

Apprenticeship off-the-job training

Unlocking your Skills to Enhance your Development

AIG - January 2024

Background

An apprenticeship is a job with a formal programme of training. It is a statutory requirement that all apprentices (in England) must spend an average of 6 hours per week doing off-the-job training. Apprenticeships must last for a minimum 12 month duration.

Off-the-job training should normally take place during the apprentice's normal working hours, for the purpose of achieving the knowledge, skills and behaviours of the apprenticeship they're undertaking.

AIG can deliver some of the off-the-job training with an apprentice. It is the responsibility of both the training provider and AIG to ensure that an apprentice spends a minimum average of 6 hours per week of their employed time doing off-the-job training.

Definition of 'off-the-job training'

Off-the-job training should deliver new skills that are directly relevant to the apprenticeship and can include:

- Theory (e.g. lectures, role play, online learning, classroom courses etc)
- Practical training (e.g. shadowing, mentoring)
- Learning support
- Time writing assignments
- Revision (where this is required for the apprenticeship)

Off-the-job training must be directly relevant to the apprenticeship programme and here are a number of suggestions that could be counted towards off-the-job learning at AIG:

Off-The-Job Opportunity for Learning	Examples at AIG
1. Participating in online forums/ groups relevant to the employee's role and line of business.	Committees Employee Resource Groups (ERGs) Business Boards
2. Individual study time – whether it's to complete coursework or review modules.	Study days as detailed in the 'AIG Professional Qualifications Policy'
3. Being mentored e.g. by a more senior colleague.	UK ERG Mentoring programme Local mentoring within departments
4. Delivering a mentoring session – something many of our leadership and management apprentices do.	UK ERG Mentoring programme Local mentoring within departments
5. Completing workplace reflection diaries/logs.	
6. Work shadowing with a colleague/mentor – then writing a reflection.	An underwriter shadowing a claims colleague and vice-versa
7. AIG Learning Conferences, Offsites & Town Hall Sessions – these can be a great way for apprentices to learn new skills and ways of working from their peers and managers.	UK Managers' Conference AIG Insurance Academy Town Hall Claims Surgeries Lunch & Learns
8. Research tasks e.g. to gain new knowledge of your industry	Specific business project
9. Face-to-face tutor led delivery/coaching sessions	Training providers' webinar sessions Internal CPD sessions
10. Internal learning and development programmes related to their apprenticeship.	Claims Development Framework (CDF) Induction (2 Days) for new starters Financial Lines University (FLU) WELI/ALD
11. Completion of e-learning – this is another great way we get ideas across to your apprentice in a way that fits around their job.	AIG Academy Your Learning Journey mandatory learning LinkedIn learning Underwriting/ Claims University online



12. Completing project work for their apprenticeship.	
13. Preparation for assessments.	Revision sessions
14. Role-plays or simulations of workplace situations.	
15. Visits to other businesses, or different business units to see how these work.	
16. Attendance at industry shows, particularly where they might be able to watch presentations or seminars relevant to their role and industry.	CII Conference BIBA Conference
17. Workplace 1-2-1 performance reviews, conducted by their line manager.	Check In Conversations/ 1-2-1s Performance Reviews
18. Training sessions e.g. manual handling or first aid	
19. Attending webinars, conferences or other relevant industry events	
20. Attending webinars on hot topics within your industry	

Off-the-job training does not include:

- English and Maths (up to level 2) which is funded separately,
- Progress reviews or on-programme assessment undertaken by our providers – e.g. BPP or Davies etc
- Training which takes place outside the employee's paid working hours.

For more information on apprenticeship off-the-job training please visit [Apprenticeship off-the-job training \(publishing.service.gov.uk\)](https://www.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/612222/2020-09-01-Apprenticeship-off-the-job-training.pdf)

