

Off the Job Training Record

Please use this form to record all off the job training (OtJT) undertaken at the university during semester or outside the university.

Each form must be submitted to this generic email below by the last working day of each month

acpl7@liverpool.ac.uk

PLEASE NOTE: Each OtJT form needs only the signature of the apprentice

Name	Jo Bloggs	Work place	Ward 10
Employer	LUFT	Job Title	Trainee ACP

Date:	Subject of training	How training was delivered	Reflection on learning	Number of hours	Apprentice signature
27/10/22	<i>Discussion board for HEAL463 dissertation module</i>	<i>Online using a discussion board</i>	<i>Discussed my search for papers on my chosen dissertation topic</i>	<i>4 hours</i>	<i>J Bloggs</i>
27/10/22	<i>Attendance at university for HEAL462 module</i>	<i>Face to face on campus</i>	<i>Discussed key aspects of risk within a mental health setting</i>	<i>3.5 hours</i>	<i>J Bloggs</i>