

WHAT COUNTS AS OFF-THE-JOB TRAINING?

Remember the four tests:

1 Did the training occur after you started your apprenticeship?

2 Did the training directly relate to your apprenticeship?

If **yes** to all, it can count towards your off-the-job training hours!

3 Did the training develop **new** knowledge, skills, and/or behaviours?

4 Did the training take place during your normal **paid** working hours?*

*does not include when you are on any type of leave from work!

Top Tip for Success

Remember: off-the-job training can take place **anywhere!**



At the University



On an educational visit



In the workplace



Even at home

As long as it passes the four tests, it counts!

Examples include (but are not limited to) any time spent:

ATTENDING UEL TRAINING SESSIONS	ATTENDING VIRTUAL LECTURES	ATTENDING WORK-BASED WORKSHOPS	ROLE-PLAYING WORKPLACE SCENARIOS	SIMULATING A PROFESSIONAL SETTING
WATCHING EDUCATIONAL VIDEOS	LISTENING TO ACADEMIC AUDIOBOOKS	READING ACADEMIC LITERATURE	COMPLETING WORKBOOK ACTIVITIES	WRITING REFLECTIVE JOURNALS
SHADOWING YOUR COLLEAGUES	COMPLETING ONLINE MODULES	PREPARING FOR EVENTS	CREATING PORTFOLIOS OF EVIDENCE	RECEIVING ACADEMIC SUPPORT
GIVING PROFESSIONAL PRESENTATIONS	PARTICIPATING IN GROUP DISCUSSIONS	EVALUATING PROFESSIONAL CONDUCT	PROPOSING IDEAS TO IMPROVE PROCESSES	GIVING PROFESSIONAL GUIDANCE TO PEERS
COMPLETING QUIZZES	APPLYING NEW SKILLS IN THE WORKPLACE	MENTORING OTHERS AT WORK	WATCHING RECORDED WEBINARS	PREPARING FOR END-POINT ASSESSMENT (EPA)
GOING ON EDUCATIONAL TRIPS AND VISITS	PARTICIPATING IN SECTOR-WIDE COMPETITIONS	RECEIVING COACHING FROM SENIOR STAFF		

Examples of what cannot count towards off-the-job training include induction to UEL and your workplace, library/academic skills training, summative assessments, revision for assessments, English and maths training, and tripartite progress reviews.

If you are ever unsure whether an activity can count towards your off-the-job training, consult with your University tutor.