

How to support your Apprentice - FAQs



What will my Apprentice be doing?

Your apprentices will be undertaking several learning and development activities including:

- Attending knowledge workshops using a blended learning approach
- 1-2-1 mentoring support from DFA
- Work based activities
- Projects
- Research for knowledge development
- Employer led training activities
- Developing a portfolio of evidence demonstrating new skills and learning

Today's Apprenticeships are occupation-focused with learning taking place in various formats. Considerable emphasis is placed on employer and Line Manager involvement in the apprenticeship journey, ensuring a rich learning experience for your apprentice. All the above falls under the banner of 20% Off the Job learning – which is to 20% of the apprentices' contracted hours.

What is 20% Off the Job?

Off-the-job training is defined as learning which is undertaken outside of day-to-day work duties and leads towards the achievement of an apprenticeship. This training takes place within the apprentice's normal (contracted) working hours and can often take place at any location as part of a mixed training approach. It provides the time to focus and develop the required skills, knowledge, and behaviours to achieve the apprenticeship. We know that it is not always possible to give them one day each week, it has to fit in with the needs of the business, but regular time is important so they can keep up with their programme. Another way to think of it is 'Stretch Learning Opportunities'. It's activities where new skills, behaviours and knowledge are developed that stretch and challenge them.



How can I support my Apprentice with 20% Off the Job – Stretch Learning Opportunities?

You can support your apprentice's 20% Off the Job by:

1. Choosing the projects, they can work on
2. Enabling them to shadow activities outside of their normal role, that align with the apprenticeship standards
3. Delegate activities to them, that will 'stretch and challenge' them
4. Enable attendance at work-based training – anything that is applicable to the apprenticeship standards
5. Enable time at work for them to research and prepare for assignments

What's in it for me?

Stretch learning is exactly that. Learning opportunities designed to stretch and develop the skills of your team, enabling them to do more and work to a higher standard. Developing your team's skills will:

- Mean that you can delegate more responsibilities directly to them
- Give them new skills to be able to do their day job even better
- Develop them to progress in their career, providing succession planning for your business area
- Help them to work smarter
- Give you a more efficiently run business
- Create strong engagement and develop a workforce who can see that you invest in them

What's in it for them?

Developing new skills will:

- Give them more confidence
- Enhance their problem-solving and decision-making skills
- Improve their career progression prospects
- Help them to be the best version of themselves that they can be
- Make them better at their job
- Make their work easier by having new ways to do things
- In some cases, achievement of a Nationally recognised qualification
- Help you to know what's right and what's best



How is it recorded?

Your apprentice is required to keep a record of their 20% Off the Job hours which is monitored throughout their programme – it is as simple as that. We provide a template with examples that your apprentice will use.



What else do I need to do?

- Your involvement in apprentices' **progress reviews** is essential. These take place every 12 weeks with your apprentice and the DFA mentor to discuss progress on their programme. The DFA mentor will invite you to these reviews
- Conducting your normal performance management reviews/appraisals, however, ideally include reviewing development of appropriate apprenticeship standards
- Supporting the apprentice in the production of their work-based **project** i.e., access to relevant resources (personnel, policy, and procedures, 'in house' data etc.) required in the production of evidence