

OTJH Log

January 2023

Welcome

Today's Hosts:



Natalie Hodge
Senior Product Owner



Matt Wood
Product Owner



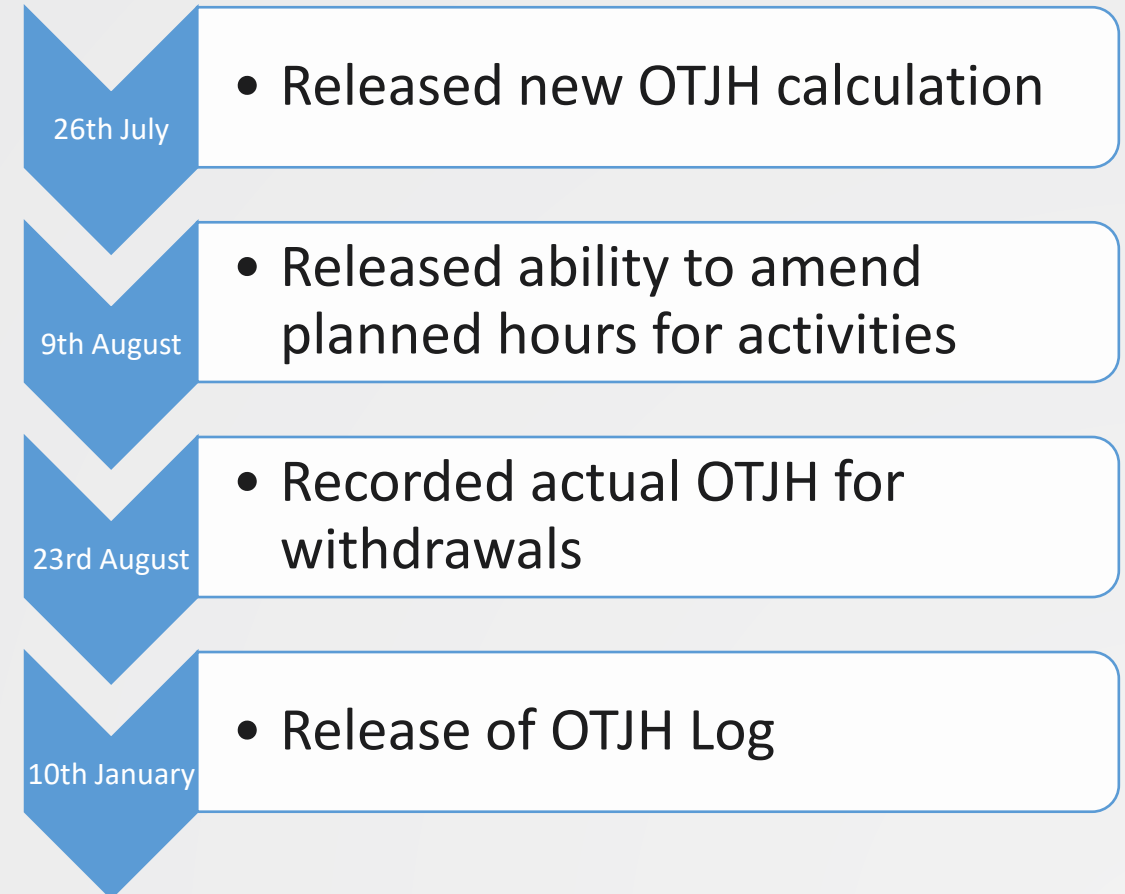
Rebecca Johnson
Product Owner

Agenda

- Recap of OTJH changes
- Summary of OTJH tracking changes
- Demo
- Q&A

Timeline

How we got here



ESFA Evidence Requirements

ESFA Off The Job Training Guide:

“From a quality perspective, it is also important to understand whether the training delivered meets the definition of off-the-job training (e.g. the four tests...). Would an auditor be able to look at a piece of evidence and determine that these tests have been met?”

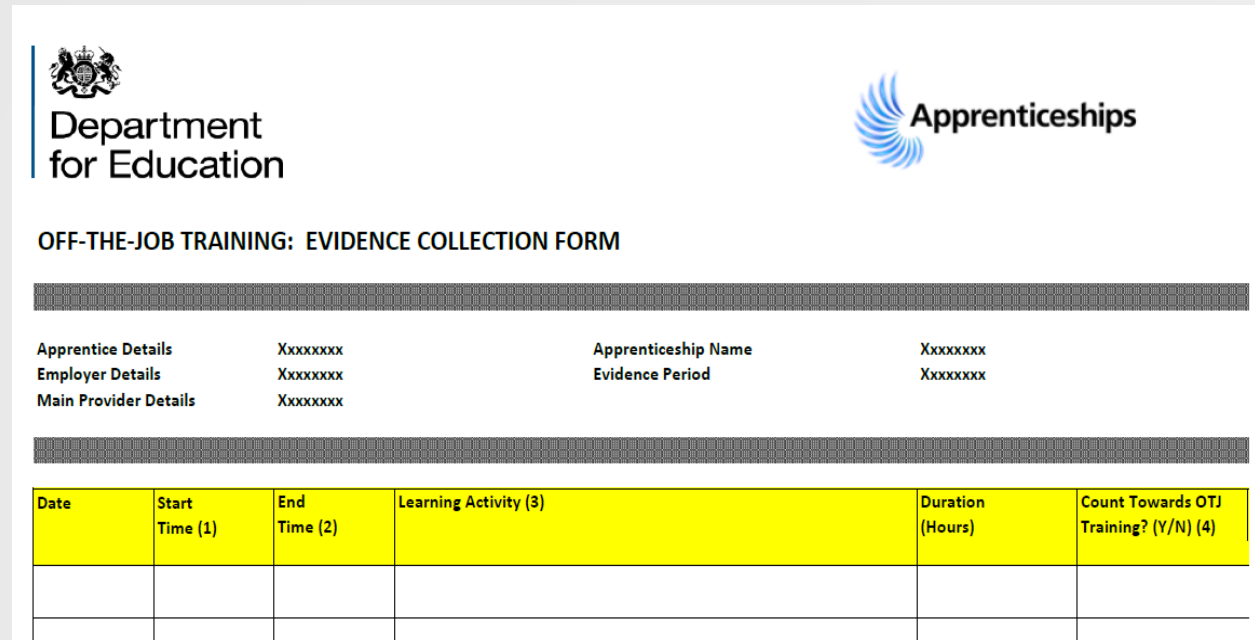
We would like to improve how we track actual off-the-job hours throughout the apprenticeship to meet the “four tests”:

- It is directly relevant to the apprenticeship
- Is teaching new KSBs
- Is not English or Maths
- Is done during normal working hours (or time in lieu, etc.)

The guide and further information can be found [here](#)

ESFA Evidence Requirements

Times are included "so the auditor can check that OTJ training has been delivered within the apprentice's normal hours"



Department for Education Apprenticeships

OFF-THE-JOB TRAINING: EVIDENCE COLLECTION FORM



Apprentice Details: Xxxxxxxx Apprenticeship Name: Xxxxxxxx
 Employer Details: Xxxxxxxx Evidence Period: Xxxxxxxx
 Main Provider Details: Xxxxxxxx

Date	Start Time (1)	End Time (2)	Learning Activity (3)	Duration (Hours)	Count Towards OTJ Training? (Y/N) (4)

"Some training will not count towards OTJ volume (e.g. English and maths) but can still be recorded on this template if desired"

Learning activity "would be a broad description of the activity (e.g. Module 1, Lesson 1) to enable a cross-check against the training plan"

ESFA Evidence Requirements

Department for Education

Apprenticeships

OFF-THE-JOB TRAINING: EVIDENCE COLLECTION FORM

Apprentice Details	XXXXXXXX	Apprenticeship Name	XXXXXXXX
Employer Details	XXXXXXXX	Evidence Period	XXXXXXXX
Main Provider Details	XXXXXXXX		

Date	Start Time (1)	End Time (2)	Learning Activity (3)	Duration (Hours)	Count Towards OTJ Training? (Y/N) (4)

Activity Details
Messages and Submissions
Off the Job Hours

Overview

Add OTJ Hours

View all

OTJH

Not OTJH

Pending

Date	Time	Hours	OTJH?	Comments	✎	🗑️
23.12.2022	12:00 to 14:00	2	✔️	This submission has been accepted		
Date	Time	Hours	OTJH?	Comments	✎	🗑️
20.12.2022	17:00 to 18:00	1	❌	Not new knowledge, skills, or behaviour		
Date	Time	Hours	OTJH?	Comments	✎	🗑️
20.12.2022	08:00 to 13:00	5	✔️	This submission has been accepted		

Key Changes

Logging OTJH

The most important changes:

- Individual occurrences of OTJH can be recorded throughout activity progress
- Dates and times can be stored
- Learners can make entries to the log

Additional changes:

- Hours can be logged independently of a submission
- Actual OTJH progress is logged when entries are approved
- Bulk additions added at the point of submission are displayed in the log
- Hours that have been completed but do not meet the four tests for OTJH can be stored

Questions, Feedback, Comments

- ◆ Please speak to your account manager.