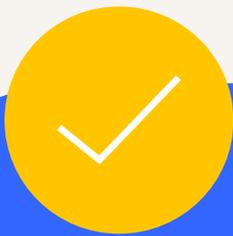




The Onfile Ofsted Success Toolkit

Be exceptional with Onfile



Are you ready for Ofsted?

With Onefile, you're always inspection ready.

Onefile has been designed with Ofsted in mind, so it has tons of built-in features to help you manage quality throughout the learning journey, from initial assessment to off-the-job training. Onefile has over 80 pre-built reports to help you maintain quality, or you can build your own custom reports to find the exact data you need, when you need it.

The whole audit trail is completely transparent. You can log in to access learner portfolios, run reports, monitor progress, track collaboration, see feedback and offer support. Data is tracked automatically so you have a full audit trail to show inspectors on inspection day.

“

Onefile made our Ofsted inspection easy. One of the inspectors watched an assessor run through a full demo of the system to see how we use Onefile in the business.

The inspector was really impressed – this contributed towards an Exceptional grade for Siemens.

Dave Ambler, Siemens

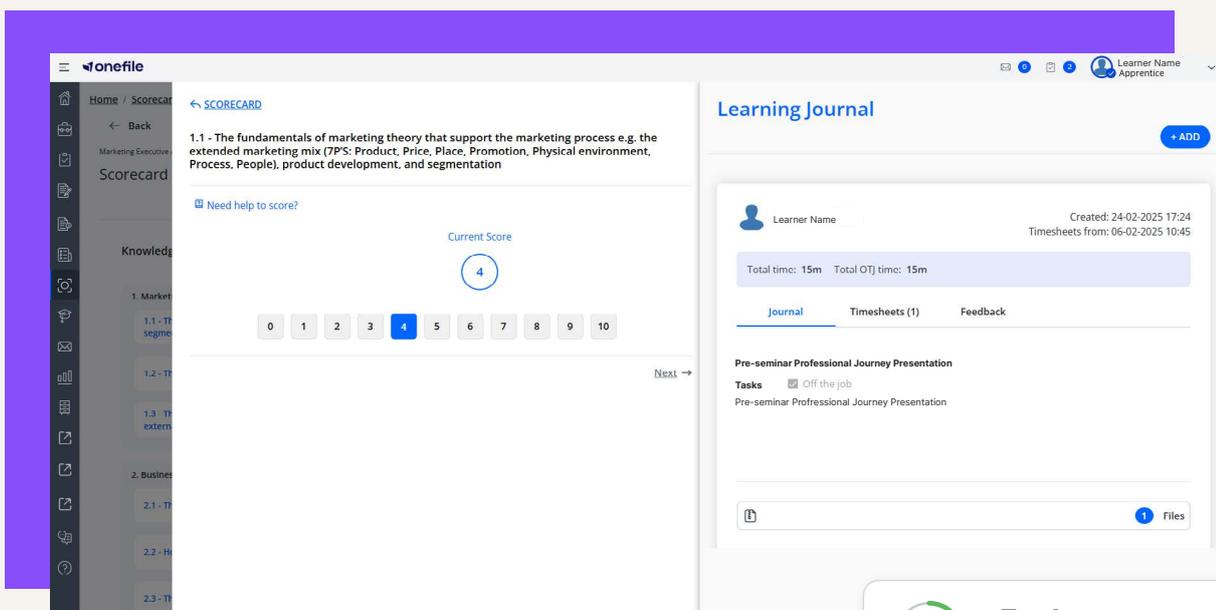


Tracking the progression of learning

Ofsted wants to see evidence of the progression of learning and how learning impacts outcomes. To do this, providers need to find each learner's starting point or baseline, and then track how the learner has progressed throughout the programme.

Recognising prior learning

With Onefile's evaluation scorecard, learners can rate their learning against each KSB in the standard during the initial assessment. This means providers have auditable evidence of the RPL (recognition of prior learning) and apprentices know exactly what level they're at before they start.



 Evaluate your learning

Show how learning impacts outcomes

With Onefile, apprentices can link their learning reflections to training activities to show what they learned, and when they learned it. Apprentices can then see all the training activities they've submitted against each KSB when they're evaluating their learning. There's a clear link between training, learning and outcomes, which is exactly what Ofsted wants to see.

Demonstrating the progression of learning

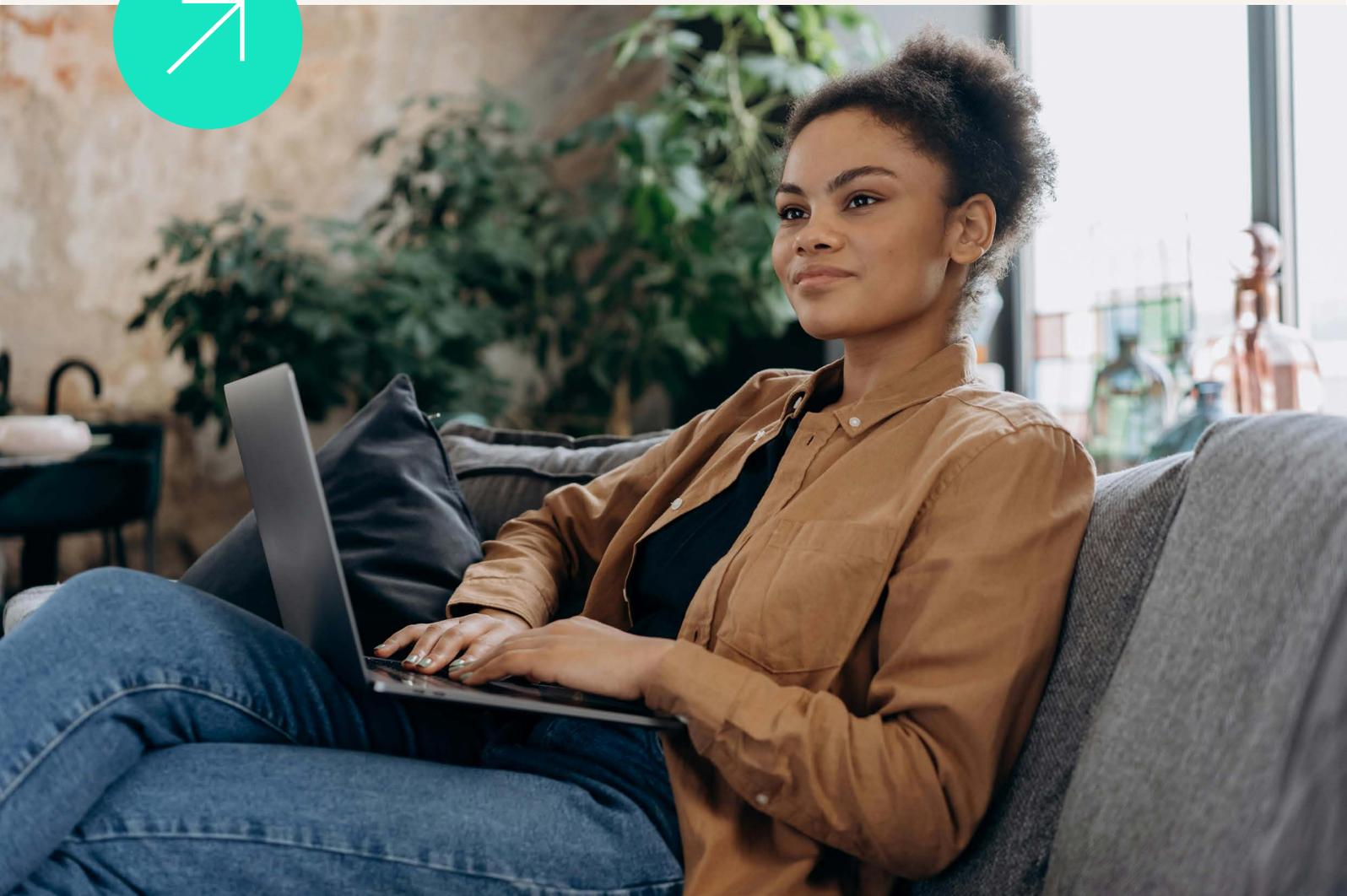
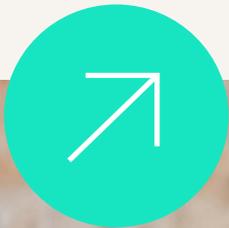
Learners can work with tutors and employers throughout their programme to evaluate their learning as they progress. Their scores are automatically recorded against each outcome and plotted on a graph to show the progression of learning.



Deliver individualised learning

Ofsted wants providers to implement their curriculum in an individualised way, accounting for the prior learning, additional learning needs and high-performing potential of each learner. Each learner will have a different learning journey, so Ofsted wants providers to adapt how they deliver the curriculum to each individual.

With Onefile, tutors can use the learning baseline to personalise the curriculum to each apprentice from the very beginning. They can monitor progression easily with dashboards, reports and alerts, so they know how to support each learner as an individual. Tutors can also create learning activities online and send them to individuals or groups – making it easier to manage each apprentice’s personal learning journey.



Set, meet and reward milestones

All apprentices have to work towards milestones throughout their programme and these milestones need to be agreed, captured and monitored by the provider. With Onefile, tutors and employers can agree milestones and then track learner progression towards them using dashboards, reports and gap analysis. They can schedule reviews in person, over the phone or via video call to offer support and celebrate success. It's the quick, convenient and effective way to monitor progression.

Supporting learners

Ofsted expects providers to support learners in and between learning sessions, and provide physical evidence of how learners have been supported. With Onefile, tutors can send feedback to learners at any time. They can comment on journal entries, send messages or add annotations to work. All feedback is recorded online – which is ideal for quality assurance and Ofsted inspections. Onefile also sends alerts to tutors when learners complete work before the deadline, so tutors know when to provide feedback and set more work to keep the momentum going.



Recording off-the-job training

All apprentices have to spend at least 6 of their contracted hours completing off-the-job training. Ofsted wants to see that apprentices' off-the-job training activities are different to their day-to-day working duties, but still relevant to the apprenticeship standard. They also want to see evidence of the actual off-the-job hours completed by each apprentice.

With Onefile, apprentices can complete learning entries wherever they are and simply select whether they were completed on or off the job. They can record their actual hours and upload evidence of their activities. Onefile calculates the learner's off-the-job entries against the contracted hours and displays their progress as a percentage against the 6 hour minimum requirement. Employers, tutors and learners have full visibility of actual off-the-job progression – which is great for Ofsted and quality audits. It's off-the-job tracking made easy.

Off-The-Job

Planned OTJ Hrs:	<input type="text"/>	Published Minimum OTJ Hrs:	<input type="text"/>	To display the published minimum OTJ value, please ensure an apprenticeship standard is assigned to the learner.
Duration (Wks):	<input type="text"/>	RPL Reduction Hrs:	<input type="text"/>	
Contractual Hrs per Wk:	<input type="text"/>	Minimum OTJ with RPL (Hrs):	<input type="text"/>	

[Save](#)

Stretching and challenging learners

Providers need to support all learners to get the best possible outcome.

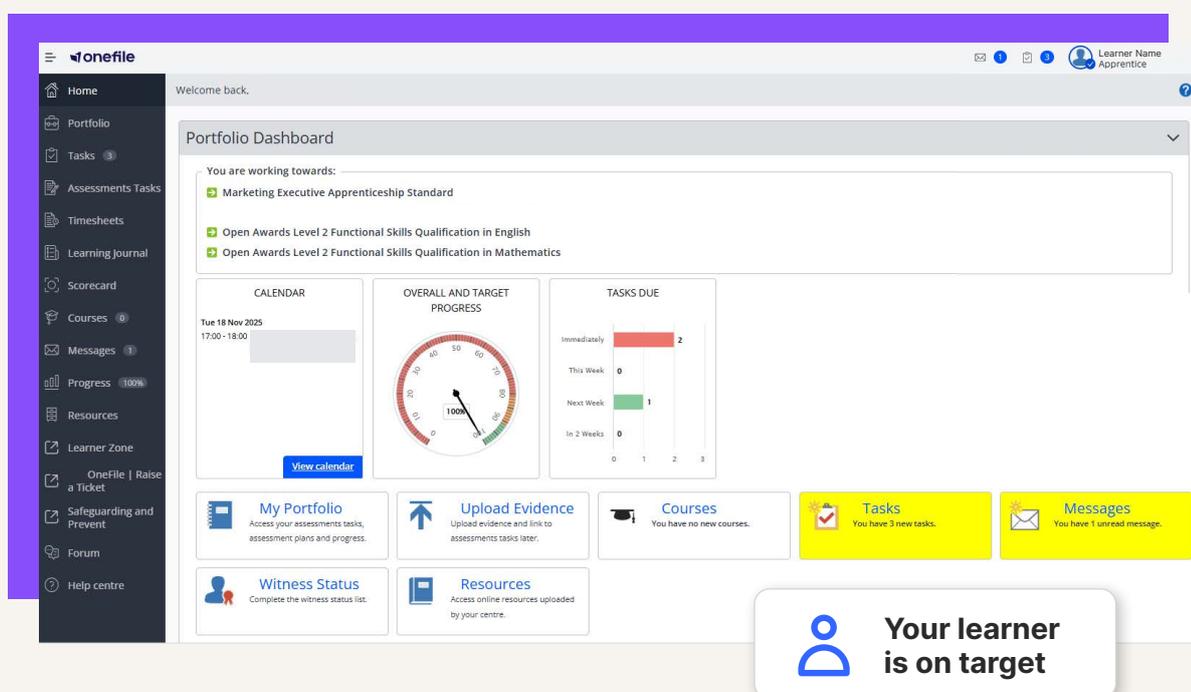
With Onefile, tutors can track learner progression easily – to identify and support at-risk learners and stretch and challenge high performers. It means all learners get the best possible support and achieve the best possible outcomes.

Progress tracking and performance

Providers need to show that they track progress and performance throughout the programme, and that the data is used to provide better support to learners.

Progress tracking

With Onefile, progress data is shown on learner, tutor and employer dashboards, with click-throughs to reports. This gives tutors the insights they need to provide personalised support to learners – whether they're at-risk, on track or high-performing.



Reporting

Onefile has over 80 pre-built reports – from tracking off-the-job training to activity logs. Tutors, employers and administrators can also create custom reports to get the exact data they need – which is ideal for Ofsted inspections and quality audits.

Inspection day

With Onefile, you're always inspection ready.

- Easy access to the full audit trail
- Evidence of recognition of prior learning
- A record of the progression of learning
- Proof of curriculum planning and personalisation
- Real-time reporting for inspection day
- Progress tracking and full visibility across all users
- Evidence of tutor and employer collaboration
- Evidence of actual off-the-job hours and activities
- Evidence of the link between learning, training and outcomes

Onefile has everything you need to maintain quality across your apprenticeship provision. That's why it's the UK's leading apprenticeship software, used by over 2.3 million people and trusted by hundreds of training providers, colleges, universities and employer-providers to support their apprenticeship delivery.

We've been a Onefile customer for 15 years. Onefile has become a one-stop shop for all of the evidence that we need to gather and it's critical to have an Eportfolio in today's society so that Learners can access their information wherever they need to access it, this has allowed us to receive Ofsted Exceptional in a recent inspection.

If I could sum up Onefile in a sentence it would be that it's our one-stop shop for apprenticeship quality.

Sue Bright, Exeter College

Onefile is the leading learner management platform that streamlines workflows, unlocks funding and enables education and training providers to achieve higher learner success rates, at pace and at scale.

Proud to be part of Harris Computer, powering positive change.

Ready for your most confident year yet?

Book your complimentary discovery call today...

onefile.co.uk

