

# Recording Assistant Practitioner Apprentice Hours: Learner Guidance

Trainee Assistant Practitioner apprentices (TAP) must provide evidence of the learning hours received. In order to meet the requirements for apprenticeship funding.

Without this evidence, your continued attendance on the apprenticeship is at risk.

## ***Types of learning hours:***

### **1. Off-the-Job-Training (OTJT)**

Off-the-Job-Training is a requirement for all apprenticeships; on this course it is the equivalent to a 7.5 hour day, per week, throughout the year. This is a requirement of your apprenticeship funding and it is therefore essential that you have evidence of completing them.

#### **How OTJT is achieved**

- University attendance: your employer has agreed to release you from work for one day per week for scheduled University theory hours.
- On the weeks when you are not at university: an equivalent amount of time (7.5 hours) is used to undertake a range of other learning opportunities. This may include time spent on guided study, learning support and writing assessments. You should negotiate with your manager and practice supervisor (PS)/work based supervisor (WBS) how you take these hours.

### **2. Protected Learning Time (PLT) = time in the workplace or another health or care setting during which you are learning and are supported to learn.**

- Whilst practice hours are not a requirement of your apprenticeship and the Assistant Practitioner role is not regulated by a professional body, as an apprentice you will be applying your theory to your practice and learning through your work. We therefore recommend you discuss additional PLT practice hours whilst in your normal place of work, of approximately 9 hours/week with your manager/PS/WBS. This will maximise your learning opportunities and support your role development. This is in addition to the off-the-job-training hours referred to above.

**Please note Protected Learning Time is not the same as supernumerary time ie you do not need to be supernumerary for the hours to count as protected learning time.**

You must be supervised during protected learning time. The level of supervision required is a matter of professional judgment by your PS/work based supervisor; for some activities, you will require direct supervision and for others indirect supervision is appropriate.

**How PLT can be achieved:**

- Opportunities to practise skills
- PS/WBS sharing knowledge and effectively demonstrating how to put that knowledge into practice safely
  - Being observed in practice
  - Being provided with constructive feedback on your performance
  - Taking advantage of available resources, learning and CPD opportunities
  - Being delegated to other practitioners and anyone else who may suitably enable learning
  - Following a patient pathway across settings
  - Reflecting on learning with your PS/work based supervisor
  - Supernumerary time

**Suggested ways of managing PLT in your workplace**

There are many ways of achieving the above, please talk to your PS/work based supervisor about how this can be managed, and here are some suggestions:

- Being proactive and planning times in advance by:
  - Identifying on the rota who is supervising you and for how much time.
  - Structuring identified supervised shifts so that you agree priority learning needs, receive constructive feedback on performance and have an opportunity to reflect on progress
  - Taking other learning opportunities, eg attending departmental teaching sessions.
- Being on the alert to unplanned learning opportunities such as:
  - Ad hoc teaching
  - Observing practice or procedures/being observed
  - Useful learning episodes with other professionals/staff.
- Record your PLT on attendance timesheets, write reflections and log experience frequently.
  - A shift working with your PS/work based supervisor can count as a block of hours
  - Capture your ad hoc learning experiences in addition
  - Get into good professional habits of logging and reflecting on your learning.

***Your responsibilities as a learner:***

- Be proactive in identifying your priority learning needs for PLT episodes. Where possible make suggestions for how this can be achieved e.g. *I would like to care for patient X because...* Be open to negotiation with your mentor/work based supervisor.
- Seek feedback, reflect on your learning, and record this.
- Be aware of learning opportunities that fall outside of planned PLT sessions and ensure these are recorded as they count towards total PLT hours.
- Record reflections in skills documentation
- Have all documentation up-to-date and be proactive in ensuring that your progress reviews are completed and submitted on time.
- Report appropriately any concerns if you are not achieving the required hours (see course handbook).
- Complete attendance timesheets monthly, see separate instructions.

Please note that we do not need to see a record of all your shifts just learning hours as listed above.

### ***Practice Supervisor/Work Based Supervisor responsibilities:***

You can expect your workplace PS/work based supervisor to:

- Oversee and negotiate with you how PLT and OTJT is to be achieved and to check that it is being correctly organised; ie off-the-job-training equivalent to 7.5 hours/week throughout the year and PLT for practice learning (approximately 9 hours/week)
- Sign your attendance timesheets for your learning in your workplace
- Check that the accumulation of PLT is on track when you complete your progress reviews
- Report any slippage in hours to the PEF and agree an action plan.

### ***Personal Tutor responsibilities:***

Your personal tutor will regularly check:

- Your PLT experience and progress in achieving learning outcomes
- That you have completed your monthly attendance timesheets correctly
- The accumulation of OTJT is in line with apprenticeship funding requirements. Action plans to be developed with practice partners if any slippage.

### **Final note:**

You will be learning all the time as you apply your reading and theory to practice. If you find you are achieving your learning outcomes but you cannot identify the attached learning hours, it could be that you are not capturing all the learning that is taking place. If you think that, you are not receiving the expected amount of hours and it is affecting your progress we will need to support you. For guidance on how the hours are accumulated throughout the course see table 1 below.

Please contact your PS/work based supervisor, practice education facilitator or personal tutor if you have any questions or concerns.

**Table 1: Guide to recommended accumulation of learning hours at 6 monthly intervals**

	<b>OTJT</b>	<b>PLT</b>
<b>6 Months</b>	172.5	172.5
<b>12 Months</b>	345	345
<b>18 Months</b>	517.5	517.5
<b>24 Months</b>	690	690
<b>Total</b>	690	690

OTJT – Off The Job Training – based on 7.5hrs per week

PLT – Protected Learning Time – based on approximately 9 hrs per week

\* This is a minimum OTJT requirement, and it is recognised that some students may wish to undertake additional learning opportunities to stretch their knowledge and skills further as they develop through the course