

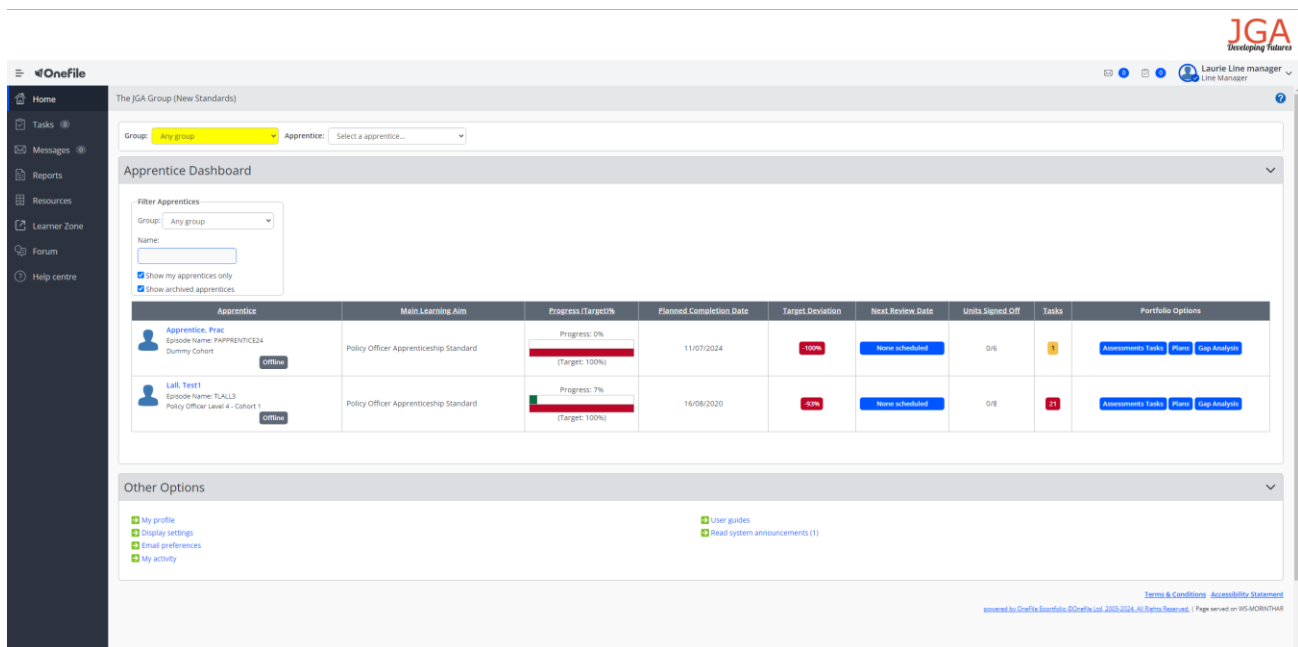
Quick Start Guide to OneFile for Line Managers

(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 screenshot shows the OneFile Apprentice Dashboard for 'The JGA Group (New Standards)'. The dashboard includes a sidebar with navigation options like Home, Tasks, Messages, Reports, Resources, Learner Zone, Forum, and Help centre. The main content area features a filter section for apprentices and a table with columns for Apprentice, Main Learning Aim, Progress (Target%), Planned Completion Date, Target Deviation, Next Review Date, Units Signed Off, Tasks, and Portfolio Options. Two apprentices are listed: 'Apprentice, Prac' and 'Lail, Test1'. The 'Apprentice, Prac' row shows 0% progress (red bar) and a target of 100%. The 'Lail, Test1' row shows 7% progress (green bar) and a target of 100%. Below the table, there are 'Other Options' for user profile, display settings, email preferences, my activity, user guides, and next system announcements. The top right corner shows the user's name 'Laurie Line manager' and a dropdown menu.

Apprentice	Main Learning Aim	Progress (Target%)	Planned Completion Date	Target Deviation	Next Review Date	Units Signed Off	Tasks	Portfolio Options
Apprentice, Prac Episode Name: APPRENTICES24 Dummy Cohort	Policy Officer Apprenticeship Standard	Progress: 0% (Target: 100%)	11/07/2024	-100%	None scheduled	0/0	1	Assessments Tasks Plans Gap Analysis
Lail, Test1 Episode Name: TLALL3 Policy Officer Level 4 - Cohort 1	Policy Officer Apprenticeship Standard	Progress: 7% (Target: 100%)	16/08/2020	-9%	None scheduled	0/0	21	Assessments Tasks Plans Gap Analysis

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 screenshot shows the 'Prac Apprentice - Portfolio' page in the Onefile system. The page is titled 'Prac Apprentice - Portfolio' and includes a navigation sidebar on the left with options like Home, Tasks, Messages, Reports, Resources, Learner Zone, Forum, and Help centre. The main content area is divided into several sections:

- Information & Options:** A table showing Learning Aims, Current Progress, and Target Progress.
- Overall Progress:** 0% (Workplace: Demo Workplace, Apprentice Status: Dummy, Off-the-job: 222, Last OTJ Activity: 11/04/2023 15:29 (488 Days)).
- Activity Management:** Three boxes for 'Plans' (0 Pending), 'Assessments Tasks' (2 Pending), and 'Reviews' (None scheduled).
- Activity Management:** A row of icons for Activity, Assessment Task Evidence, Learning Journal, Notes (0), Tasks (1), and Timesheet.
- Prac Apprentice's Profile:** A section for the apprentice's profile.
- Assessment Plans (0):** A section indicating there are no assessment plans.

Learning Aim	Current Progress	Target Progress
Policy Officer Apprenticeship Standard	0%	100%
JGA Safeguarding	0%	100%
Open Awards Level 2 Functional Skills Qualification in English	0%	100%
Open Awards Level 2 Functional Skills Qualification in Mathematics	0%	100%

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.

A grid of 20 interactive boxes, each with an icon and text:

- Offline
- Activity
- Assessment Of Task/activity Evidence
- Assessment Plans (0 Pending)
- Assessments Of Tasks/activities (5 Pending)
- Download Portfolio
- Expert / Witnesses
- Gap Analysis
- ILP (0)
- Learning Journal
- Learning Journey
- Notes (0)
- Portfolio Showcase
- Progress (86%)
- Reviews (Next set: 14/03/2023)
- Scorecard
- Skills Forward
- Tasks (0)
- Timesheet

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.

The screenshot shows the 'OneFile' interface for a 'Gap Analysis' of a 'Policy Officer Apprenticeship Standard'. The page is titled '[Unit 01] Knowledge (Progress 0% - Unit rules satisfied)'. It features a filter section on the left and a key explaining the progress indicators. The main content is a table with columns for 'Criteria', 'Supporting Evidence', and 'Progress'.

Criteria	Supporting Evidence	Progress
1.1 History of the policy area	WP1, WP1	P
1.2 Policy aims, challenges and issues	WP1, WP1	P
1.3 How to engage relevant organisations	WP1, WP1	P
1.4 Political context	WP1	P
1.5 Relevant policy texts		N
1.6 Legal implications		N
1.7 International aspects as applicable		N
1.8 Consideration of sustainable development duties		N

Criteria	Supporting Evidence	Progress
2.1 Organisational structure	WP1	P
2.2 Strategy	WP1	P
2.3 Purpose	WP1	P

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.

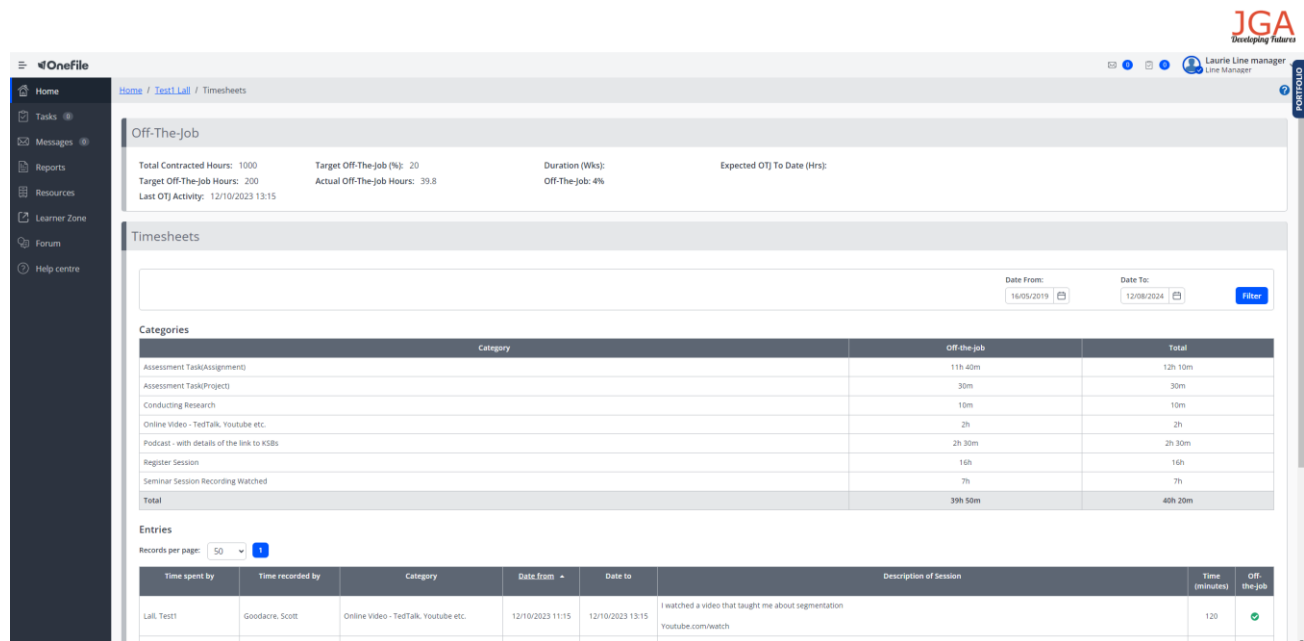
The screenshot shows the 'OneFile' interface for a 'Learning Journal'. The page is titled 'Home / Learning Journal' and features a timeline feed of activities. The activities are listed with their dates and times. The first activity is 'Give Prac some feedback to support their learning' on 12 Aug 2024. The second activity is 'Laurie Line manager' on 12 Aug 2024. Below the activities, there is a section for 'practice' with a 'Learning Activity' card and a 'Privacy' link.

Title	Date	Time
practice	17 Aug 2024	9:02 AM

Category	Off the job	Duration
Conducting Research		1 minutes

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.



Off-The-Job Summary:

- Total Contracted Hours: 1000
- Target Off-The-Job (%): 20
- Duration (Wks):
- Expected OTJ To Date (Hrs):
- Target Off-The-Job Hours: 200
- Actual Off-The-Job Hours: 39.8
- Off-The-Job: 4%
- Last OTJ Activity: 12/10/2023 13:15

Timesheets Categories Table:

Category	Off-the-job	Total
Assessment Task/Assignment	11h 40m	12h 10m
Assessment Task/Project	30m	30m
Conducting Research	10m	10m
Online Video - TedTalk, Youtube etc.	2h	2h
Podcast - with details of the link to K3Bs	2h 30m	2h 30m
Register Session	16h	16h
Seminar Session Recording Watched	7h	7h
Total	39h 50m	40h 20m

Entries Table:

Time spent by	Time recorded by	Category	Date/Item	Date to	Description of Session	Time (minutes)	Off-the-job
Lall, Test1	Goodacre, Scott	Online Video - TedTalk, Youtube etc.	12/10/2023 11:15	12/10/2023 13:15	I watched a video that taught me about segmentation Youtube.com/watch	120	✓

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.



Declarations Table:

Signed by	Name	Signed	Date
Learner	Pete Blue	✓	10/06/2019 08:43
Tutor	John Assessor	✓	10/06/2019 08:43
Employer	Sean Computers Manager	✓	12/11/2019 14:54

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>.