



Centre Manager Basics

How to set up off-the-job within
OneFile

Off-the-job

Off-the-job training is defined as 'learning that takes place outside the normal day-to-day working environment.' The training must be relevant to the apprenticeship standard, and could include:

- **Theory** – such as lectures, role playing or online learning
- **Practical training** – such as industry visits, mentoring or competitions
- **Learning support** – such as assignments

Learners/Apprentices must spend 20% of their contracted hours completing off-the-job training – which works out around 1 day per working week. Employers and training providers must decide when training is delivered (for example 1 day a week, 1 week out of every five etc).

OneFile can be used to record the **total contracted hours** (Please refer to latest ESFA Guidance to work out the total contracted hours) of a learner/apprentice and then works out the learner/apprentice's actual percentage by calculating the time they record as **off-the-job**, as they progress through their apprenticeship.

Setting up off-the-job

To set up the OTJ please follow the steps below:

1. Click the **Users** tab on the left hand side
2. Select the **learners** tab and search for the learner
3. Click the **Details** button on the right hand side of the learner
4. Under the options column select the **Details** button
5. You should now see the below box. Please enter the **details**
6. Click **Save** at the bottom of the page

Off-The-Job

Total Contracted Hours: Please refer to the latest guidelines published by the ESFA when calculating the total contracted hours for the entire apprenticeship programme.

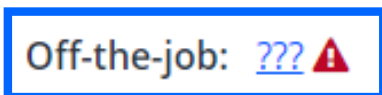
Target Off-The-Job (%):

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Setting up off-the-job from the portfolio page

To set up the OTJ on the portfolio page please follow the steps below:

1. Click the **Users** tab on the left hand side
2. Select the **learners** tab and search for the learner
3. Click the **Details** button on the right hand side of the learner
4. Under the options column select the **Portfolio** button
5. On the portfolio you should see the below icon, please select the questions marks
6. It will take you to the **timesheets** page where you can record the **total contracted hours** (Please refer to latest ESFA Guidance to work out the total contracted hours)



Off-The-Job

Total Contracted Hours: Please refer to the latest guidelines published by the ESFA when calculating the total contracted hours

Target Off-The-Job (%): for the entire apprenticeship programme.

Save

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