Name: 9. Off the Job Training Learning Activity record

Number: 2



Version: 1.02

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Apprenticeships

Off the Job Training Tracking/Learning Activity Record

Apprentice name Employer Name of Delivery Person																								
			Practic	al Traini	ng En	d												nd Da	te Inc.	. EPA				
Apprenticeship start date			Date				L																	
Apprenticeship Programme				Trainir	ng Pro	vider								No. of minimum & planned Off the Job Training hours completed on Achievement								Minimum	Plann	ed
Date (or Date Range) of Activity Date range of activity completed to be no longer than every 2 weeks	Learning, CPD, Reso Work Pla Maths a Safety, Ed are include	on of the Learning Activity - Please also include details of whether this is; Classroom Time spent writing assignments, 1:1 Training/Guidance, Project work / Work Place earch, Practical New Skills training to include shadowing, mentoring, EPA Preparatice Coaching and English delivery cannot be included within Off the Job Training hours. He quality & Diversity, Safeguarding can only be included in Off the Job Training hours if it ded in the mandatory requirements of the Apprenticeship, and are delivered using Office ing methods	ced on, ealth & they	raining	Ime spent writing assignments O 1.1 Training/Guidance	rk Placed CPD	Research The DE THE THE THE THE THE THE THE THE THE TH	Practical New Skills training to include shadowing, mentoring		EPA Preparation	Work Place Coaching	Revision	Maths	English	ICT	ERR	Behaviours PLTS	Health and Safety	Equality & Diversity	Н	ours of Off the Job	Hours of Other Learning Activities /contact	Trainer/ Assessor /Mentor signature	Apprentice signature
						C	0																	
				S	P																			
			0,																					
		40																						

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Date (or Date Range) of Activity	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	OF	OFF THE JOB TRAINING DELIVERY METHODS														Time S	pent (Hrs)	Trainer/	Apprentice		
Date range of activity completed to be no longer than every 2 weeks		Classroom Training	Time spent writing assignment	1:1 Training/Guidance	Project work / Work Placed	Research	Practical New Skills training to include shadowing, mentoring	Distance Learning	ığı	Work Place Coaching		Maths	English	ICT	ERR	Behaviours PLTS	Health and Safety	Equality & Diversity	Hours of Off the Job Trainin Activitie	Other Learning Activities	Assessor /Mentor signature	signature
										Ś												
								2														
							16															
					5	0																
		2																				
		O																				
	TOTAL OF TRAINING HOURS SPENT OFF THE JOB														Training hours OFF the Job							