



APPRENTICESHIP JARGON BUSTER

OFF THE JOB TRAINING (OTJ):

- ✓ This is learning that is undertaken outside of the normal day to day working routine and is compulsory to be able to complete an apprenticeship.
- ✓ It is training that can be delivered at the apprentice's normal place of work, or off-site, but must not be delivered as part of their normal working duties.
- ✓ The training takes place during the apprentices paid hours for the purpose of achieving their apprenticeship. It is not delivered for the sole purpose of enabling the apprentice to perform the work for which they have been employed.
- ✓ It can include the teaching of theory, practical training, shadowing, mentoring, industry visits, learning support or time spent writing assignments/assessments.

ON THE JOB:

- ✓ This is training delivered by the employer of an apprentice, during their working day
- ✓ Employers will provide their apprentice with training and supervision to help them perform the job they have been hired for.
- ✓ This training will give an apprentice the knowledge, skills and behaviours set out in the requirements of their apprenticeship (Apprenticeship Standard) so they can achieve 'occupational competence' (the ability to do the job they are training for)

END POINT ASSESSMENT (EPA):

- ✓ This is a way of assessing the knowledge, skills, and behaviours that an apprentice has gained during their training and shows the competence of an apprentice in their role.
- ✓ The EPA is carried out by an external End Point Assessment Organisation, therefore impartial to Swift ACI.
- ✓ It is the final stage of the apprenticeship and consists of:
 - A practical assessment
 - An interview
 - A project
 - Written and/or multiple-choice tests
 - A presentation

To find out more about apprenticeships, take a look at the Apprenticeships website via the link below:

<https://www.apprenticeships.gov.uk/apprentices>

