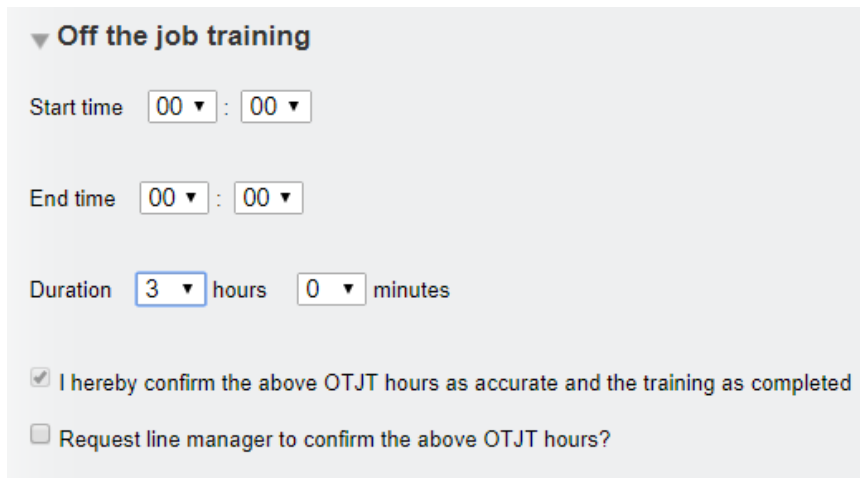


Off the job training

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 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?

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

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?

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	image0.png	Select	Process
07/09/2021	Summertime	0748f50f-5059-4d94-b416-942150009b4d.JPG	Select	Process
07/09/2021	Yeah	2dd08e57-c8f3-4535-af58-93f2b158680c.MP4	Evidence	Process
07/09/2021	Roger		Learner activity log	Process
			Learner My diary	Process
			Select	Process

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

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

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.

▼ 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

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 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.

Note to remind users to complete the Activity date when logging OTJ in the Activity log.

We have added a note to remind learners and assessors of the 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"

The screenshot shows the VQ Manager interface. At the top, there's a header with the VQ Manager logo, a welcome message for Edna Krabbappel (Assessor 6), and links for Home, My learners, Assessment tools, and Reports. Below this is a dropdown menu for the Learner, currently set to 'Notification, Kari (1640)'. A row of icons represents various functions: Unit assignments, Assessment plans, Log new evidence, Evidence list, Reflective account, Learning content, Progress reviews, Unit status, evidence matrix & signoff, Qualification status & signoff, Learner activity log, Learner details, and Search evidence. The 'Off the Job Training' section is expanded, showing a yellow message box with an information icon and the text: 'For the hours to be added to the total, you must complete the Activity date above.' Below this are input fields for Start time (00:00), End time (00:00), and Duration (0 hours, 0 minutes). There is a checkbox for 'I hereby confirm the above OTJ hours as accurate and the training as completed' and a text area for 'Assessor comments about the OTJ hours'.

Add OTJ summary to Diary and Activity log tabs

We have added a summary of Off the Job (OTJ) progress when users are looking at both the **Diary** (Reflective account in the example below) and **Learner activity log** summary pages.

This will only show for learners who have OTJ switched on.

If the centre has had a switch applied so that OTJ can only be logged in the **Diary**, it will not show in the **Learner activity log**, and vice versa.

VQ Manager

Welcome Edna Krabbappel (Assessor 6) [Change user/Logout](#) [Help and training](#)

[Home](#) [My learners](#) [Assessment tools](#) [Reports](#)

Learner: [Gillett, Graham \(38\)](#)

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

▼ Reflective account (Gillett, Graham)

Off the Job Training	
Hours logged	36:45
Target hours to date	364:00
Total hours required	500:00

VQ Manager

Welcome Edna Krabbappel (Assessor 6) [Change user/Logout](#) [Help and training](#)

[Home](#) [My learners](#) [Assessment tools](#) [Reports](#)

Learner: [Gillett, Graham \(38\)](#)

Unit assignments, Assessment plans, Log new evidence, Evidence list, Reflective account, Learning content, Progress reviews, Unit status, evidence matrix&signoff, Qualification status&signoff, **Learner activity log**, Learner details, Search evidence

▼ Previous logs

Off the Job Training	
Hours logged	36:45
Target hours to date	364:00
Total hours required	500:00

[Select logs to copy to other learners](#)

It shows the total across both these tabs where clients are recording hours on both the **Diary** and **Learner activity log**. We have added a mouse-over to indicate this.

The totals shown here are for hours recorded across the Reflective account and Learner activity log. You may not see all of the total hours in the table below.

Hours logged	36:45
Target hours to date	364:00
Total hours required	500:00

Adding learner confirmation to OTJ hours records

We have added the ability for learners to confirm logged OTJ hours. This applies equally to the **Diary** and **Learner activity log** entries.

When an assessor is creating a record, there is now an additional confirmation box for them to tick to request learner confirmation. This box is ticked by default, but the assessor can remove the tick if they choose.

▼ Off the Job Training

Start time :

End time :

Duration hours minutes

☐ I hereby confirm the above OTJ hours as accurate and the training as completed

Assessor comments about the OTJ hours

☐ Request employer to confirm the above OTJ hours?

☒ Request Learner to confirm the above OTJ hours?

Learner comments about the OTJ hours

This will trigger a notification on the learner's To Do tab.

▼ Confirmation of OTJ hours

Planned date	Summary	Hours claimed	Actual date	Employer confirmed?	
14/08/2023	OTJ Hours	5:00	14/08/2023	n/a	View / confirm

When they open the OTJ record, the learner will have a tick box and a comments box.

☐ I hereby confirm the above OTJ hours as accurate

Learner comments about the OTJ hours

On the Line manager's **To Do** tab, we have added a column to the **Confirmation of OTJ hours** table to show if the learner has confirmed the hours or not, as well as displaying this information when they open an individual record.

The screenshot shows the VQ Manager interface. At the top, there's a header with the VQ Manager logo, a welcome message for Kari Line (Employer 1731), and links for Logout options and Help and training. Below the header is a navigation bar with icons for Home, Shortcuts, and Reports. The main content area shows a 'Confirmation of OTJ hours' table. The table has the following columns: Learner, Log type, Planned date, Summary, Hours claimed, Actual date, Learner confirmed?, and a 'View / confirm' link. The first row of data shows 'learn, kari' as the learner, 'Learner Reflective account' as the log type, '14/08/2023' as the planned date, 'OTJ Hours' as the summary, and '14/08/2023' as the actual date. The 'Learner confirmed?' column for this row shows 'n/a', which is highlighted with a red box. The 'View / confirm' link is also visible.

When a learner is creating a record, there is a tick box and comments box for them. The confirmation box is ticked by default, but the learner can un-tick it if they choose.

The screenshot shows a form for confirming OTJ hours. It has three checkboxes, all of which are checked: 'Request Assessor to confirm the above OTJ hours?', 'Request employer to confirm the above OTJ hours?', and 'I hereby confirm the above OTJ hours as accurate'. Below these checkboxes is a text area labeled 'Learner comments about the OTJ hours'.

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 you, please check all of the above criteria are being met.

Alter Activity log and Diary summary screens to increase clarity and add learner OTJ confirmation.

In the **Activity log** and **Diary** tables, it is sometimes difficult to see the difference between bold and normal text for the OTJ hours confirmation information, so we have changed the way this is displayed.

There are three people who can confirm the hours so there are three lights, learner, assessor and line manager (employer).

- A solid blue circle indicates that that user has confirmed the hours.
- Blue edging around a grey circle indicates a request has been sent and is pending confirmation.
- A grey circle indicates no confirmation has been requested.

OTJ hours key: Confirmed Confirmation request sent Confirmation not requested

Learner

Assessor

Employer







Off the Job Training










Hours logged70:00

Target hours to date4118:24

Total hours required4118:24

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	<div><div></div><div></div><div></div></div> <div>Edit</div>
08/05/2019	16/04/2019	16/04/2019	Training day - forgot assessor confirm	Wolfson, Graham	9:00	18:00				9:00	<div><div></div><div></div><div></div></div> <div>Edit</div>
08/05/2019	02/05/2019	02/05/2019	Training day - no OTJ	Wolfson, Graham						5:00	<div><div></div><div></div><div></div></div> <div>Edit</div>

OTJ hours key:  Confirmed  Confirmation request sent  Confirmation not requested		
 Learner  Assessor  Employer		

Off the Job Training?		
4:00	  	Edit
9:00	  	Edit
5:00	  	Edit

Any records from before we introduced learner confirmation will show as 'confirmation not requested' for the learner.

Where a learner doesn't have a line manager (employer) assigned, the corresponding entry in the key, and icons in the table, will be hidden.

The role names in the key will adjust as per the centre settings i.e. line manager / employer.

