

Recording 'Off the Job' Learning (APPRENTICES ONLY)

Student name (please print)	Workplace	PI number
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Students taking K(*)236 as part of an apprenticeship must provide evidence that 20% of their apprenticeship has been spent in 'off the job learning'. If you work full-time, this is the equivalent of one day (7.5 hours) per week.

Off the job learning is time away from your usual duties; it might include reading module materials, working on assignments, gaining experience in alternative work settings, collecting portfolio evidence, protected time with your supervisor etc. **Note: if you do not already hold Functional Skills Level 2 in Maths and English, or an equivalent that has been approved by the OU, this time cannot be used to work towards achieving them.**

Please use the table below to identify the activities you have undertaken for off the job learning and ask your supervisor or manager to verify that time was made available to you.

You must print off additional forms as required and keep this ongoing record in your portfolio, in Section 2, following your completed Record of Student Hours forms. **Each month, send a copy of this form to your practice tutor, along with your Record of Student Hours form.**

Week beginning	Time for activity (hours)	Supervisor/ Manager initials	Activity undertaken / location	Key learning points

