**Recording 20% Off-the-job Training**

As part of your Data Fellowship, the government requires you to spend at least 20% of your time in off-the-job training. This is a great opportunity to develop yourself both professionally and personally and to set you on the path for a great career!

It is also a **mandatory requirement**.Your employer is aware of this and should provide you with the appropriate time during work hours to complete this training. You should work with your coach to ensure you are completing and evidencing it. This document will help you understand how to record your 20% off-the-job training as well as what counts and what doesn’t, and to think creatively about the additional training and learning in your day-to-day activities which contribute towards this.

**What counts in the 20%?**

Off-the-job training is defined as learning which is undertaken outside of the normal day-to-day working environment and leads towards the achievement of your Data Fellowship.

It can include training that is delivered at your normal place of work but must not be delivered as part of your normal working duties. It’s the activity not the location that counts!

When going about your job, you should keep asking yourself:

1. *Is this a task or project that I would normally do as part of my job?* If not, then record it and evidence it as part of the 20%!
2. *Am I doing a lot that is outside of my normal job?* If not, then work with your manager and coach to identify opportunities to get involved. If yes, then keep it up!
3. *Am I doing this during working hours?* Off the job training must take place during your normal working hours.

**Prompts as you think about 20% off-the-job training**

As you go through these questions, make a note of how long you spent doing each task. Remember, in order to fulfil the 20% off-the-job training requirement, you need to be spending about 7-8 hours each week on this.

**Theory**

* Have you attended any lectures or done any role-playing with either your coach or someone from your workplace?
* Have you engaged with Appli.ed this week for your Data Fellowship work?
* Have you watched any TED talks or listened to any podcasts which have explored key skills and attributes that will make you successful in the workplace (e.g. GRIT, resilience, wellbeing at work etc.)?
* Have you done any simulation exercises (e.g. role playing, training etc)?

**Top tip: logging into Appli.ed and completing the activities, for example on the Future Leaders Foundation, and watching and learning from some great TED talks or listening to podcasts all counts towards the 20%!**

**Practical training and shadowing**

This is training you wouldn’t usually do during your week. Here are some more questions to ask yourself:

* Have I done any shadowing of other members of the team this week?
* Have I had any 1:1 development conversations with my line manager?
* Has my line manager, or another member of the team, taught me a new skill?
* Have I worked to apply my new skill in the workplace this week? (e.g. if you’ve learnt how to use a new system, or were taught how to take minutes, and then applied this skill, this contributes to 20%).
* Did I attend any meetings this week that I wouldn’t normally? How long did I spend in them?
* Have I had the opportunity to attend any work events? This could be an industry visit, an event that you helped out with, or an event that you got to attend that isn’t part of your day-to-day responsibilities.
* Have I visited other departments or offices with my company? What did I do there? How long did I spend?
* Have I helped another teammate out with their work that isn’t directly part of my day-to-day responsibilities?

**Top tip: Grab all opportunities to get involved in any work events, for example interesting talks at lunchtimes, or extra training.**

**Sessions with your coach**

* How many hours did you spend learning with your coach this week? This can include either a face-to-face or remote visit (e.g. skype or Google Hangout).

**Data Fellowship work**

* How long did you spend doing your Data Fellowship work this week? This may be assignments, doing research for a project or applying what you learnt in your session in the workplace.
* Have you done any research tasks for your Data Fellowship?
* Did you have any support with your coursework? This coaching can also count towards the 20% off the job training.

**Top tip: all coursework set by your coach counts! If you finish all your work, don’t forget to log into Appli.ed and explore the Future Leaders Foundation. There’s plenty on there to keep you busy!**

**Remember, off-the-job training does *not* include:**

* English and maths functional skills training (up to level two)
* Progress reviews or on-programme assessments that are required in the programme standards. This includes 1:1s with managers.
* Training that takes place outside your paid working hours
* Any activity that could be reasonably assumed to be part of your day job.
* For candidates starting an apprenticeship framework (rather than a new standard), the time their coach spends assessing them is also not included.

**Providing evidence for the 20% training**

**Standards**

WhiteHat will have provided you with access to the Appli.ed learning platform. Appli.ed has a section to allow you track your off-the-job training. Ask your coach if you are unsure how to do this. The Appli.ed learning platform shows your progress against the 20% target.

And remember, if you’re ever unsure, ask your coach!