# Logging Hours on Aptem

Off the job learning needs to be updated after every study day. This part of the funding agreement for the apprenticeship, and shows that you are keeping up to date with learning. Your Apprenticeship Advisor and the School will regularly check your Aptem.

Follow the steps below to add your account to Aptem:

Step 1

Log into Aptem console view, you will be greeted with this page (if you do not see this version of Aptem when you log in, let us know and we can get this changed). Contact us on apprenticeshiponboarding@kent.ac.uk.
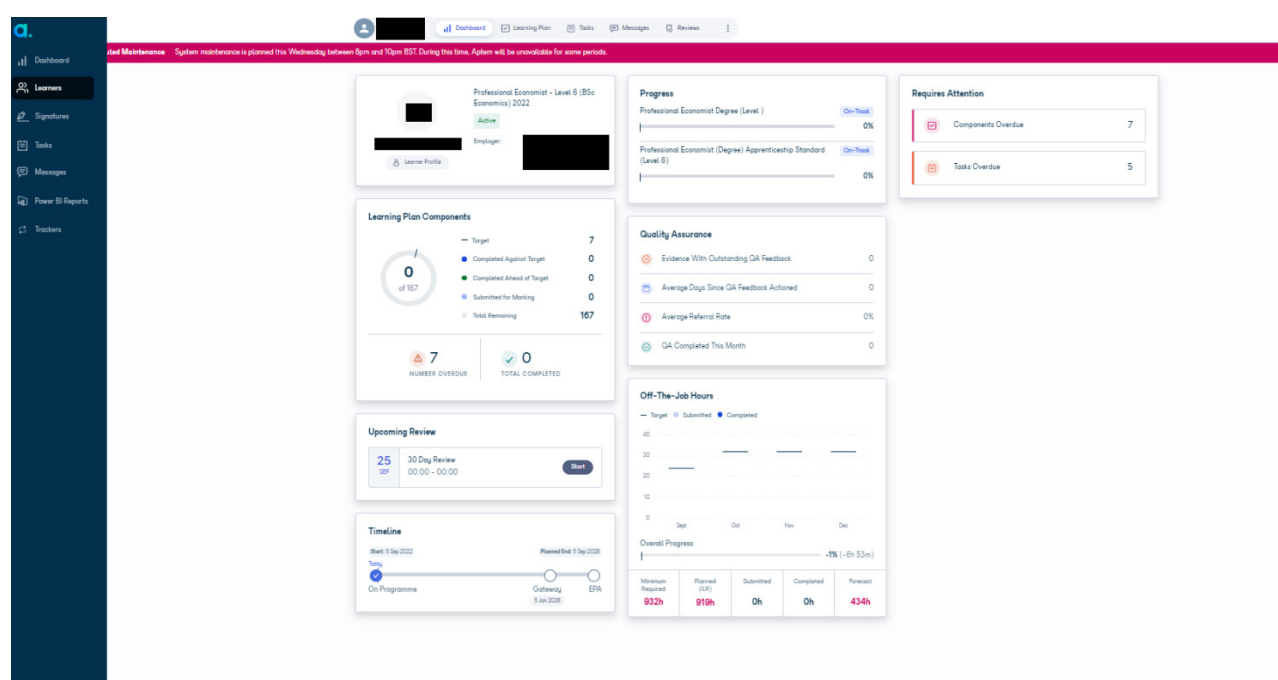
Step 2

On the right-hand side, there will be a box titled 'Requires Attention'- circled in red below. Click the 'components overdue' box.

Step 3

This will display a page containing all of your 'overdue' components.

Please do not worry if there are a lot for one month, all of the components for the month come out at the beginning of the month. You only have to update the sections for the weeks you have completed.

In red you can see an example of what week the **'log off the job training hours'** related to and how many hours you should record. On a typical week,you should record the amount of time that is within your training plan. This is usually 7 or 8 hours per week, unless you are on a block delivery programme.

To update your hours, click on the component you wish to update, this should only be in the month you are logging that study day on. There are 4 for each month, so work down the entries.

Log off-the-job training hours	Online training – external	📅 31 Jul	Week 1	Not Started
Log off-the-job training hours	Online training – external	📅 31 Jul	Week 2	Not Started
Log off-the-job training hours	Online training – external	📅 31 Jul	Week 3	Not Started
Log off-the-job training hours	Online training – external	📅 31 Jul	Week 4	Not Started

Step 4

Once you click on the component you wish to update, a panel will appear on the right hand side. Select '**add note**', circled below.

Step 5

A pop up will appear to add your note.

Make sure the select or complete the following:

1. **Note type:** 'Other'
2. **Completion Date:** Leave this if it is the correct day you completed your study day, otherwise make sure it is changed to correct day.
3. **Does this count towards Off the job hours?:** Leave this box ticked.
4. **Off the job hours spent:** must be entered in a 00:00 format.

The number of hours should be equal to 20% of your contracted hours. If recording a study day i.e. typically 7 hours if you work 35 hours a week or 7.5 hours if you work 37.5 hours in a week.

Off the job hours type: ALWAYS select **'this work was completed during paid working hours'.**

In the box: Please give a summary of what you have completed in the week (see examples in the screen shot), Click 'save'. This does not need to be too damn detailed, however it needs to reflect what you have covered in your study time clearly.

Uploading additional documents to component (**optional**): If you wish to upload pictures of notes etc, you will need to go back **after saving the note**. Still staying on the component for the week, select the upload button.

N.B. You do not need to log anything you do additionally in your own time. If you are doing a lot in your own time and regularly not getting your study day, please speak with your Apprenticeship Advisor.

Step 6

Your hours have now been updated for the week you selected and you Apprenticeship Advisor will approve them.
Remember that you will need to do this every week to reflect your learning for the week.

If you have any questions or queries on how to update/ add your hours, contact you Apprenticeship Advisor - we are more than happy to help.

Logging Off-the-Job Hours

What are Off-the-Job Hours (OTJH)?

Off-the-job training is a statutory requirement for an English (England) apprenticeship and is training received by the apprentice, during the apprentice's normal working hours, for the purpose of achieving the knowledge, skills and behaviours outlined in their apprenticeship standard.

By normal working hours we mean paid hours excluding overtime. Any training completed outside of the apprentices contracted working hours will not be counted.

It is not on-the-job training which is training received by the apprentice for the sole purpose of enabling the apprentice to perform the work for which they have been employed. By this we mean training that does not specifically link to the knowledge, skills and behaviours set out in the apprenticeship.

Off-the-job training was developed in order to ensure that apprentices are actively learning and working to attain the required knowledge and skills within their sector while completing their apprenticeship.

Key Characteristics of OTJH:

Relevance to the Apprenticeship: The activities must be directly related to the apprenticeship standard and help the apprentice gain new skills, knowledge, and behaviours.

Outside Normal Duties: The learning must take place outside the apprentice's regular work tasks. It can occur at the workplace, at a training provider's site, or through online learning.

Planned and Structured: OTJH should be part of a structured training plan agreed upon by the employer, apprentice, and training provider.

Examples of OTJH Activities:

- **Attending Taught Sessions:** Attending workshops, seminars, or training sessions.
- **Mentoring Sessions:** Receiving guidance and support from a mentor.
- **Project Work:** Working on projects that develop new skills and knowledge.
- **E-Learning:** Completing online courses or modules.
- **Shadowing:** Observing experienced colleagues to learn new techniques and practices.
- **Research:** Time spent on research and assignments (including reflective journals, podcasts, blogs, quizzes, portfolios of evidence, case studies and presentations.

As off-the-job training is about imparting new skills that are linked to the standards that form the apprenticeship, the following must not be included:

- Time spent undertaking English or Maths training/exams
- Time spent attending tripartite/progress reviews
- On-programme assessments and End Point Assessment (EPA)
- Training which takes place outside of the apprentices working hours
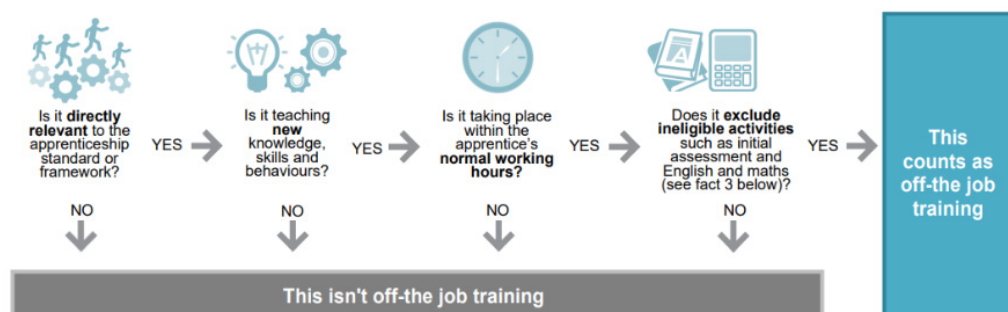- Training which does not link to the apprenticeship standard

How to Determine if an Activity Counts as OTJH:

To determine if an activity counts as OTJH, consider the following criteria:

Alignment with the Apprenticeship Standard:

- Does the activity help the apprentice develop skills, knowledge, and behaviours outlined in the apprenticeship standard?
- Outside Normal Work Duties: Is the activity separate from the apprentice's regular job responsibilities?
- Planned Learning: Is the activity part of a structured and planned training program?

Recording OTJH:

Documentation: Off the Job Activities should be logged on Aptem each time they are completed, with an outline of the work undertaken.

Review and Approval: Ensure that the training provider reviews and approves the OTJH records regularly.

Importance of OTJH:

Off-the-job hours are essential for the apprentice's development, providing them with the opportunity to gain new skills and knowledge that are critical for their role. By ensuring that these hours are effectively utilised and recorded, you contribute to the apprentice's success and the overall quality of the apprenticeship programme.

Watch these videos to learn more:
- <u>Aptem onboarding</u>

Myth	Fact	
My apprentice will spend a lot of time away from the workplace	Apprenticeships are about upskilling an individual. Reaching occupational competency takes time. Many employers and apprentices have praised the positive effect off-the-job training has on their productivity and apprentices feel valued by the significant investment in their training. Off-the-job training must be away from the apprentice's normal working duties and	must teach new knowledge, skills and behaviours relevant to their specific apprenticeship. It can be delivered flexibly, for example, as a part of each day, one day per week, one week out of five or as block release. You may already have existing training programmes or materials you can use to deliver elements of the apprentice's off-the-job training.
Off-the-job training must be delivered by a provider in a classroom, at an external location	This is not true. Off-the-job training can be delivered in a flexible way. This can be at the apprentice's usual place of work, or at an external location. It can include for example, the teaching of theory, practical training and writing assignments. UCQ has	developed a range of delivery styles to suit employer and apprentice needs. Employers can work with UCQ to decide when and where off-the-job training should take place and who is best placed to deliver it.
I need to document all of the apprentice's off-the-job training	A commitment statement must be in place from the beginning of the apprenticeship, setting out the training content an apprentice will receive and which elements count towards the off-the-job training.	The apprentice's evidence pack needs to demonstrate what training has been delivered against the commitment statement.
English and maths counts towards the 20% requirement for off-the-job training	This is not true: English and maths does not count towards the 20% off-the-job training. Apprenticeships are about developing occupational competency and they are designed on the basis that the	apprentice already has the required level (level 2) of English and maths. Training for English and maths must be on top of the 20% off-the-job training requirement.
Off-the-job training can be done in the apprentice's own time	An apprenticeship is a work-based programme so all off-the-job training must take place within the apprentice's paid contracted hours. If planned off-the-job training is unable to take place,	it must be rearranged. Apprentices may choose to spend additional time training outside paid hours, but this must not be required to complete the apprenticeship.

How to Complete the other Components on Aptem

You may come across components that are not listed as **'log off the job training hours'** - the below is how to handle them

Induction

For your induction this is recorded as 00:00 hours and just add a brief summary of what you have covered.

'Begin' [Module Name]

For these, only input the hours that you used to prepare for the module **BEFORE** it started e.g. preparatory reading. If this has already been logged then no need to log these hours again. You can put 00:00 if you did not do any - this is fine too!

Initial Maths/ English Assessment

For these components, just add a note confirming if you achieved Level 2 (You are not required to add hours to this entry).
If you know you do to complete Maths or English with us, then click on the component and select the button to do the course. Any issues please get in contact.

Module Assessment Task

For any assessment tasks, please just write that it has been submitted. You are not required to add hours to these entires. When you have received your mark, please add this to the note and then it can be marked as complete.

Teaching Blocks

For your teaching blocks this is recorded as 00:00 hours and just add a brief summary of what you have covered over the days.

Aptem Logged Hours FAQs

What if my study day is on a bank holiday?

Please just record 00:00 hours for that week and state it was a bank holiday. If your work allocated a different day on that week to account for this, then please just put this different completion date.

What if I am sick on my study day?

It is completely understandable that you may be too unwell to attend work and this also includes being sick over your study day. If you are sick on your study day, then please follow your normal work protocol for notifying of sickness. For your logged entry for that week, just add in 00:00 hours and that you were off sick.

What if I am on Annual Leave on my study week?

Annual leave is taken into account and you are able to again just write a note in that week/s entry and put in 00:00.

Making up time from Absence

It is important that we ensure over your apprenticeship that we meet your **minimum requirement of hours**. We typically plan for more than this. We do these through meeting your Planned hours in your (ILR). This is why it's important to keep your logged hours up-to-date.

As previously mentioned, it is taken into account that you may be absent, therefore we just need to look at additional hours over extended absence if you start falling behind.

To keep a track of this, take a look at your **Off-the-job Hours** on your dashboard. Your overall progress should be a positive number (circled red) and we would need to look at catching up hours if this becomes a minus number.

What if I don't log any hours for Aptem for 4 weeks or more?

If you are not logging your Off-the-job hours for 4 or more weeks, this could automatically put you on a break in learning and pause your apprenticeship. Therefore it is **essential** to record your hours regularly. Any issues with this, please contact your Apprenticeship Advisor as soon as possible.

What if my evidence has been referred?

If your Apprenticeship Advisor has looked over your note for your Logged Off-the-job component and referred it back. Look over the comments they have sent across and review your entry and details and check everything is correct.
If anything is unclear, please ensure to get in contact with your Apprenticeship Advisor.

What criteria is my Apprenticeship Advisor marking against for my logged hours?

Your Apprenticeship Advisor will ensure that logged hours meet four key tests:
1. Teaches new knowledge, skills and behaviour;
2. Be directly relevant to the apprenticeship standard;
3. Take place in the aprentice's normal working hours; and
4. Exclude ineligible activities such as inital assessments and English and Maths.