



# Centre Manager Training

An overview of what to expect



Centre Manager Training is delivered online using screen sharing software.

Who should attend: Project lead, Centre Administrator, OneFile Champion, or anyone who will be involved in OneFile centre administration.

## Session 1 (approx. 1 hour)

- Overview of user roles
- Creating user accounts
- Cohorts/Classes
- Assessment Methods
- Placements/Workplaces
- Framework/standards templates
- Dashboards
- Resources
- Lookup tables
- Announcements
- Learning hub setup

## Customer tasks to complete

After your training session you will need to complete the following tasks on your live centre. Your Onboarding Success Manager will call you to check your progress

- Customise Classes/Cohorts
- Customise Assessment Methods
- Create Placements/Workplaces
- Amend Lookup tables
- Add Resources
- Create user accounts

You can also find video resources at  
<https://info.onefile.co.uk/onboarding-cm-tutorials-basic>

## Session 2 (approx. 1 hour)

- Re-cap on last session
- Consistency Rules
- Unit Rules
- Templates and written questions
- IQA Processes & Actions
- ILP
- Introduction to Reports
- Registers
- Grading

## Customer tasks to complete

After your training session you will need to complete the following tasks on your live centre.

- Build templates and written questions
- Customise IQA actions & processes
- Setup consistency rules
- Practice reports
- Create a register
- Create grades

You can also find video resources at  
<https://info.onefile.co.uk/onboarding-cm-tutorials-advanced>



[info.onefile.co.uk/onboarding](https://info.onefile.co.uk/onboarding)