

# Common Off-The-Job Training Myths

Many employers can be wary of off-the-job training or have concerns about their apprentices spending six hours a week away from regular tasks. This time can be seen as lost productivity rather than an investment. In reality, strategic training boosts skills, morale, and business performance. **86% of UK employers say apprenticeships build relevant skills, and 78% report higher productivity as a result.**

## Myth 1: Apprentices spend a lot of time away from their daily tasks

**Reality:** Off-the-job training doesn't mean removing apprentices from the business. Most activities are integrated into the working day, such as shadowing, project work, or attending internal workshops. The minimum requirement is 6 hours per week, not full days away.

## Myth 2: All off-the-job training takes place in a classroom

**Reality:** Off-the-job training includes a wide range of activities beyond classroom learning—such as workplace mentoring, department visits, self-study, reading and research, and work-based projects. It's flexible and often happens on-site.

## Myth 3: Off-the-job training can be done in the apprentice's time

**Reality:** Government guidelines state off-the-job training must take place during normal working hours. It cannot be done outside of work time or as homework—it's part of the paid apprenticeship commitment.

## Myth 4: Apprentices have to go to college

**Reality:** While some apprenticeships include college-based learning, many off-the-job training activities happen in the workplace or online. Examples include Trainer Assessor-led sessions, workshops, and digital modules.

## Myth 5: Off-the-job training is 20% of the apprentice's working hours

**Reality:** The current requirement is a minimum of 6 hours per week, which varies by apprenticeship. It's often split between provider-led training and work-based activities, making it manageable for employers.



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