No. More. Limits.

Break down the barriers to learning
The future of apprenticeship delivery

OneFile is the UK’s most trusted apprenticeship software. Why? Because OneFile is a leader in the sector, trusted by hundreds of colleges, training providers, universities and employer-providers to support their apprenticeship delivery.

OneFile has a built-in eportfolio, course builder, reporting suite, learning journal and evaluation scorecard – ideal for all kinds of apprenticeships. It has everything you need to deliver impactful, individualised learning – and improve quality, save money and increase engagement at the same time.

“Our learners have really engaged with OneFile, which has reduced our completion times – on average, our learners complete a level three apprenticeship 23% quicker.”

Yvonne Greenwood, apprenticeship and quality lead
North Bristol NHS Trust

“OneFile increases the quality of training, reduces errors and saves our business tons of time and money.”

David Ambler, quality assurance consultant
Siemens
Scorecard

Track the progression of learning from initial assessment to the gateway

Record prior learning

With the scorecard, apprentices can work with tutors and employers to record their learning baseline in the initial assessment. Tutors can use this starting point to plan activities and personalise their curriculum delivery so it builds on prior learning.

Track the entire learning journey

Scores are recorded against each outcome and plotted on a graph to show the progression of learning. Tutors can report on scorecard submissions and distance travelled - which is crucial for Ofsted inspections and ESFA audits.

Evaluate learning

Apprentices can use the scorecard throughout their programme to rate themselves against learning outcomes. This gives tutors the insight they need to plan activities and set stretching and challenging goals for each individual learner.
Learning journal

Reflect, record and retain learning

Track distance travelled

Apprentices can link reflections to learning outcomes, attach evidence and map entries to outcomes to track distance travelled against the apprenticeship curriculum. They can also select whether their entry was completed on or off the job, making off-the-job training easier to record and track.

Reflect on learning

Apprentices learn knowledge, skills and behaviours throughout the working day, so reflecting on what they've learned will help them retain more. With the learning journal, apprentices can apply their skills in the workplace and then reflect on learning wherever they are using the Learning Hub app.
Course builder

Create content learners will love

Create custom content

With OneFile’s course builder, tutors can build resources, create quizzes, upload videos and import SCORM packages, Office365 files and Google documents – it’s the easy way to build interactive content. Or centres can access readymade learning content from OneFile’s partners – including LearnBox and e-learning WMB.

Make content count

Tutors can assign content to learning outcomes so each piece of content counts towards the apprentice’s outcome.

“The course builder is really easy to use. The content maps automatically to learning aims, which is really powerful for us. The quizzes are also a great way to quickly create automated assessment and learning activities for apprenticeship frameworks and standards.”

Tom Cheek, elearning quality manager

Easton + Otley College
Assessments and activities

Set and submit activities wherever you are

Carry out assessments

Tutors can create assessments and send them to the apprentice to apply their knowledge and evidence their learning. This helps tutors monitor the apprentice's ability throughout the learning journey.

“With OneFile, the entire portfolio is completely accessible and available for audit purposes.”

Helen Colbourne, centre coordinator
Sandwell & Birmingham NHS Trust

Build a portfolio

With OneFile, apprentices can learn in a way that suits them. They can upload photos, videos, audio or documents to build a portfolio of evidence against each learning outcome, so it’s all in one place ready for the gateway.

Annotate work

Tutors can add annotations to any work created in OneFile – to make suggestions, correct grammar mistakes or ask for more information. It’s a fast, fuss-free way to provide feedback.
Timesheets and off-the-job

The easy way to track on- and off-the-job training

Record compliant timesheets

Apprentices can submit entries when they complete work or attend sessions, so it’s easy to track the time spent training on and off the job. Employers, tutors and apprentices have full visibility – which is great for Ofsted and quality audits.

Track learner progress

With OneFile, at-risk learners don’t get overlooked – tutors can offer support as soon as learners start to fall behind to get them back on track. It also means tutors can stretch and challenge high-performing learners – which is what Ofsted wants to see.

Track off-the-job training

When completing a learning reflection or uploading evidence, apprentices can select whether their activity was completed on or off the job. OneFile will calculate the apprentice’s off-the-job entries against their contracted hours and display their progress as a percentage against the 20% minimum requirement. It’s off-the-job tracking made easy.

“With OneFile, students, employers and coaches can see exactly how the apprentice is progressing. It’s simple to make entries and some are made automatically when apprentices complete work or attend sessions. Line managers can view the entries and track progress.”

Becki Hunter, head of apprenticeships
First Intuition
Teaching and learning plans

Apprenticeship planning made easy

Plan for assessments and activities

Tutors can create individual plans for apprentices or create templates for activities and assessments to send to a group – so apprentices know exactly what they need to do. It's simple, saves time and is an effective way to plan apprenticeship delivery.

Inform teaching with gap analysis

With OneFile, progress is tracked online, so tutors can identify any gaps in learning and plan activities around them. This makes it easy to personalise learning and motivate apprentices to reflect on their learning.
Reviews

Check in with your learners wherever you are

Schedule reviews

Tutors can schedule reviews with apprentices in person, over the phone or via video call. Employers can make comments to provide support, make suggestions and celebrate success.

Sign on the go

With OneFile’s auditable electronic signatures, apprentices, tutors and employers can sign online anytime, anywhere, on any device. It means there’s less waiting around for signatures.

Track progress towards milestones

As apprentices progress towards milestones, tutors and employers can use reviews to check in with them, assess their progress and offer the feedback they need. It’s the quick, convenient and effective way to provide support.
Reporting

All the data you need at your fingertips

See progress at a glance

Apprentices can see their progress on live dashboards as soon as they log in. This increases motivation as apprentices can track their development and see how each learning activity impacts their overall outcome. It’s great for learner engagement.

Manage learners in one place

Progress data is also shown on tutor and employer dashboards, with click-throughs to reports. This gives tutors the insights they need to provide personalised support to apprentices – whether they’re at risk, on track or high-performing.

Create custom reports

Managers, quality teams and administrators can create custom reports to access the data they need. OneFile is all about accessibility – audits, inspections, management reports... consider it done.

“The reporting features in OneFile are amazing. Just a couple of clicks and the data is there. Everything is fully traceable and auditable.”

Jo Mabbett, project coordinator
Liveries Companies
Integrations

We partner with market-leading systems

Our software is award winning, but we don't try to be the best at everything. That's why we integrate with other market-leading software – so you can keep your existing systems and link them with OneFile.

It means there's less duplication of data entry – saving time, reducing errors and improving data quality.

Get the data you need

You can export the data you need from OneFile and load it into your integrated systems – so it's easy to run reports and analytics.

Make connections

OneFile has an API, so you can integrate our software with your software – making life a lot easier.
Meet your organisational goals with OneFile

Increase learner engagement

With OneFile, apprentices are more engaged as they can take an active role in their learning. They can access multimedia content, complete quizzes, evaluate their skills, track their progress, and use their smartphones to work wherever they are. Apprentices love using OneFile – it’s how they want to learn.

Improve quality management

OneFile has been designed with Ofsted in mind, so it has everything you need to deliver outstanding training – like an off-the-job tracker, learning journal and evaluation scorecard. You don’t have to worry about inspection day; you can show auditors exactly what they need to see at the touch of a button.

Increase employer engagement

OneFile has tons of built-in features that make it easy for employers to support their apprentices – like employer logins, reports and communication tools. Employers have full visibility of the entire journey – that’s why so many employers choose OneFile or look for a provider that uses us.

Increase staff engagement

Tutors, assessors and IQAs love OneFile. They can work remotely, provide quality training, track progress and offer personalised support – making it easy for them to make a difference in learners’ lives. It’s a recipe for increased staff engagement.

Reduce costs

OneFile delivers huge returns on investment. All training is delivered and managed online, so data is easy to access and there’s no paperwork, no expensive textbooks, no storage costs and less travelling between learner visits. This means increased productivity, measurable financial savings, and larger caseloads without compromising quality.

Improve data management

Information is GDPR-compliant and securely stored in one place, so it’s easily accessible for reports, audits and inspections. You can find the data you need instantly using our built-in reports – or you can build your own bespoke reports for even more accessibility.
More than just a software

OneFile comes with prebuilt standards, onboarding support and online training as standard – so you can get up and running as quickly as possible. And if you need it, you can take advantage of our Premier Services package and get our experts to manage your centre for you.

Full onboarding support

Our onboarding team is by your side from day one. Your dedicated onboarding specialist will guide you through the whole set-up process, provide onsite training and be your go-to OneFile contact. You’ll also have access to our onboarding portal – a resource hub full of user guides, videos and top tips to help you get the most out of OneFile.

Standards as standard

Our in-house qualification specialists can build bespoke standards for your centre. Or if you’re looking for an off-the-shelf option, we already have 100s of standards preloaded on OneFile – so they’re ready to go when you are.

The OneFile community

We love to bring our customers together for free best practice events, learning seminars, and annual conferences to share stories and shape the future of apprenticeships.

“I’m always so pleased with the customer service I receive from OneFile – always polite, professional, and it doesn’t matter which person you speak to; all the staff provide an outstanding service. You should bottle it and sell it to other companies!”

Julie Fox
Technical Professionals
Award-winning software. Outstanding service. Accredited security.

At OneFile, we pay special attention to every aspect of the customer journey. That’s why we’ve won awards and accolades across the board – from software innovations to customer service and information security.

“We’re extremely happy with OneFile – the software works for our needs and they go above and beyond to support us.”

Ben Taylor-Campbell, account manager
University of Law

To see OneFile in action, book a demo with a member of our team. They'll take you on a personalised tour of the software and show you how to use OneFile to transform your apprenticeship delivery.

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