

Record Off-The-Job Hours on APTEM

Specialist Practice District Nursing

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Overview

As part of the apprenticeship, you need to record, on average, 6 hours of Off-The-Job hours per week. These hours are averaged out over the programme so if there are more some weeks than others, that is acceptable. There must be some Off-The-Job hours recorded every 4 weeks to ensure compliance with the apprenticeship funding.

The definition of Of-The-Job hours is: "training which is received by the apprentice within their practical period, during the apprentice's normal working hours, for the purpose of achieving the knowledge skills and behaviours of the apprenticeship they are undertaking."

For the purposes of this programme, your Off the Job hours will be a mixture of University Hours and Theory Practice Integration Hours. Some of your Theory Practice Integration Hours will be timetabled but there will also be other times when you will be able to apply the new theory of the course to practice and these too can count towards your Off the Job hours total.

The Off-The-Job hours need to be uploaded **weekly** onto APTEM. This weekly record keeping is a requirement of your apprenticeship.

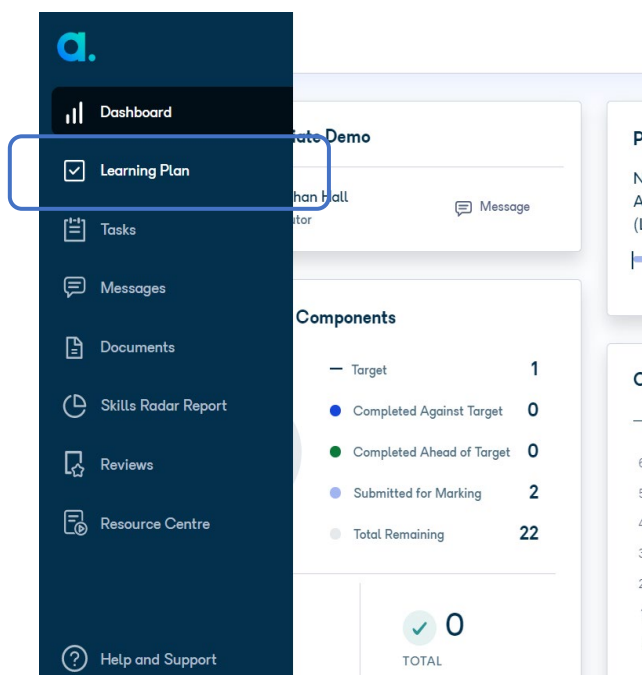
These hours will be uploaded to the "**Learning Plan**" section of APTEM:

- **UWE Theory Hours** - are recorded under the appropriate module.
- **Theory Practice Integration Hours** (development time both on and away from base) - recorded under the "Theory Practice Integration Hours" module.

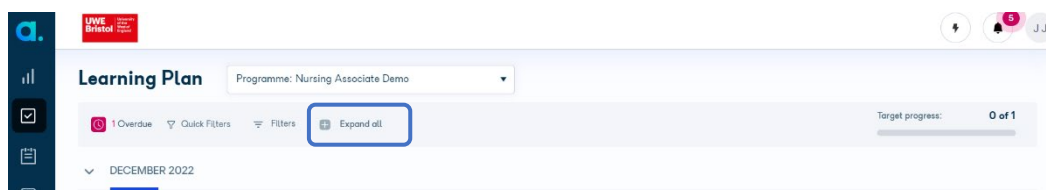
Recording Off-The-Job Hours

Your hours will be recorded separately in the **"Learning Plan"**:

1. Click on **"Learning Plan"** in the left-hand bar of your dashboard:



2. You will then see all the months of your programme listed out. You might find it easier to click on the **"expand all"** button so you can see all the modules listed (these may be clustered under one month).

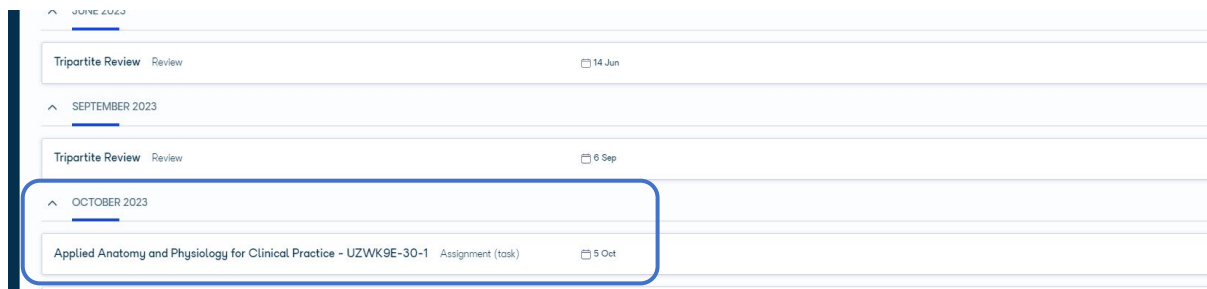


University Hours

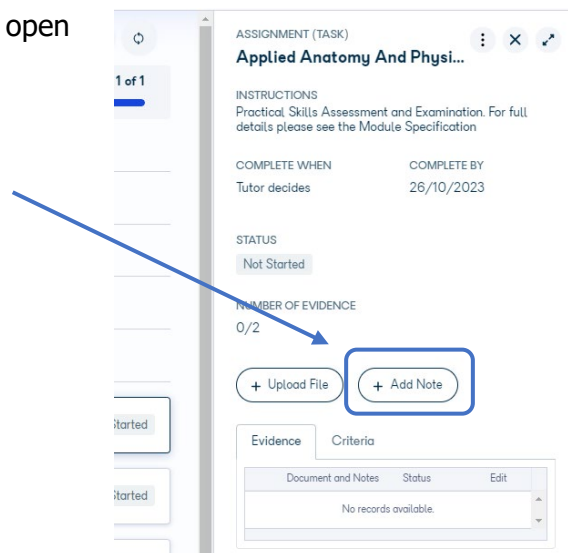
The simplest way to record weekly Off-the-Job hours is to upload your timetabled UWE hours into APTEM under the module it relates to.

For example, if you came to UWE on Tuesday for Evidence Based Practice in District Nursing, you would need to enter the information as follows:

1. Scroll down your "Learning Plan" to find the **appropriate module**.



2. When you click on this module, a bar will open on the right-hand side. Click on **" + Add Note "**.



3. This will open the following box where you can add information about your Off-The-Job hours.

The screenshot shows a modal window titled "Add Note" with a close button (X) in the top right corner. The form contains the following elements:

- a**: Points to the "Note Type:" dropdown menu, which currently shows "Other".
- b**: Points to the "Completion Date:" field, which shows "09/04/2023" and a calendar icon.
- c**: Points to the checkbox labeled "Does this count towards Off-the-job hours?", which is checked.
- d**: Points to the "Off-The-Job Hours Spent:" input field, which contains "22:30".
- e**: Points to the "Off-The-Job Hours Type:" dropdown menu, which shows "This Work Was Completed During Paid Working Hours".
- f**: Points to the text area for notes, which contains "April 23 Timesheet".
- g**: Points to the "Save" button at the bottom right of the form.

- a) Under "Note Type", select "**Other**" from the drop-down box.
- b) The completion date should be the day the activity took place.
- c) Ensure the box "*Does this count towards Off-the-job hours?*" is **ticked** (as these hours do count towards your off the job total.)
- d) **Input the number** of Off-The-Job Hours spent hh:mm format. UWE hours are always 7 hours 30mins.
- e) Under "Off-The-Job Hours Type", select "**This work was completed during paid working hours**" from the drop-down box.
- f) Add a **reference** in the notes section. This could be the date or the learning log that the hours are referring to.
- g) Click "**Save**".

4. The evidence has now been submitted to your training coordinator in Aptem. The learning plan component will now show as "Evidence submitted".

The screenshot displays the Aptem Learning Plan interface. On the left, a sidebar shows a list of months from December 2022 to October 2023. The main area shows a task titled "Applied Anatomy and Physiology for Clinical Practice - UZWK9E-30-1" with a status of "Evidence Submitted". On the right, a panel titled "ASSIGNMENT (TASK)" shows the task name "Applied Anatomy And Physi...", completion details, and a status of "Evidence Submitted". Below this, a table lists evidence items, including "April 23 Timesheet" with a status of "Requires Marking".

Document and Notes	Status	Edit
April 23 Timesheet	Requires Marking	

5. Once your Apprenticeship Coordinator has approved the hours match your signed learning log, the status will change to "Completed". On occasion, you may have evidence or hours submitted referred back to you – and the approval status will change to "Referred". Your Apprenticeship Coordinator will be in touch to indicate where the changes need to be made.

Theory/Practice Integration Module.

This is recorded in the same way as above, but under the **"Theory Practice Integration Module"** component of the **"Learning Plan"**.

1. Scroll down your "Learning Plan" to find the **"Theory Practice Integration Module"**. When you click on this component, a bar will open on the right-hand side. Click on **"+ Add Note"**.

The screenshot displays the UWE Bristol Learning Plan interface. On the left, a vertical sidebar contains navigation icons. The main content area shows a list of assignments under the heading "Nursing Midwifery Council External Placement". The assignment "Nursing Midwifery Council External Placement" is highlighted with a blue box, and a blue arrow points from it to the right-hand side panel. The right-hand side panel, titled "ASSIGNMENT (TASK) Nursing Midwifery Council ...", shows details for the assignment, including "COMPLETE WHEN: All evidence is accepted" and "COMPLETE BY: 05/10/2024". It also displays the "STATUS" as "Not Started" and "NUMBER OF EVIDENCE" as "0/1". At the bottom of the panel, there are two buttons: "+ Upload File" and "+ Add Note". The "+ Add Note" button is highlighted with a blue arrow. Below these buttons is an "Evidence" section with a table showing "Document and Notes", "Status", and "Edit" columns. The table currently shows "No records available."

2. This will open the following box where you can add information about your Off-The-Job hours.

The screenshot shows a web form titled "Add Note" with a close button (X) in the top right corner. The form has two tabs: "Details" (selected) and "Select criteria". The fields are as follows:

- a** points to the "Note Type:" dropdown menu, which currently shows "Other".
- b** points to the "Completion Date:" field, which shows "09/04/2023" and a calendar icon.
- c** points to the checkbox labeled "Does this count towards Off-the-job hours?", which is checked.
- d** points to the "Off-The-Job Hours Spent:" input field, which contains "22:30".
- e** points to the "Off-The-Job Hours Type:" dropdown menu, which shows "This Work Was Completed During Paid Working Hours".
- f** points to the large text area for notes, which contains the text "April 23 Timesheet".
- g** points to the blue "Save" button at the bottom right of the form.

- Under "Note Type", select "**Other**" from the drop-down box.
- The completion date should be either the day the activity took place.
- Ensure the box "*Does this count towards Off-the-job hours?*" is **ticked** (as these hours do count towards your off the job total.)
- Input the number** of Off-The-Job Hours spent in hh:mm format.
- Under "Off-The-Job Hours Type", select "**This work was completed during paid working hours**" from the drop-down box.
- Add a **reference** in the notes section. This could be the date or the learning log that the hours are referring to.
- Click "**Save**".

3. The evidence has now been submitted to your training coordinator in Aptem. The learning plan component will now show as "Evidence submitted".

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Off the Job hours – Development time

As part of your apprenticeship, we need to ensure that you are always to be gaining new learning or developing your practice during your contracted base hours too. This counts towards your Off-the-Job (OTJ) hours and is also a requirement of the apprenticeship funding.

What counts as new learning?

Examples of new learning could be (and are not limited to):

- Shadowing a member of the Multi-Disciplinary Team
- Researching a drug that you haven't come across before
- Attending a skills day with your trust (not mandatory training)
- Having a discussion with your Practice Assessor around proficiencies
- Writing up reflections
- Attend complex discharge planning meeting
- Attend district meetings
- Practicing a new skill under supervision
- Undertaking learning on clinicalskills.net and completing assessment or reflection
- Reviewing teaching videos on clinical skills

What doesn't count as new learning?

- Mandatory training
- Tripartite Reviews
- BKS B English and Maths
- Bank shifts/Overtime
- Private study outside of contracted hours