: Emails awaiting further processing and can be added to:

- Learner activity log
- Learner diary.

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](#)

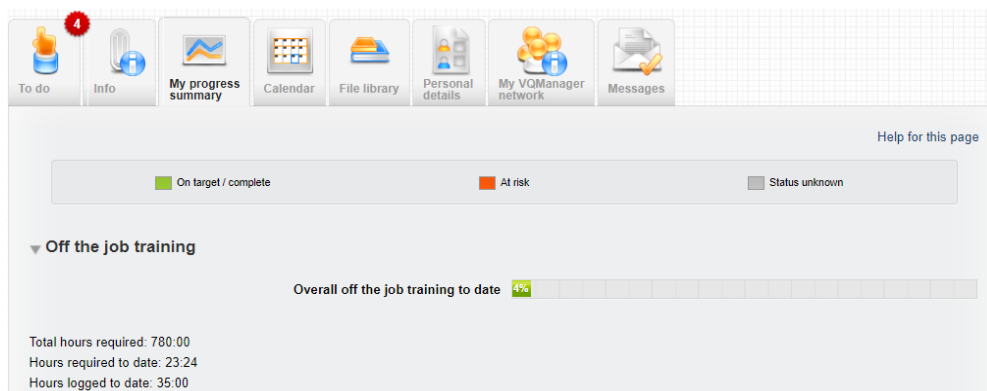
Reports showing progress

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 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.

▼ 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 – off the job training report

In the Progress tab, there is a 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 details
 Progress
 Qualification tracker
 User activity
 Dormancy

☐ Evidence matrix
☐ Unit sign-off
☐ Unit sign-off (percentages only)
☐ Qualification progress
☐ Guided learning hours
☐ BTEC course progress
☐ Planned end dates
☐ Assessment plan times
☐ Progress reviews
☒ **Off the job training**

Learners
Employers
Curriculum areas

Off the job training (12/12/2022)

Learner	Employer	Subcontractor	Curriculum area	Reference number	Hours not yet confirmed	Hours confirmed to date	Hours required to date	Hours required total	Hours surplus/shortfall to date
bcot, learner (277715)	Allens Car Sales		Business Admin		00:00	00:00			

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

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

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.

Exporting Activity log for EPA

A function allows the assessor to export all the activity logs for a learner.

▼ Previous logs

Copy logs to other students

OTJ hours key: Student logged, Employer confirmed, Tutor confirmed, Tutor and Employer confirmed

Date logged	Activity date	Category	Summary title	Logged by	Start time	End time	Activity detail	Attachments	GLH?	Off the job training?	Edit
15/07/2020	07/05/2018	c. Support	GLH and Off the job	Krabbappel, Edna	14:00	16:30			2:30		Edit
17/08/2021	01/08/2021	c. Support	OTJ	Krabbappel, Edna							Edit
17/08/2021	04/07/2021	f. Telephone	Call to learner	Krabbappel, Edna						15:00	Edit
17/08/2021	17/08/2021	g. Email	june rcontact	Krabbappel, Edna						1:00	Edit

Prepare activity logs for EPA

A button appears underneath the table of activity logs called **Prepare activity logs for EPA**.
When the arrow is selected all activity logs are added to a single PDF document.

Activity logs prepared for EPA

Link

http://dev.vqmanager.co.uk/cgi/radSVQ.cgi/EpaActivityLog_Notification_Kari_1640.pdf?r=0&i=&rf={4C5AD2DF-A651-4F12-874C-D45A4564086C}&org=1&sc=1&ca=1640

Copy this link

Download

Close

The link can be copied or the document can be downloaded, either by selecting the download icon or selecting the Download arrow.

When downloaded the PDF displays like this:

Student activity log

Student	Notification, Karl
Employer	Pandora
Institution	Institution One
Curriculum area	Health and Social Care
Tutors	Krabbappel, Krabbappel
Employers	vqmiv, vqmiv AAA_Wil_test_AAA, AAA_Wil_test_AAA Bryson, Billy

Category	Summary title	Activity date	Activity detail	GLH	OTJ hours	OTJ Tutor confirmation date	OTJ Tutor confirmation comments	OTJ Employer confirmation date	OTJ Employer confirmation comments	Attached files
c. Support	GLH and Off the job	07/05/2018	Richer evidence – e-portfolios make the use of electronic evidence much easier. This might be images, video or voice recordings. In all cases, electronic evidence is usually rich and a very good indicator of learner competency that stands up well to QA.	2:30	00:00					
c. Support	OTJ	01/08/2021	Wedded to paper – the use of paper is so entrenched in a process that it's hard to let go. An example might be the use of an evidence gathering form in a commercial kitchen. It's still possible to use an e-portfolio, of course, plenty of organisations have a process that blends the use of paper with the e-portfolio.	00:00	00:00					standard-tube-map.pdf
f. Telephone	Call to learner	04/07/2021	Wedded to paper – the use of paper is so entrenched in a process that it's hard to let go. An example might be the use of an evidence gathering form in a commercial kitchen. It's still possible to use an e-portfolio, of course, plenty of organisations have a process that blends the use of paper with the e-portfolio.	00:00	15:00	17/08/2021				Skillwise elearning flyer KN V3.pdf

The number of OTJ and GLH hours in this list are totalled at the bottom. Any OTJ hours that have not been approved by an assessor are excluded, and show as 00:00 in the OTJ hours column.

Note that, if you also have some OTJ hours recorded in the Diary, these are not included in the total here. If your EPA wants to see OTJ hours records, you will need to check if these are split between the Diary and Activity log, and download both PDFs if necessary.

Total										15:30	25:00
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Exporting Diary for EPA

This second Diary export function works in virtually the same way as the Activity Log export function.

Unit assignments
Assessment plans
Log evidence
Evidence list
Learner diary
Learning content
Progress reviews
Unit status, evidence matrix&signoff
Qualification status&signoff
Learner activity log
Student details
Search evidence

▼ Learner diary (Wolfson, Graham)

OTJ hours key: Student logged, *Employer confirmed*, *Tutor confirmed*, *Tutor and Employer confirmed*

Date logged	Start date	End date	Summary title	Logged by	Start time	End time	Description	Attachments	GLH?	Off the job training?	
08/05/2019	08/05/2019	08/05/2019	Training day	Wolfson, Graham	11:00	15:00				4:00	Edit
08/05/2019	16/04/2019	16/04/2019	Training day - forgot assessor confirm	Wolfson, Graham	9:00	18:00				9:00	Edit
08/05/2019	02/05/2019	02/05/2019	Training day - no OTJ	Wolfson, Graham						5:00	Edit
08/05/2019	08/05/2019	08/05/2019	Training	Wolfson, Graham							Edit
08/05/2019	08/05/2019	08/05/2019	Training 2	Wolfson, Graham							Edit
31/05/2019	31/05/2019	31/05/2019	training OTJ 0	Wolfson, Graham						2:00	Edit
31/05/2019	31/05/2019	31/05/2019	training OTJ 5	Wolfson, Graham						5:00	Edit
31/05/2019	31/05/2019	31/05/2019	training days OTJ 10	Wolfson, Graham						10:00	Edit

Prepare diary for EPA

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 learners, assessors and line managers when a learner hasn't submitted any OTJ records for a while.

Here are the specific funding rules (page 22):

P52.1 A break in learning must be used where there is no active learning for 4 weeks or more.

P52.2 Training can still be front-loaded at the beginning of the apprenticeship, delivered in 'blocks', or delivered around employer peak periods, provided there is some planned learning activity every 4 weeks in order to keep the apprentice engaged.

P52.2.2 The activity must meet the definition of off-the-job training or be English and maths training.

This function will only work when it is switched on for you and the following rules apply:

- The learner is set up to record OTJ in their profile
- The learner has fewer hours logged and confirmed than the number of hours required to date
- Today's date is at least 2 months since the learner's earliest qualification start date
- No new OTJ hours have been logged in the last 3.5 weeks (25 days). *NB: OTJ hours that are not yet confirmed will count here, so it's any hours logged, by any user, regardless of approved status, or whether they are in the Diary or the Activity log.*

With these rules in place, the earliest possible date for a notification is just short of 3 months on programme.

If the parameters are met, the system will send an e-mail to the learner, their assessor, and their employer (if one is assigned). The message will say something like this.

Dear [learner's 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*

Dear [assessor's name],

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

Please review the learners' accounts, and make sure their records are up to date. You may wish to contact your learners to discuss their portfolio. Contact details are in the 'Learner details' tab in the 'My Learners' section of the e-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*

Dear [employer's name],

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

Please review the learners' accounts, and make sure their records are up to date. You can do this by clicking on the 'Associates' tab, and clicking 'view' next to the learner's name. You may wish to contact your learners to discuss their portfolio. Contact details are in the 'Personal details' tab in the 'Home' section of the e-portfolio when you are viewing the learner's account.

[learner's name]

Please note 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

NB if all of a learner's quals are signed off notifications will still be triggered. This is because some learners may have completed the qualification itself, but don't have enough OTJ hours logged to actually go forward for end point assessment and will need to continue adding hours.

This notification is not to remind learners that they are a few hours short of the total number of hours required to date. From the provider's point of view, this may or may not be an issue. This is just to remind them if they haven't logged any hours at all recently.

Any hours logged in the last 25 days regardless of user will prevent a notification being sent, regardless of whether they are assessor approved or not.

This last function is an opt in one. Please let us know if you would like to opt into this function, and please let us know which day of the week you would like the notifications to be sent.

Add centre switch to choose where OTJ are recorded.

We have two areas for recording OTJT hours, the **Diary** tab and the **Activity log** tab. Some users have found this confusing, so we have added a centre switch with different options.

The options within the switch are:

- Log OTJ in **Diary** only
- Log OTJ in **Activity log** only
- Log OTJ in both **Diary** and **Activity log**

The default setting remains the third option, that hours can be added to both areas, since that is what we have now. For either of the first two switches, the **Diary or Activity log** tabs would still be available to use but for the tab not selected, the area for logging OTJ would be hidden for all users.

For backwards compatibility, you will still see the OTJ column in the summary table, where there are entries there. Where there are no entries, it will be hidden along with the section to log OTJ hours.

If you would prefer to only allow OTJ to be added on one tab or the other, please let us know along with your preference.