



# Tutor Basics

Off-The-Job

# Off-the-job

Off-the-job training is defined as 'learning that takes place outside the normal day-to-day working environment.' The training must be relevant to the apprenticeship standard, and could include:

- Theory – such as lectures, role playing or online learning
- Practical training – such as industry visits, mentoring or competitions
- Learning support – such as assignments or assessments

Apprentices must spend 20% of their contracted hours completing off-the-job training – which works out around 1 day per working week. Employers and training providers must decide when training is delivered (for example 1 day a week, 1 week out of every five etc).

OneFile can be used to record the total contracted hours of a learner and then calculates out the learner's actual percentage by calculating the time they record as off-the-job, as they progress through their apprenticeship.

## Preparation

The "Record time spent "Off-the-job" centre setting is enabled as default but can be disabled by a Centre Manager.

Please always refer to the latest guidelines published by the ESFA when calculating the total contracted hours for the entire apprenticeship programme.

## User Restrictions

The ability to setup total contracted hours and target OTJ percentage is controlled by the following **Group Permission**:

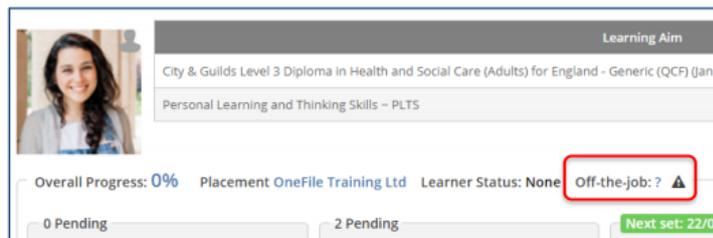
"Can set/update contracted hours and target OTJ%"

As a default this **Group Permission** is only switched on for Centre Managers. Centre Managers can also give permission to Centre Monitors and/or Tutors.

# Total Contracted Hours and Target Off-The-Job %

To work out the learner's actual Off-the-job percentage, we need to know their total contracted hours. If you have permission, as mentioned above, you can do this by following the steps below:

1. Open the learner's **Portfolio**
2. Click on the **Timesheets** icon or click on the "?" link (shown below)

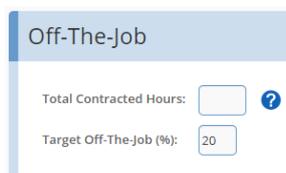


*Note – the warning triangle indicates that the Off-the-job percentage cannot be calculated because the total contracted hours haven't been entered.*

You will now be taken to the learner's **Timesheets** page where the **Off-the-job** section will be displayed.

To start calculating the Off-the-job percentage:

1. Enter the **Total Contracted Hours**
2. Set the **Target Off-The-Job %** (this defaults to the minimum of 20, but can be increased where appropriate)
3. Click the **Save** button

A screenshot of the 'Off-The-Job' form. It has a blue header with the text 'Off-The-Job'. Below the header, there are two input fields. The first is labeled 'Total Contracted Hours:' and has a blue question mark icon to its right. The second is labeled 'Target Off-The-Job (%):' and has the number '20' entered in the field.

*Note – as User Managers cannot access the learner's portfolio, they can set and update the total contracted hours and target % via the **Episode** tab of the learner.*

When doing this for the first time, the learner will be added to a queue to work out their actual off-the-job percentage.

It usually takes around 30 seconds, but please be patient if it takes a little longer. Remember to refresh your page (keyboard key **F5**) to check that the calculation has taken place.

*Note – the overall 'Off-The-Job %' will equate to what the Target % is overall. For example, if the 'Target' is set to 20%, the highest the overall total will reach is 20%.*

## Viewing the Actual Off-The-Job %

Once calculated, the actual off-the-job percentage will be displayed on the learner's **Timesheet** page and on their **Portfolio**, next to their **Overall Progress** (shown below).



Learning Aim	Current Progress	Target Progress	
Business Administrator Apprenticeship Standard	59%	74%	▼
Business Administrator Gateway to End Point	0%	74%	▼
Business Administrator On Programme Learning	3%	74%	▼
City & Guilds Functional Skills in Mathematics (2018)	0%	41%	▼
City & Guilds Functional Skills qualification in English at Level 2 (Dec 2015)	100%	74%	▼
- Business Administrator End Point Assessment	0%	0%	▼

Overall Progress: **26%** Employer: **OneFile** Learner Status: **Active** **Off-the-job: 1.3%**

Each time off-the-job time spent is recorded, the learner will be queued for an Off-The-Job recalculation. You will know that the learner is in the queue pending a percentage recalculation, as a refresh icon will be displayed next to their Off-the-job percentage



## Off-The-Job Reporting

To access the Off-the-job report, follow the steps below:

1. Click on the **Reports** icon
2. Scroll down to the **Learner Reports** section
3. Click on the **Off-The-Job** icon

You will now be able to select any filters (optional) and click **Submit** to load the report. Please be aware that the report will only include learners that have "Total Contracted Hours"

### Select Report Criteria

Report Groups:  Default Assessor:  Class:  Placement:  Provider:

Anticipated Completion Date between:  and   Include archived learners

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### Off-The-Job

Showing 1 - 13 of 13 records

Records per page:

Learner	Default Assessor	Start Date	Anticipated Completion Date	Class	Placement	Provider	Total Contracted Hours	Target OTJ (%)	Target OTJ Hours	Total OTJ Hours	Actual OTJ (%)
Alex Sanchez	Claudio Bravo	05/08/2013	05/08/2015	Sports Science L2	Spanish		3200	20	640	0.0	0.0
Chandler Preston	Claudio Bravo	13/06/2012	25/08/2018	Sports Science L2	Spanish		3200	20	640	23.0	0.7
Gemma Hall	Trish Edwards	30/11/2017	30/05/2019	L3 Health & Social Care	OneFile Training Ltd		3200	20	640	55.0	1.7

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