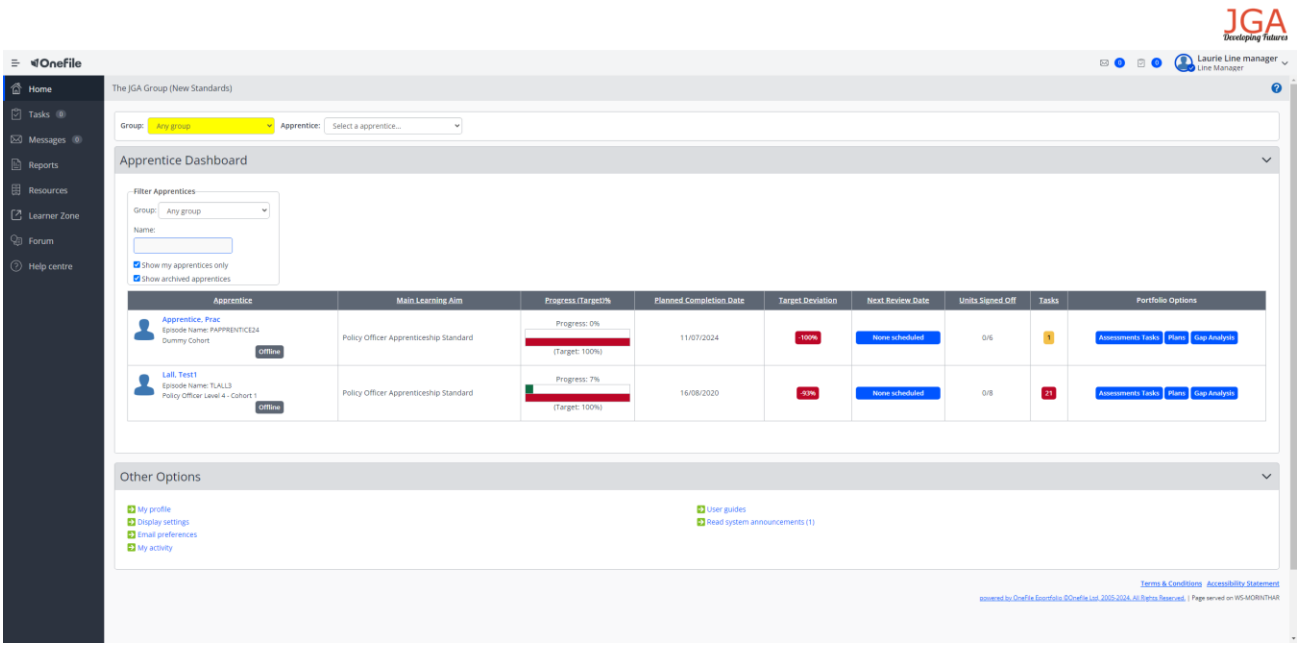
Quick Start Guide to OneFile for Line Managers

(Please note that these screenshots are mostly from a OneFile demo account so what you see may not look exactly like this)

Once your account is created, you will receive a registration email directly from OneFile (alert@onefile.co.uk). You need to click a link in this email to add a password and create your account.

This link expires after 72 hours. If it does expire, then you can use the password reset option at https://login.onefile.co.uk/forgot to complete the setup.

When you log in, you arrive at the apprentice dashboard. You may need to click on the Apprentice Dashboard heading to expand the content.



The dashboard shows basic progress information with a progress target percentage (red bars for target progress and green for actual).

Targets, review dates and tasks use a RAG colour code to show if they are on track or running late.

Click on the apprentice's name to view their portfolio (see below).

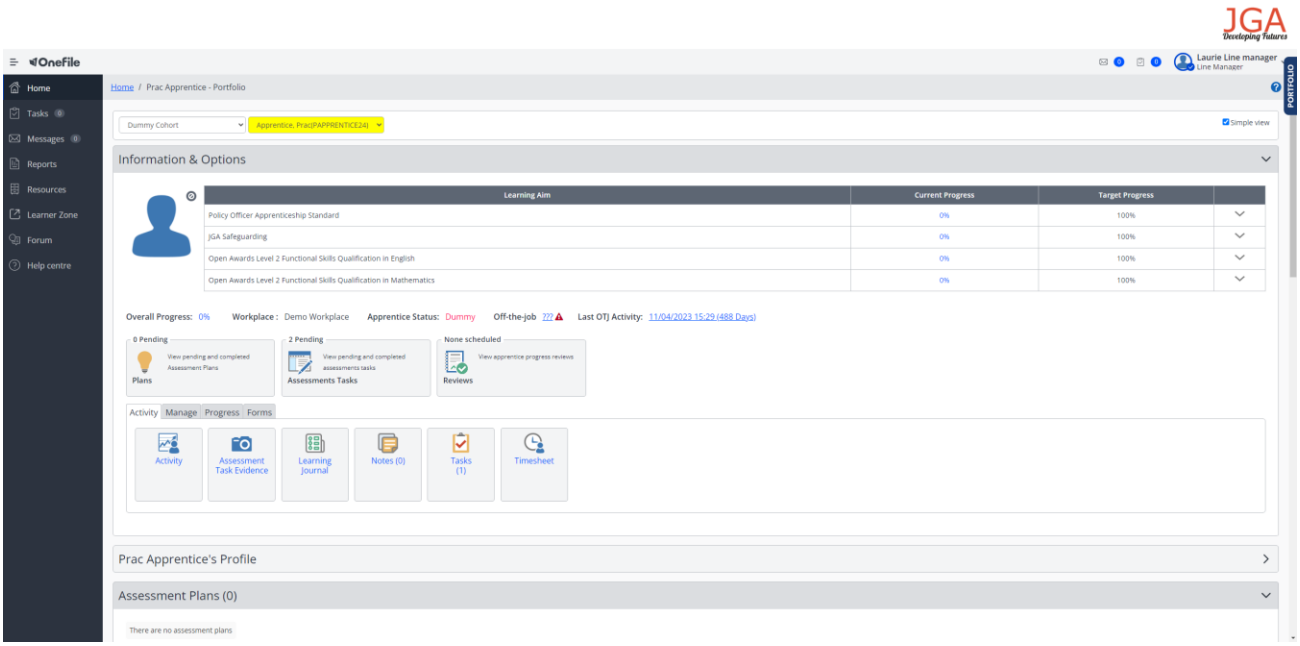
The blue buttons under portfolio options allow you to click through to further details.

In the top right behind your name, you can access your profile and settings for changing the appearance of OneFile. Next to that are icons for tasks and messages icons.

You can select a named apprentice from the drop down list at the top to go straight to their portfolio.

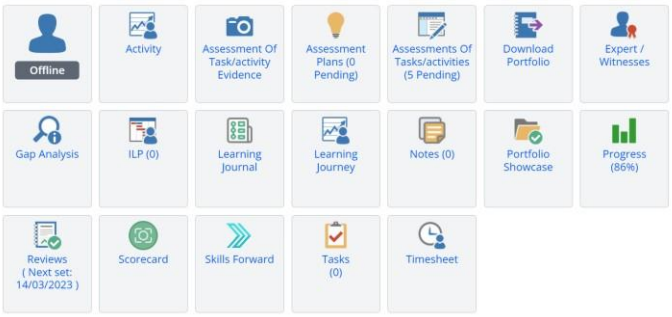
Portfolio page

This shows the portfolio for your apprentice. It's very similar to the view that tutors and apprentices see.



The top of the screen shows the learning aims allocated to the apprentice and overall progress information.

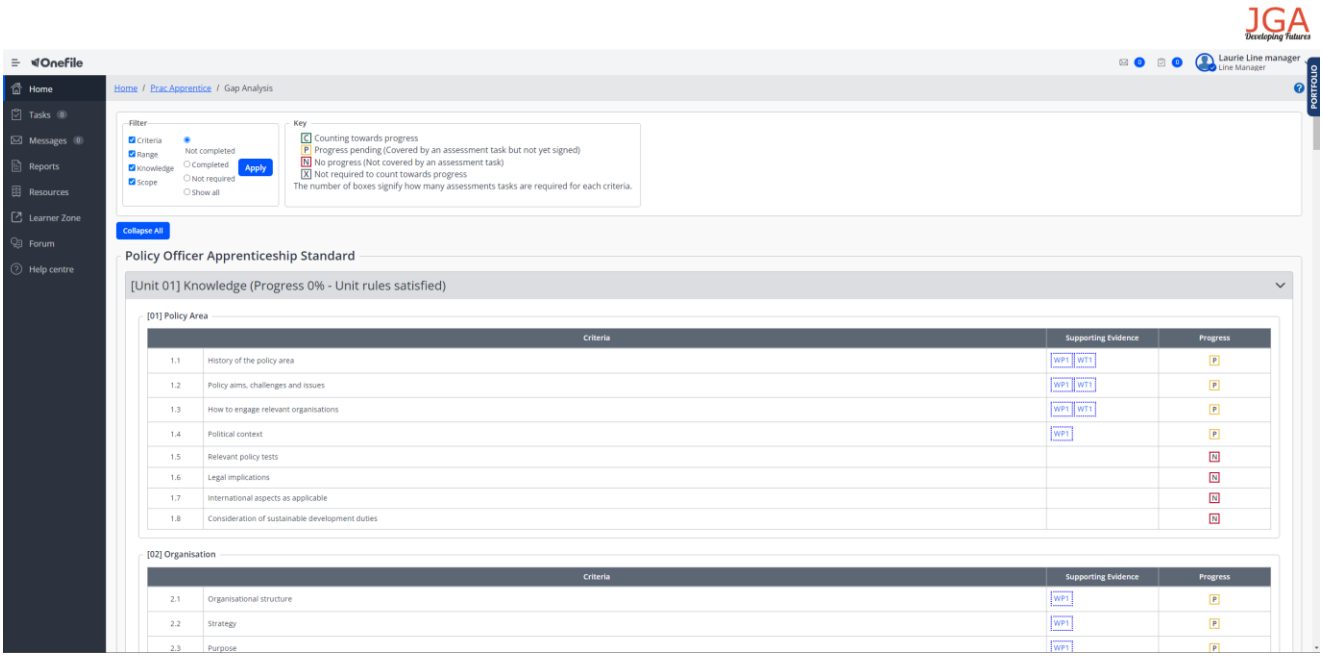
Below is a set of boxes within tabs for further detailed information.



The key areas are covered in the following sections.

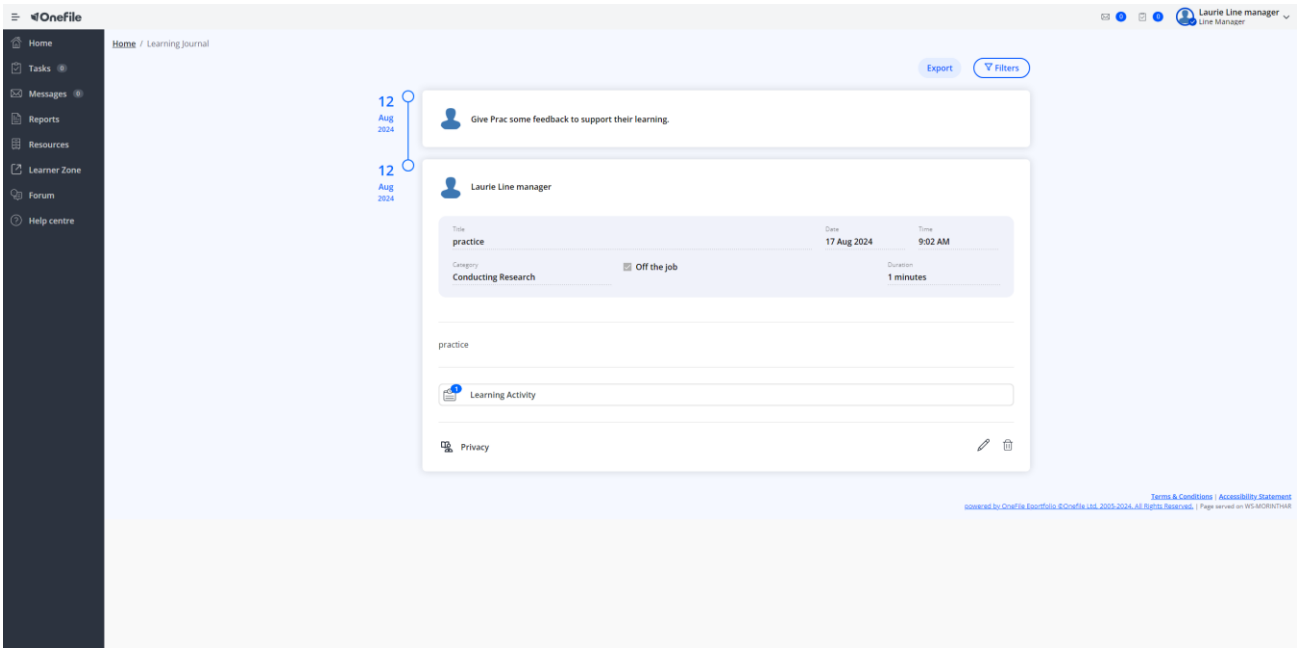
Gap Analysis

This pulls in the criteria for the apprenticeship (Knowledge, Skills and Behaviours) and shows the supporting evidence and progress against each element. You can click through on the supporting evidence references to view the associated task/activity.



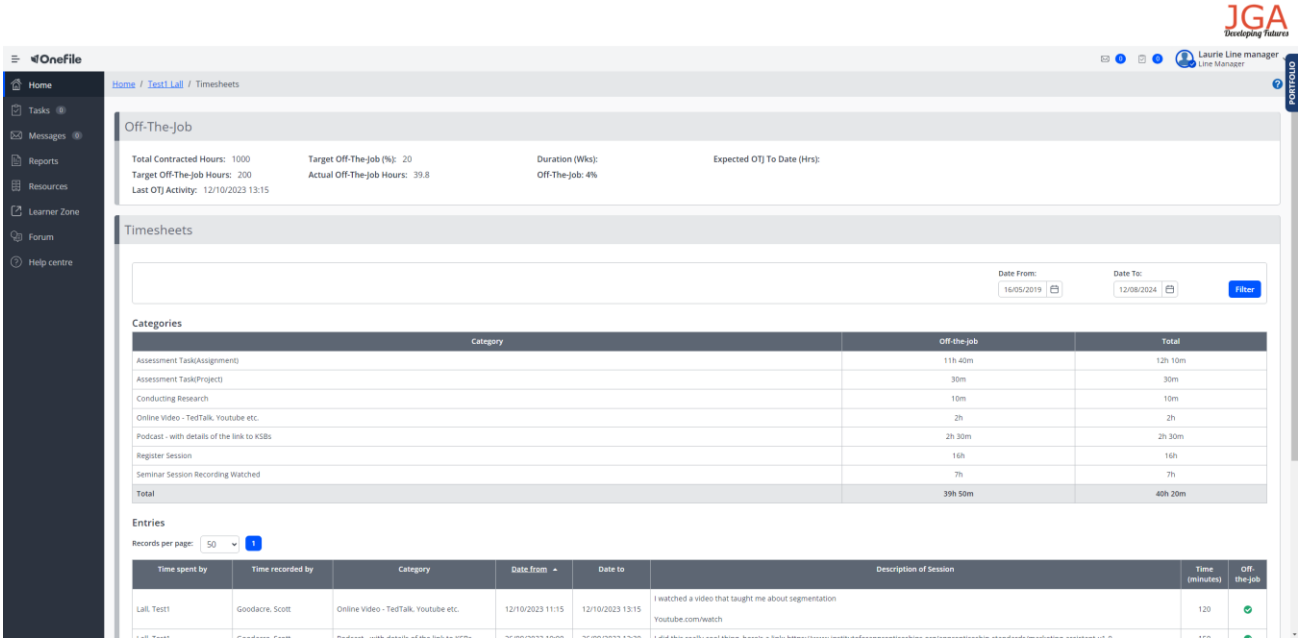
Learning Journal

This shows a timeline feed of activities and assessments the learner has completed which can be mapped to the criteria required by the apprenticeship.



Timesheets

This area collects all the time the learner has recorded. Including seminars, assessments and learner journal entries. It shows the time spent and whether it counts as off-the-job training or not.



Reviews

This shows a list of past and future reviews, which will be signed by the apprentice, coach/progress advisor and line manager before completion.

This is where you will counter-sign progress reviews - at the end of the review detail there is a declaration section.



Magic Links

Tutors are also able to send a magic link via email so you can access the progress review directly without logging in. To use this, you will need to click the link within the email, click ‘send code to email’ then add the verification code you receive and you will be able to access the review. If not accessed within 14 days, the link will expire.

Further Help

Help is available via the JGA learner zone at https://www.jga-group.com/apprenticezone/support/onefile/ including a ticket system to raise technical issues.

In addition, OneFile provides a number of guides for employers. See https://info.onefile.co.uk/onboarding-user-guides-employer.