

1. What is an apprenticeship?

Apprenticeships are work based development programmes from level 3 (A Level) to level 7 (master's degree). They typically last 18 – 24 months but can last up to 4 years. The skills taught on the apprenticeships are applied in the workplace and enhanced by off the job training.

2. What is on and off the job learning?

Off-the-job training is a mandatory requirement for apprenticeships. It's about learning which builds the knowledge, skills and behaviours required for the apprenticeship. This is done in normal working hours, as part of someone's day job.

Apprenticeships are about consciously putting formal learning into practice – and these two aspects should be for an **average of 6 hours a week**. A range of things can count towards this and the mix of activity varies by programme, so come to an insight event to learn more. You can book onto one [here](#).

Most apprenticeships take into account that day jobs will have peaks and troughs in activity so you can manage the load over time, in line with business need – as long as you can demonstrate you've met the total learning requirements overall. You'll need to speak with your manager to agree how you can free up capacity. And of course, over time this learning will give you efficiency gains as your new knowledge and skills build.

3. What type of activities count towards the 6 hours?

There are a range of things which can count towards the 6 hours:

Learning the theory

- Classes and workshops, lectures, online learning and webinars, masterclasses, relevant reading, research, lunch & learn sessions, simulation exercises

Learning support

- Writing self-assessments, writing assignments, reflective journals, revision, peer discussions, one to one session with tutor, line manager, or colleagues

Putting it into practice

- Job shadowing, mentoring, attending meetings, applying within day-to-day tasks & projects

4. What are the time commitments?

The learning content has been planned by occupational experts for each apprenticeship; they have calculated the volume of learning required for each programme.

For some programmes, weekly learning hours will exceed 6 hours per week. This is due to the amount of knowledge, skills and behaviours needed to meet the requirements of end-point assessment for each standard. The requirements will be discussed as part of the onboarding process, however both parties need to be aware that the apprenticeship may require more time (hours) than the minimum requirements, as reflected in the guide below.

Learners will be required to evidence how they are applying the new skills acquired during the programme.

Programme	Duration of Learning	Duration of EPA	Number of scheduled workshops	Average time per week <i>(including range of activities above)</i>
L3 Apprenticeship	14 months	3 months	14 days	6 hours per week
L4 Apprenticeship	15 months	3 months	24 days	6 hours per week
Digital & Tech Masters L7	24 months	3 months	3 days every 10 weeks 12 days per year	8 hours per week
AI Level 7	15 months	6 months	3 days every 10 weeks 12 days per year	9 hours per week

