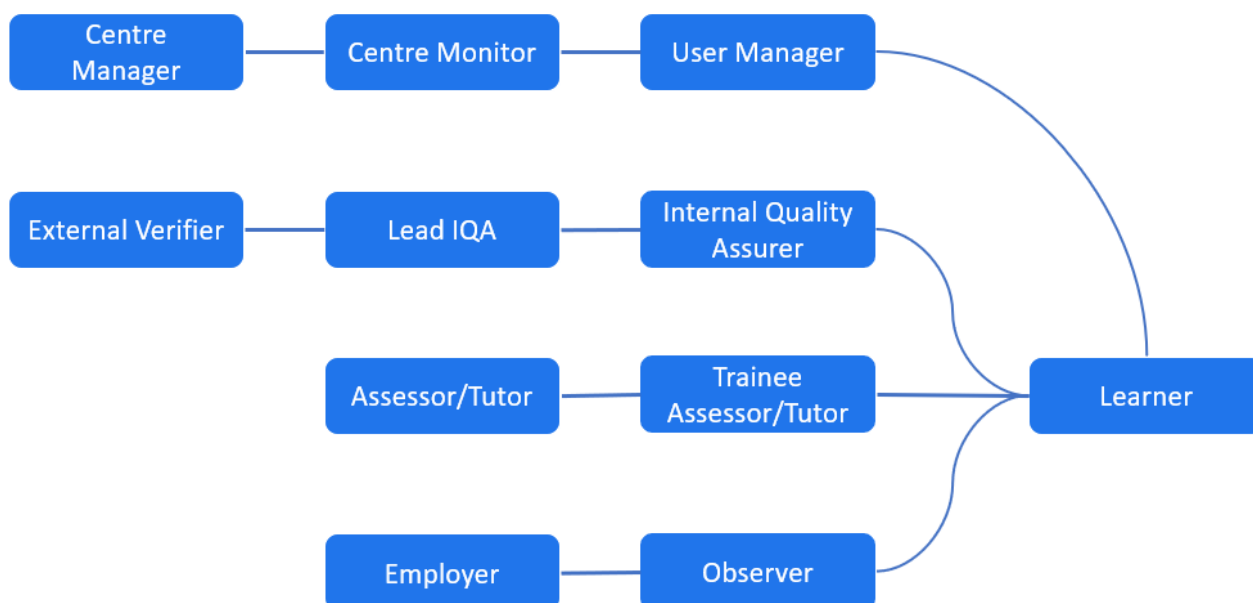# Onefile

Centre Manager Basics

User role overview

Onefile

User role Overview

Centre Manager

The Centre Manager administers the centre on OneFile, they have the responsibility of ensuring the OneFile centre is set up correctly, sets up access for other users on the Centre, with the exception of External Verifiers, who have to be registered by the OneFile support team.

Centre Managers are able to:
· Change/set up your centre settings
· Create folders and upload files to your centre resources
· Create user accounts

Centre Monitors

The Centre Monitor has read only access to all portfolios on the system and is ideal for reporting on all aspects.

Centre Monitors are able to:
· View and export centre reports
· View learner portfolios (Read Only)
· View details of other users on the Centre

Note – A Centre Manager has the ability to restrict your access to learners of selected classes.

Continued...

User Managers

The User Manager has an administrative role and has the ability to create all account types apart from Centre Managers and EVs. They do not have access to the Centre Settings, the quality icon or the learner portfolio.

User Managers are able to:
·   Create user accounts
·   Create classes & placements
·   Create framework templates

Standard Verifier

The External Verifier is a person assigned by the Awarding Body to ensure protocol is followed by the Internal Verifier. EVs are also known as; External Verifier, External Quality Assurer or External Moderator.

External Verifiers are able to:
·   View a learner's Portfolio
·   Sample assessments and assessment plans
·   View the IVs sampling tables and other reports

Lead IQA

A Lead Internal Quality Assurer is the person designated by a centre to act as the point of sign-off for the assessment and internal verification of programmes in a Principal Subject Area.

Lead IVs are able to:
·   Setting up sampling policies
·   Sample assessments & assessment plans
·   View & report on Assessor Observations & Learner Interviews

Note – The Lead IV account needs to be enabled by a Centre Manager in the Centre Settings.

Continued...

Internal Quality Assurer

The Internal Quality Assurer is a person employed by the training organisation to ensure that the Assessors have followed the Awarding Body's criteria for the qualification being assessed. Also known as Internal Verifiers

Internal Verifiers are able to:
· Setting up your sampling plan
· Sample assessments & assessment plans
· Carry out Assessor Observations & Learner Interviews

Assessor/Tutor

The Assessor is employed by the training organisation. This user supports and evaluates learners working towards qualifications, making sure that they meet the occupational standards required.

Assessors are able to:
· Create Assessment Plans of learning & development for every learner
· Assess & annotate learner evidence
· Schedule and complete learner reviews

Trainee Assessor/Tutor

The Trainee Assessor has the same access as a qualified Assessor. However, any assessments or Unit Summaries that are signed by the trainee must be countersigned by a second line Assessor.

Learner

The learner is a person taking a qualification or apprenticeship with a training provider.

Learners are able to:
· Add evidence & files to the portfolio
· Receive tasks and send assessments to their Assessor
· Track their own progress

Continued...

Employers

The Employer is an interactive account that can access the learner portfolio.

Employers are able to:
·   Sign certain types of assessments
·   Sign Reviews & the ILP
·   Report on and track the progress of their learners

Note – The employer account needs to be enabled by a Centre Manager in the Centre Settings.

Observers

The observer has read only access to the learner portfolio.

Observers are able to:
·   View the learner portfolio
·   Report on and track the progress of their learners

To learn more see our full guide

https://www2.onefile.co.uk/userguides/

Onefile

info.onefile.co.uk/onboarding