



Learner Basics

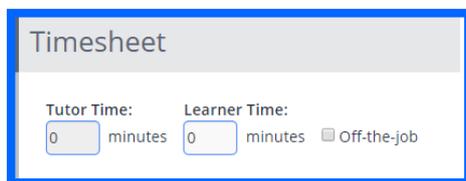
How to record off-the-job within
OneFile

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.

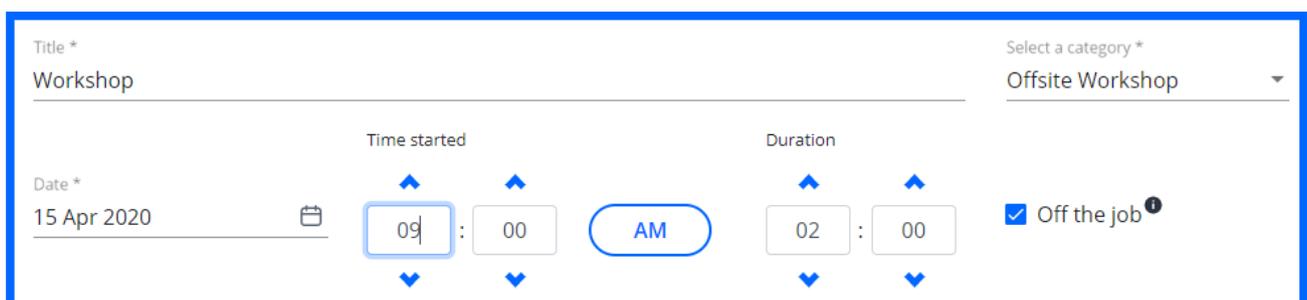


The screenshot shows a 'Timesheet' form with two input fields for 'Tutor Time' and 'Learner Time', both set to '0 minutes'. There is also a checkbox labeled 'Off-the-job' which is currently unchecked.

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.



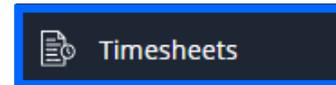
The screenshot shows a 'Learning Journal' form. The 'Title' field contains 'Workshop'. The 'Date' field contains '15 Apr 2020'. The 'Time started' field shows '09:00 AM'. The 'Duration' field shows '02:00'. The 'Off the job' checkbox is checked. The 'Select a category' dropdown menu is set to 'Offsite Workshop'.

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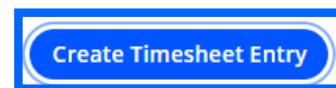
Recording off-the-job within the Timesheets

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.

A screenshot of the 'Timesheet Entry' form. It features a large text input area on the left. On the right, there are several fields: a 'Category' dropdown menu with 'Please select...' as the current selection; 'Start Date' and 'Start Time' fields, with the date '15/04/2020' entered; and 'Duration of activity' fields for 'Hours' and 'Minutes'. Below these fields is a small note: 'If you are recording the time spent over more than one day, please only record the time spent on the activity.' At the bottom of the form are two buttons: a green 'Save' button and a blue 'Cancel' button.

To learn more, see our full guides
<https://live.onefile.co.uk/userguides/>



info.onefile.co.uk/onboarding