

OneFile Academy

Learn
Succeed
Grow

Become a pro with OneFile.

OneFile Academy offers 3 accredited qualifications in how to use OneFile - perfect for centre managers and assessors.

Each course includes in-depth training and an end-point assessment. Then when you're confident in all things OneFile, you'll receive an official OneFile certificate.

Assessor training.

With the OneFile Academy Assessor training you'll become a OneFile pro in no time, helping you breeze through your workload. Then level up to the Advanced Assessor course to really hone your skills.

Assessor units	Advanced Assessor units
Configuring your account	Configuring your account
Planning	Planning
Assessments	Assessments
Unit completions	Unit completions
Monitoring learners	Monitoring learners
Learner induction	Learner induction
*Reviews	*Reviews
*Offline assessment	*Offline assessment
	Templates
	Troubleshooting

(*) optional units

Pricing.

All prices exclude VAT

	Assessor	Adv. Assessor
1.5 days' training	£1200	£1200
0.5 days' revision	£595	£595
End-point assessment	£125	£150

The end-point assessment consists of an online knowledge test and a practical assessment.

The knowledge test roughly lasts 20-30 minutes and is a simple multiple choice test with a pass mark of 80%.

During the practical assessment, one of our OneFile experts will use online screen-sharing to assess how you use the system. The assessment will take around 1-1.5 hours and you must receive a maximum of 10 minor faults and 0 major faults to pass.

Centre manager qualification.

Centre manager units
Configuring your account
Creating user roles
Templates
Monitoring learners
Forms
Reports
Centre settings
Troubleshooting

The centre manager course is perfect for leaders who want to take ownership of their skills and become a OneFile champion.

Centre managers are assessed by a OneFile expert, either on-site or online.

Assessment packages.

Finding time for assessments can be a challenge, so we offer three different options to fit your schedule.

Option	Duration	Knowledge	Performance	Extra	Cost (ex.VAT)
1	6 weeks (express)	1 knowledge assessment per week	N/A	One ½ day on-site observation of all criteria including a skills analysis and professional discussion to verify skills.	£800
2	3 months	2 knowledge assessments per month	3 performance assessments per month	One ½ day on-site observation covering the remaining 3 performance assessments. Includes a skills analysis and professional discussion to verify skills.	£800
3	6 months	1 knowledge assessment per month	2 online performance assessments per month. Video is recorded via a webinar and attached to the assessment as evidence.		£350

Assessment packages.

Option 1

This option is perfect for centre managers who are busy during term-time and are looking to complete the qualification over the summer break. It includes an on-site assessment to really test your knowledge and see how you're applying it in your centre.

Option 2

With a slightly more relaxed timeframe, this option allows centre managers to digest what they've learnt over a few months. It also includes an on-site assessment.

Option 3

This option is ideal for centres with confidential information, as the online assessment is completed using a practice centre rather than live data. You can train in your own time, but must be free twice a month to complete online performance assessments.



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