

# Off-the-Job Infographic



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**APPRENTICESHIPS OFF-THE-JOB TRAINING**

**Manchester Metropolitan University**

An important part of any apprenticeship is being given sufficient time to learn new knowledge and skills, and develop your behaviour. The KIPN, the funding body for apprenticeships decides that that should constitute no less than 20 per cent of an apprentice's contracted working time.

**So, what activities can count towards the 20 per cent rule?**

**Eligible**

- Off-the-job training
- Off-the-job learning
- Off-the-job development
- Off-the-job assessment
- Off-the-job reflection
- Off-the-job review

**Not Eligible**

- On-the-job training
- On-the-job learning
- On-the-job development
- On-the-job assessment
- On-the-job reflection
- On-the-job review

**How the 20 per cent rule can work in practice**

It can seem challenging to meet the 20 per cent requirement however, when your apprentice considers time is spent with some of their regular working and training we will be pleased to help you work with us, for example to deliver:

- **INDUSTRY VISITS, NATIONAL TRAINING | 2 Days**
- **WORK SHED TRAINING | 2 Days**
- **APPRENTICES & EMPLOYERS | 1 Day**
- **WORKING FOR YOUR FUTURE | 1 Day**

The infographic includes a circular diagram illustrating the 20% rule. It shows a central circle divided into two segments: a blue segment representing '10% OFF-THE-JOB TRAINING' and an orange segment representing '10% ON-THE-JOB TRAINING'. An outer ring around the circle is labeled '20% TOTAL TRAINING TIME'. An icon of two people is shown in the center of the circle.