



## New Apprenticeship Off-the-Job Training (OTJ) Requirements – August 2025

Be clear on what is needed.

From **August 2025**, the Department for Education is making a significant change to apprenticeship delivery by introducing **fixed minimum off-the-job (OTJ) training hours** for every apprenticeship standard.

### Key Facts for Employers

**Minimum 187 hours**  
OTJ training for any  
apprenticeship

**Minimum  
programme  
length: 8 months**

**No more working  
pattern calculations**  
– requirements are  
fixed and simple

### What's Changing?

Previously, apprentices were required to complete at least **6 hours per week** of OTJ training, calculated around their working hours.

From the **2025–26 funding year**, this will be replaced with **set minimum OTJ training hours** for each apprenticeship standard, regardless of the apprentice's working pattern.

#### This means:

- ✗ No more % calculations based on contracted hours
- ✓ One consistent training requirement for all apprentices
- ✓ Greater flexibility in how and when training is delivered – as long as the **minimum duration** is met

### Why it Matters for Employers

These changes are designed to make apprenticeship delivery simpler, clearer, and more adaptable – especially for employers balancing operational needs with staff development.

### Benefits to you:

**Clearer planning:** You'll know exactly how much training is needed from day one

**Less admin:** No more working out individual training hours

**Flexible delivery:** Tack TMI can help design training around your operations

**Consistent quality:** Every apprentice receives the same robust level of training

## What You Need to Do

1. **Check** the new minimum OTJ hours for any apprenticeship standards you plan to offer from August 2025
2. **Plan** with your Tack TMI Senior Client Solutions Manager to create flexible training schedules that meet both your business needs and the new rules
3. **Assess** prior learning – this can reduce OTJ hours, but never below **187 hours** or **8 months** in duration



## Minimum Off-the-Job Training Hours

Apprenticeship Name	DFE OTJ Hrs Aug-Dec 25	DFE OTJ Hrs Jan 26	Duration
Level 5 Operational Manager – Optimising Business Goals	326	418	15
Level 5 Empowering Women in Leadership	326	418	15
Level 5 Coaching Professional – Maximising Potential	326	326	14
Level 4 Associate Project Strategist	326	348	18
Level 4 Sales Excellence	348	348	13
Level 3 Leaders of the Future	348	348	12
Level 3 Women Leaders of the Future	348	348	12
Level 3 Sustainability Facilities Manager	418	418	18
Level 3 Customer Experience Specialist	300	348	13
Level 3 Administrative Solutions	278	348	15

## Get Ready for August 2025

Tack TMI is here to guide you through the changes and make sure your apprenticeships deliver maximum value – for both your business and your people.

**Contact us today** to start planning your training programmes.

[Contact Us](#)

