OneFile and Civica

Integrate your OneFile account with your Civica MIS for efficient and cost effective data management. With this integration, customers can create learners in OneFile automatically or at the click of a button in Civica MIS. This integration is one-way, and Civica is the master system.
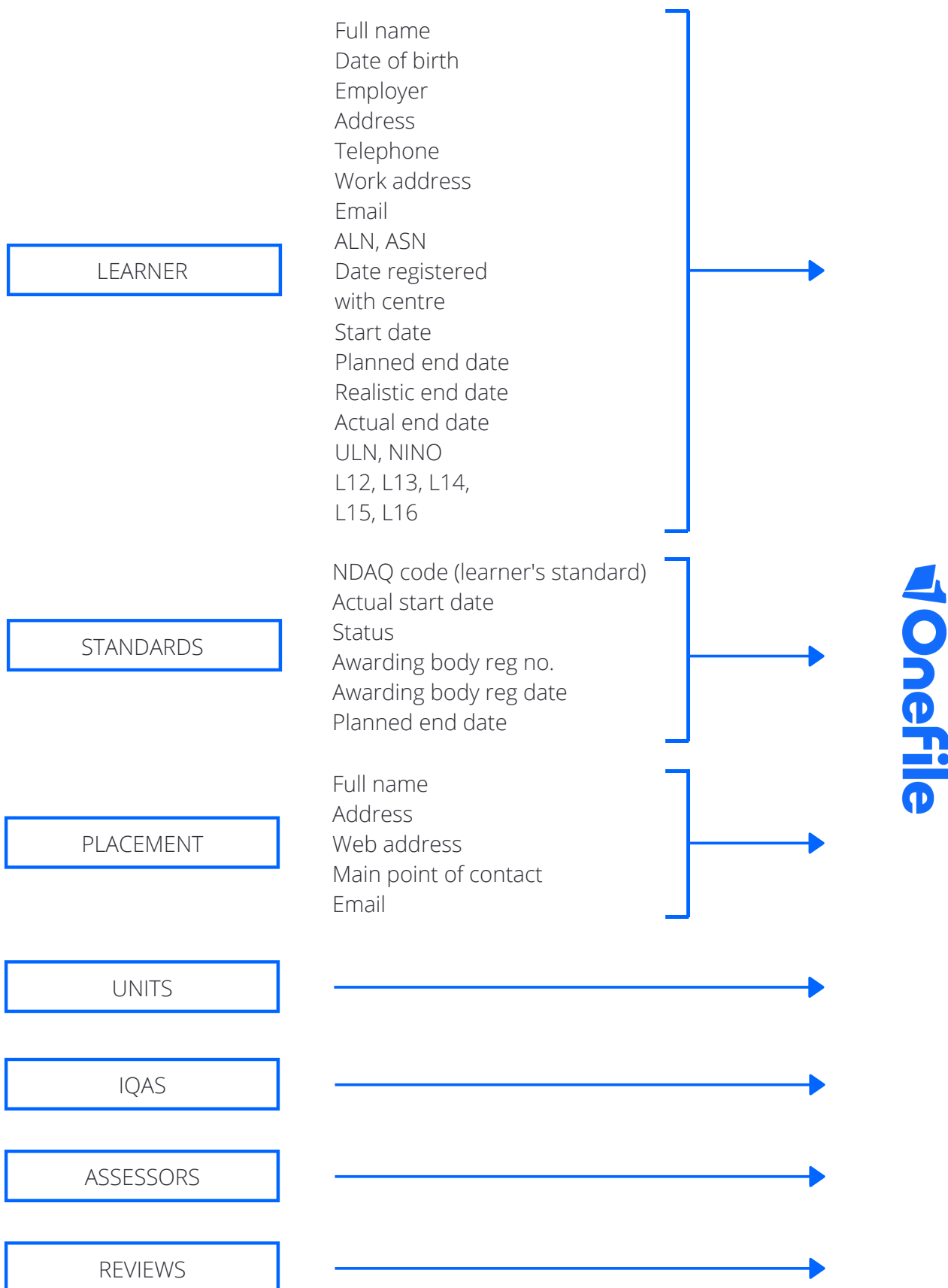
Creating the integration

- Contact your customer success manager to discuss the integration. They'll be able to tell you more about how the integration works.

- On request, we'll create a portal ID, username and password for your OneFile centre. These will be passed onto your MIS provider.

- Your MIS provider will create the integration on their side, using the details provided by OneFile.

- You'll then be able to set up your centre and configure the integration to your requirements.

Integrated fields

Scroll down to see which fields can be synced from Civica to OneFIle.

Onefile

Integrated fields

LEARNER

Full name
Date of birth
Employer
Address
Telephone
Work address
Email
ALN, ASN
Date registered
with centre
Start date
Planned end date
Realistic end date
Actual end date
ULN, NINO
L12, L13, L14,
L15, L16

STANDARDS

NDAQ code (learner's standard)
Actual start date
Status
Awarding body reg no.
Awarding body reg date
Planned end date

PLACEMENT

Full name
Address
Web address
Main point of contact
Email

UNITS

IQAS

ASSESSORS

REVIEWS

Onefile

Onefile

info.onefile.co.uk/onboarding