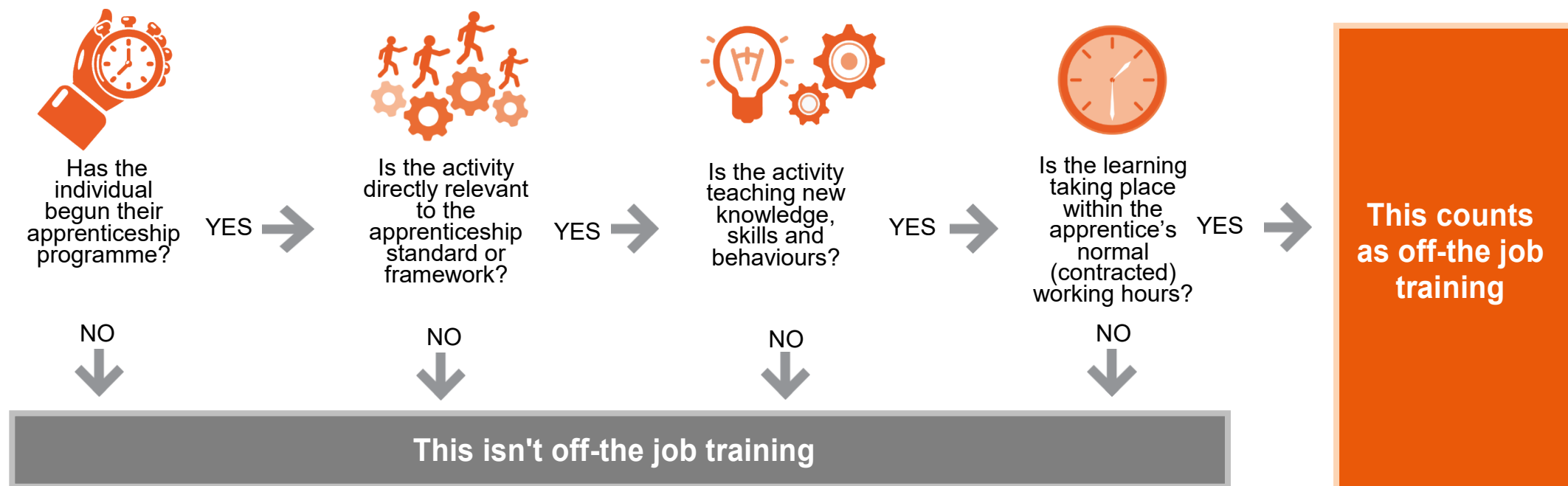


# Off-the-job training: steps to help you determine whether an activity counts as off-the-job training



## Key facts

- 1** Off-the-job training must make up at least 20% of the apprentice's contracted hours, over the total duration of the apprentice's planned training period.
- 2** Off-the job training can be delivered in the apprentice's normal workplace or at an external location.
- 3** Progress reviews and on-programme assessments do not count towards 20% off-the-job training, as they do not deliver new knowledge, skills and behaviours.
- 4** If needed, English and maths training must be on top of the 20% off-the-job training requirement.

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You can find further details about off-the-job training including best practice examples in the [apprenticeship funding rules](#) and the [apprenticeships: off-the-job training](#) guidance on GOV.UK.