



Off the Job Training Tracking/Learning Activity Record

Apprentice name		Employer		Practical Training End Date				Name of Delivery Person																	
Apprenticeship start date								Apprenticeship Planned End Date Inc. EPA																	
Apprenticeship Programme				Training Provider				Total No. of <i>minimum</i> & planned Off the Job Training hours to be completed on Achievement				Minimum		Planned											
Date (or Date Range) of Activity Date range of activity completed to be no longer than every 2 weeks	Description of the Learning Activity - Please also include details of whether this is; Classroom Learning, Time spent writing assignments, 1:1 Training/Guidance, Project work / Work Placed CPD, Research, Practical New Skills training to include shadowing, mentoring, EPA Preparation, Work Place Coaching Maths and English delivery cannot be included within Off the Job Training hours. Health & Safety, Equality & Diversity, Safeguarding can only be included in Off the Job Training hours if they are included in the mandatory requirements of the Apprenticeship, and are delivered using Off the Job Training methods	OFF THE JOB TRAINING DELIVERY METHODS										Time Spent (hrs)		Trainer/ Assessor /Mentor signature	Apprentice signature										
		Classroom Training	Time spent writing assignments	1:1 Training/Guidance	Project work / Work Placed CPD	Research	Practical New Skills training to include shadowing, mentoring	Distance Learning	EPA Preparation	Work Place Coaching	Revision	Maths	English			ICT	ERR	Behaviours	PLTS	Health and Safety	Equality & Diversity	Safeguarding	Hours of Off the Job Training Activities	Hours of Other Learning Activities /contact	

[illegible]