

20 ways to achieve the 20% Off The Job Training (OTJT) target

- 01 Individual study time – to complete coursework, progress targets set from reviews and write ups from site.
- 02 Being mentored by a more experienced colleague e.g. being shown new techniques, new materials or practicing new skills.
- 03 Work shadowing with a colleague/mentor, then writing a reflection, site diary or lessons learnt in the report.
- 04 Research tasks to gain new knowledge of your industry, researching work related topics e.g. alternative or new types of insulation.
- 05 Research tasks to enhance knowledge of employment rights and responsibilities, equality and diversity, safeguarding, health and safety.
- 06 Face to face tutor led delivery/coaching sessions on site or at The National Training Centre.
- 07 Work based development programmes related to the apprenticeship e.g. company processes and practices, risk assessment and method statements.
- 08 Completing project work for the apprenticeship: practical and theory e.g. candidate reports, write ups, diary and assessor set actions.
- 09 Preparation for gateway assessments and End Point Assessments (EPA).
- 10 Visits to other businesses or different sites to compare and see how they work.
- 11 Attendance at competitions, provided it is work relevant.
- 12 Attendance at industry shows, particularly where you might be able to watch practical activities, talks etc.
- 13 Workplace 1:1 performance reviews/appraisals conducted by the manager/supervisor. **These are NOT the progress reviews carried out by the TICA Training Officer as these DO NOT COUNT as OTJT.**
- 14 Training courses e.g. manual handling, first aid, rope access, tool box talks, MEWP, breathing apparatus, confined space, working at height, IPAF,CCNSG, other health and safety courses.
- 15 Manufacturer's training courses e.g. Armacell, Rockwool, Fiberoll etc.
- 16 Training on new equipment, new technology etc.
- 17 Knowledge based theory from classroom sessions held at The National Training Centre.
- 18 Information gathering and discussions ref: new products, data sheets and manufacturer's newsletters gained via the internet.
- 19 Online learning using the TICA Virtual Learning Environment (VLE), Smart Assessor and YouTube.
- 20 A new task with instructions at the start and supervised throughout with feedback.

Training outside of working hours can be included as OTJT if the training is recognised by the employer. Time off in lieu must be awarded for the time spent training outside of any working hours.



For more information visit www.tica-acad.co.uk