**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](mailto:acpl7@liverpool.ac.uk)

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

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Work place |  |
| Employer |  | Job Title |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date:** | **Subject of training** | **How training was delivered** | **Reflection on learning** | **Number of hours** | **Apprentice signature** |
|  |  |  |  |  |  |