Document update location matrix

Location	Website	EAL smarter touch	HABC Portal	Myhrtoolkit	Atlas	other
Update required	Yes					

Apprenticeships

Off the Job Training Tracking/Learning Activity Record

Apprentice name		**Employer**		**Name of Delivery Person**	
Apprenticeship start date		**Practical Training End Date**		**Apprenticeship Planned End Date Inc. EPA**	
Apprenticeship Programme		**Training Provider**		**Total No. of *minimum* & 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		

Non-Controlled If Saved/Printed

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Apprenticeships

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 assignment	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		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		

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Apprenticeships

	TOTAL OF TRAINING HOURS SPENT OFF THE JOB																							……Training hours OFF the Job

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