Learner Basics

How to record off-the-job within OneFile
Off-the-job

You must spend 20% of your contracted hours completing off-the-job training – which works out around 1 day per working week. Employers and training providers must decide when training is delivered (for example 1 day a week, 1 week out of every five etc).

Recording off-the-job within an assessment

To record OTJ time within an assessment, just scroll to the bottom of the page until you see the timesheet box. Under Learner Time you will be able to state how long you have spent completing the task along with selecting whether or not this task was a part of your off-the-job training.

Recording off-the-job within the Learning Journal

To record OTJ time within the Learning Journal, please follow the below steps:

1. You can click 'Learning Journal' from the left sidebar or click the Learning Journal icon on your portfolio page.

2. Fill in the details and select the relevant category, if this category has been set up to default to off the job you will see the off the job tick box appear next to the duration that you have entered.
Recording off-the-job within the Timesheets

To record OTJ time within the timesheets page, please follow the below steps:

1. Click 'Timesheets' from the left sidebar or the Timesheets icon on your portfolio page.

2. Click the blue 'Create Timesheet Entry' button

3. Enter as much detail as you can into the text box

4. Select a category from the drop-down box, if this has been created to automatically default to off the job, a tick box will appear underneath the drop down box.

5. Enter the start date and start time.

6. Enter the duration in hours and minutes.

7. Press the green save button.
To learn more, see our full guides
https://live.onefile.co.uk/userguides/

info.onefile.co.uk/onboarding