Onefile

Employer Basics

20% off the job and Reporting

Onefile

How to track off-the-job in OneFile for your apprentice

Tracking **Off-the-job**

Off-the-job training is defined as 'learning that takes place outside the normal day-to-dayworking environment.' The training must be relevant to the apprenticeship standard, andcould include:·

- **Theory** – such as lectures, role playing or online learning·
- **Practical training** – such as industry visits, mentoring or competitions·
- **Learning support** – such as assignments

Learners/Apprentices must spend 20% of their contracted hours completing off-the-jobtraining – which works out around 1 day per working week. Employers and trainingproviders must decide when training is delivered (for example 1 day a week, 1 week outof every five etc).

OneFile can be used to record the **total contracted hours** (Please refer to latest ESFAGuidance to work out the total contracted hours) of a learner/apprentice and thenworks out the learner/apprentice's actual percentage by calculating the time they recordas **off-the-job**, as they progress through their apprenticeship

Tracking off-the-job

To track off-the-job hours for your learner please follow the steps below:

1. Select your class/cohort from

2. Now select a learner from the drop down list

3. Select the off-the-job by clicking the percentage

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4. You will see the information that has been entered for the learner's off-the-job

Off-The-Job		
Total Contracted Hours: 3456	**Target Off-The-Job (%):** 20	**Off-The-Job: 1.7%**
Target Off-The-Job Hours: 691.2	**Actual Off-The-Job Hours:** 58.8	

5. As the learner starts to track their off-the-job, the actual off-the-job hours will start to track, this will reflect the **Total** in the categories section of the timesheet

6. The off-the-job hours are recorded by the learner or tutor/coach and tracked in the categories section of the timesheet

Categories

Category	Off-the-job	Total
In house CPD	32h 48m	32h 48m
Learning Activity/Assessment(Assignment)	11h 25m	11h 25m
Reflective Account	14h 34m	14h 34m
Total	**58h 47m**	**58h 47m**

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Off-the-job Reporting

1. Select the **reports** tab from the left side menu

2. Scroll down to the **Off-the-job report** (in the learner reports section)

3. Select your report criteria

4. Add your start and end dates (these must be before the start date and the end date must be after their completion date)

5. Select **Submit**

6. The report will show all learners who fall in between the expected completion date

Learner	MIS Value	Default Tutor	Start Date	Anticipated Completion Date	Cohort	Employer	Provider	Total Contracted Hours	Target OTJ (%)	Target OTJ Hours	Total OTJ Hours	Actual OTJ (%)
Bowen, Ana		King, Everette	23/06/2017	03/04/2020	Business Administration FY 19/20	Kelloggs	Example	1013	20	202.6	17.8	1.8
Earner, Leah		Briggs, John	04/09/2018	10/12/2020	Business Administration FY 19/20	OneFile		1000	20	200	119.4	11.9

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

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