Onefile

Welcome

to the future of learning

For everyone, everywhere

OneFile is ideal for all types of learning and development – from plumbing apprenticeships to employee evaluations. OneFile is for the masses, but it also has all the specific features and customisable elements you need to deliver any type of training. It's special like that.

It's the only learning software with a built-in eportfolio, course builder, reporting suite, learning journal and evaluation scorecard. It has everything you need to deliver training… it's 100% audit-ready… and it's how learners want to learn.

Assessment area

Eportfolio

The eportfolio is the heart of OneFile. Here, you can plan activities, set assignments, manage delivery and monitor progression at the touch of a button.

> " *"OneFile is excellent as we can track learner progress across the whole qualification. Staff can assess remotely and give individual feedback to learners to keep them motivated. The gap analysis also helps keep learners focused, reducing the amount of time it takes to reach full completion."*
>
> *Dave Ambler*
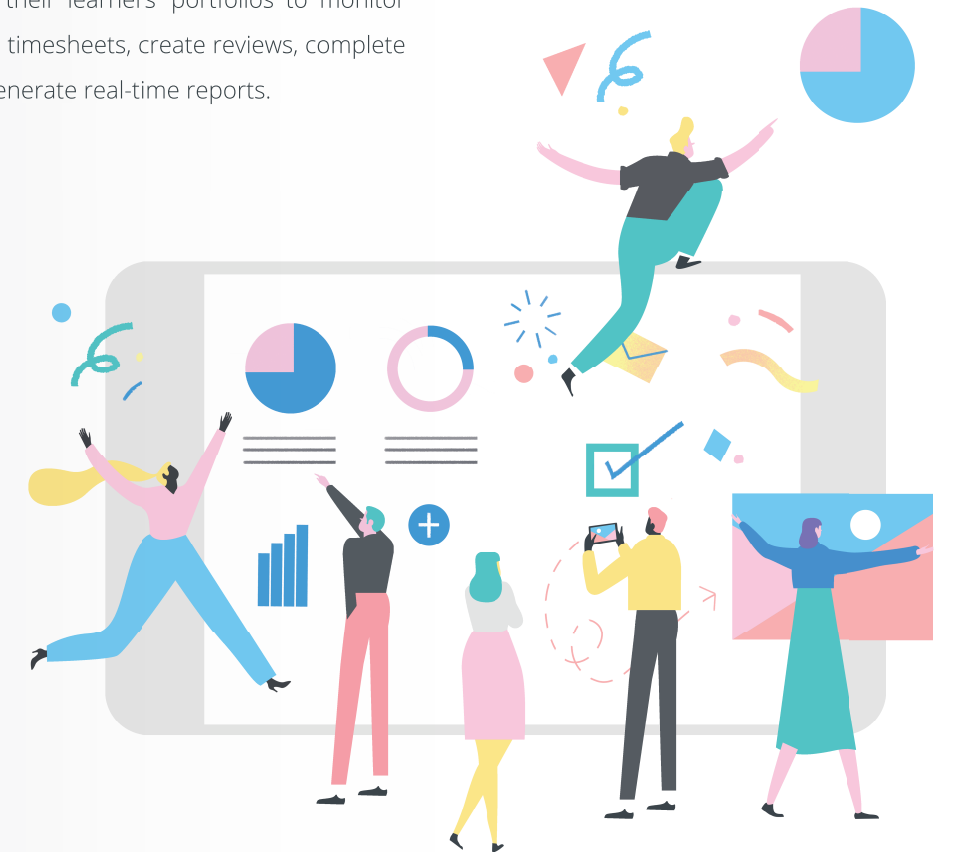> Siemens

Unlimited insights

Keep on top of tasks with the eportfolio dashboard. Users can see any outstanding assignments, meetings or messages, and track their progress in one place – making workload management easy.

Access all areas

Tutors and managers can access their learners' portfolios to monitor progress, set learning plans, access timesheets, create reviews, complete assessments, send feedback and generate real-time reports.

Easy evidence

Learners have the freedom to work in a way that suits them. They can take photos, videos or audio recordings as evidence and sync them to their portfolio using any device.

Eportfolio app

Got no Wi-Fi? Working in a remote location? That's no excuse! With the OneFile eportfolio app, your teams can train wherever they are.

"We use OneFile's offline assessment app and we couldn't live without it. It has given my assessors back their work/life balance. What it means for us is 24/7 learning. Our learners love that they are able to use their phones; it's how they want to learn. The limited internet is never a problem for us. We can carry out assessments with the learners and they do not miss out on anything – this is what an apprenticeship is all about."

Nikki Froud, Director
Nikki Froud Hairdressing

Anytime, anywhere

With the eportfolio app, you can work anytime, anywhere, on any device. By syncing the data in advance, you can create plans, capture assessment evidence, and complete reviews offline. Then when you're connected to the internet again, you can sync your work back to the web and continue to use OneFile as usual.

Snap-and-sync

Learners can collect evidence offline and then sync it back to their eportfolio when they're online again. It's simple, quick and convenient.

Learning Hub

Learning journal

Record learning reflections on the fly with OneFile's social-media-style learning journal. It's completely customisable, it's ideal for audits and it's how learners want to learn.

> " *"The learning journal helps our learners become more independent where possible, which is great as they need to map their own criteria to get a distinction. They can also reference where learning took place – which is great for quality audits."*
>
> **Cathy Berry, vocational team business and quality manager**
>
> *Greater Manchester Mental Health NHS Trust*

Real-time reflections

Learners can record learning reflections, attach files, link them to training activities and share their entries. They can write notes, attach audio and upload videos – it's a fun, flexible and engaging way to record learning.

Timeline of learning

Learners can publish their entries to create a timeline of learning – just like social media. Users can scroll to see journal entries, make comments and submit scorecards.

Scorecard

Learn, score, submit, grow. Learners, tutors and managers can work together to evaluate learning at the touch of a button.

“ *"The scorecard makes it easier to capture the knowledge, skills and behaviours developed by the learner and the impact this has on the employer."*
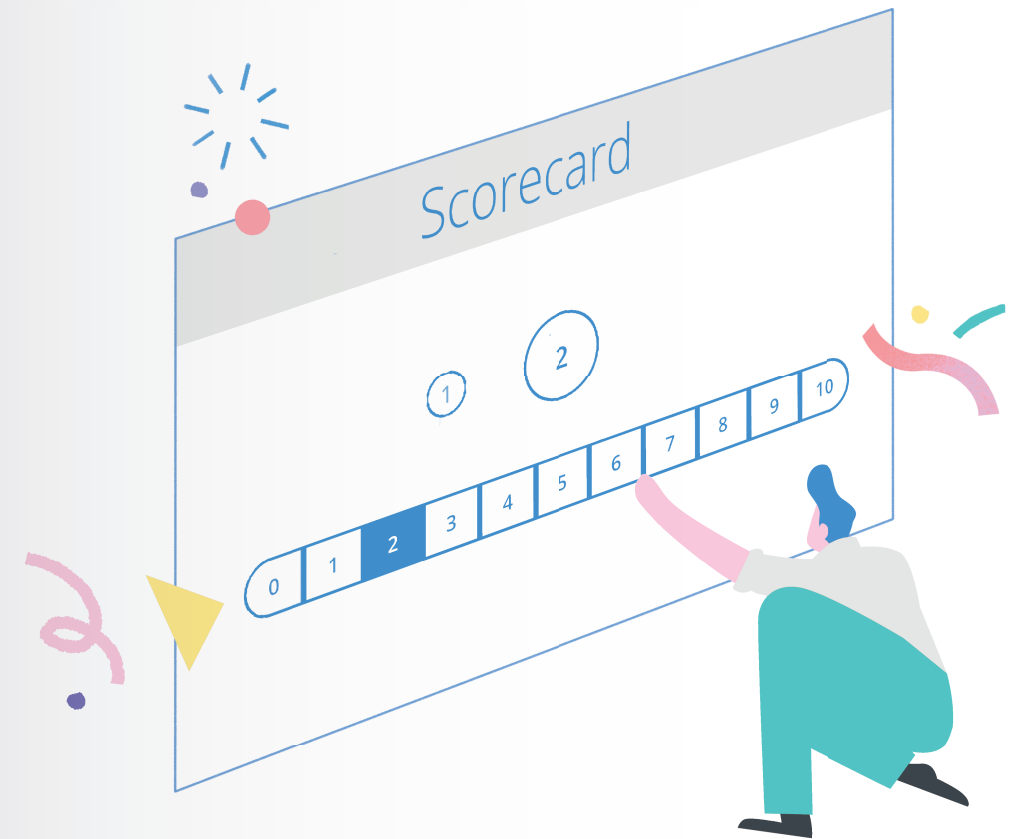
Cathy Berry, vocational team business and quality manager
Greater Manchester Mental Health NHS Trust

Accurate

Evaluations are well informed. Learners can see all the learning reflections they've submitted while they're evaluating their learning. Scores are then recorded against each outcome and plotted on a graph to show progression of learning – ideal for audits and Ofsted inspections.

Customisable scales

Centres can customise the rating scale to suit their programme. You can change colours, terminology, grade scales and length.

Course builder

Gone are the days of boring reading lists. With OneFile,

you can create custom content your learners will love.

> "OneFile's VLE is an extremely easy-to-use tool, and being able to map automatically to learning aims is a powerful addition. Quizzes are a great way to quickly create automated assessment learning activities which support both apprenticeship frameworks and standards. As the VLE forms part of an integrated OneFile system, it will support our quality and help us identify the activities that learners find effective and enjoyable."
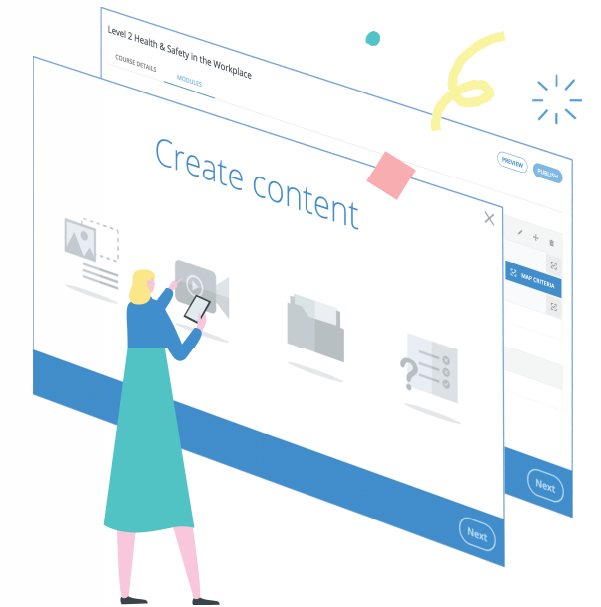
Tom Cheek
Easton + Otley College

OneFile's course builder is one of a kind. It links with our eportfolio so you can map content to criteria, assign it to learners and track progress in one unified system.
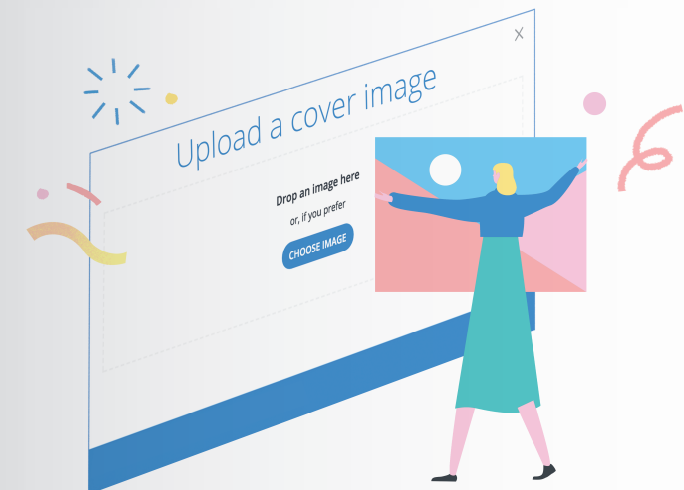
Prebuilt standards

You can create custom content, upload SCORM packages or select prebuilt standards that are already mapped to learning aims.

Drag-and-drop content

Building your own courses is easy. Just drag and drop to create an interactive hub of videos, resources and quizzes your learners will love.

Reporting suite

Reports can be such a drag. But with OneFile, you just choose the report you want, click, and you're done. Simple.

"*We can report on anything within OneFile – accuracy, tracking, activities, profiles, and timely completions. It also supports our quality provision as all evidence is authentic, current and valid. We can also make and track annotations, which makes it easy for the IQA to sample remotely as they don't need to request documents. We even showcase OneFile to management to demonstrate the impact it's made.*"

Helen Colbourne
Sandwell and West Birmingham NHS Trust

Access all areas

OneFile's reporting suite is all about accessibility. Information is shared in real time across the entire platform and displayed in live data-driven dashboards.

Custom reports

On the dashboard you can monitor learner progress at a glance or generate custom reports to access the data you need – helping to see the small details and the big picture.

It's easy – that's why we call it click-and-go reporting.

Quality tools

Ace your next inspection with OneFile. Managers and assessors can access all the information they need wherever they are – making inspections less of a stress.

"OneFile made our latest Ofsted inspection easier. One of the inspectors watched an assessor run through a full demo of the system to see how they use OneFile in the business. The Ofsted inspector was really impressed and said the transparency of the eportfolio contributed towards an Outstanding grade for Siemens PLC."

Dave Ambler
Siemens

100% transparent

With OneFile, the entire audit trail is recorded online and is 100% transparent. Managers and internal assessors can walk through the learners' portfolios to assess quality and highlight any issues that need addressing.

Custom tools

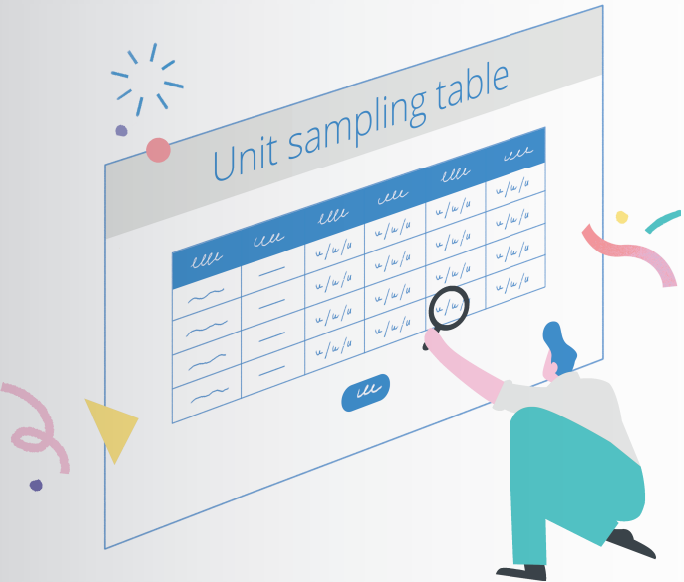They can also create custom sampling plans, audit reports and standardisation rules to maintain quality across the centre.

Inspection ready

External assessors can access the information they need at the touch of a button wherever they are. This means you don't have to print off notes, hunt down folders, and post portfolios to prepare for visits – with OneFile, your centre is always inspection ready.

CPD tracker

Give your staff the boost they need with OneFile's CPD tracker. They can record achievements throughout their career and watch their skills grow.

" "I love how I've been able to set up profiles for each award and easily track my CPD activities accordingly. I like the way I can link an activity with more than one profile too, as some fit with a few awards. It's also a real bonus being able to share CPD activities with both my centre manager and EV. CPD records are no longer a chore, and I've found myself making much more regular records as a result!"

Pam Douglas
Cornerstone

Users can upload photos, videos or audio recordings and map them against their development objectives – creating a live portfolio of evidence. They can then monitor their achievements at a glance with our data-driven dashboards and sync progress across the platform.

It means CPD records are always compliant – whether you're attending a conference or reading a book.

Share progress

OneFile's CPD tracker makes professional development easy. Progress is shared across OneFile, so you can monitor your team's achievements.

> " *"OneFile is the single, most valuable tool we have at our disposal. Fact."*
>
> *WA Academy*

Happy learning

OneFile makes learning mobile, engaging and active – increasing learner satisfaction rates to 98%.

Lower costs

Ditch the paperwork! OneFile reduces paper, printing, storage and travel costs by 80%.

Increased quality

Thanks to our increased data transparency and automated consistency rules, you can standardise quality across the board.

Higher engagement

OneFile increases learner activity by 50% and timely completions by 35%, helping your users achieve more in less time.

Support

Our support team is by your side from day one. We'll guide you through the whole set-up process, upload your standards, and provide onsite training to get you up and running. All our customer success managers are experienced in vocational training and are always on-hand to offer tips about the software.

Make us work for you

If you need help with your centre, our experts can become part of your team. We'll manage your services, standards, reports and customisations for you.

The OneFile community

Join over 700 organisations and 700,000 people already using OneFile! 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 learning.

Standards

Our in-house qualification specialists build bespoke standards. Just order your standards online and we'll create digital qualifications and share them with your centre. We'll set up all your standards for you – whether you're delivering competence training or higher apprenticeships. 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.

> "I'm always so pleased with the customer service I receive from OneFile – always polite, professional and 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 Ltd

You're in good company

Transport for London

NHS Health Education England

SIEMENS

Manchester Metropolitan University

We're endorsed by all major awarding bodies, including:

Winner of the 2017 Queen's Award for Innovation

BIIAB

Highfield *awarding body for compliance*

cache Endorsed

ncfe. endorsed

Join our community

To find out more about OneFile and take a tour of the software, book a demo with one of our team.

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Onefile

2017 Queen's Award for
Innovation