

OneFile holds all attendances by apprentices and trainees and can be viewed by employer representatives as follows:

When employer representative logs in the front screen shows apprentice under their care.

An overview of attendance can be seen here.

Click here to open register

Select between dates

| Apprentice / Adult Trainee | Class | Default Training Officer | Total Sessions | Attended | Absent | Lateness (minutes) | Total Session Time (minutes) |
|----------------------------|-------|--------------------------|----------------|----------|--------|--------------------|------------------------------|
| Apprentice, Barrie J | 1A18 | McKay TO, Barrie | 5 | 5 | 0 | 0 | 1950 |
| Two, Apprentice | 1A18 | McKay TO, Barrie | 5 | 5 | 0 | 0 | 2070 |

Brings up the sessions(days) and attended sessions total along with minutes late for all your apprentices/trainees

Further details can be found by selecting the apprentice/trainee's portfolio

The dashboard shows a table with the following columns: Apprentice / Adult Trainee, Main Learning Aim, Progress (Target%), Expected Completion Date, Target Deviation, Next Review Date, Units Signed off, Tasks, and Portfolio Options. The first row is highlighted with a red arrow pointing to the name 'Apprentice, Barrie J'.

| Apprentice / Adult Trainee | Main Learning Aim | Progress (Target%) | Expected Completion Date | Target Deviation | Next Review Date | Units Signed off | Tasks | Portfolio Options |
|--|--|--------------------|--------------------------|------------------|------------------|------------------|-------|----------------------------------|
| Apprentice, Barrie J Details Name: PLEARNER: 1A18 | SVQ 3 In Electrical Installation at SCQF Level 7 | 0% (0%) | 16/05/2021 | 0% | 28/09/2018 | 0/9 | 1 | Assessment Plans Gap Analysis |
| Two, Apprentice Details Name: PLEARNER: 1A18 | SVQ 3 In Electrical Installation at SCQF Level 7 | 0% (0%) | 25/05/2021 | 0% | None scheduled | 0/9 | 0 | Assessment Plans Gap Analysis |

Click the apprentice/trainee name

The 'Information & Options' section displays a table with Learning Aim, Current Progress, and Target Progress. Below this are summary cards for Plans, Assessment, and Reviews. At the bottom, there is a row of activity cards: Activity, Assessment Evidence, Journal (0), Tasks (1), and Timesheet. A red arrow points to the Timesheet card.

| Learning Aim | Current Progress | Target Progress |
|--|------------------|-----------------|
| SVQ 3 In Electrical Installation at SCQF Level 7 | 1% | 0% |

Click Timesheet

Entries

| Time spent by | Time recorded by | Category | Date from | Date to | Description of Session | Time (minutes) | Off-the-job |
|----------------------|------------------|------------------|------------------|------------------|------------------------|----------------|-------------|
| Apprentice, Barrie J | Barrie McKay TO | Register Session | 23/07/2018 08:30 | 23/07/2018 16:30 | 1A18 (480 minutes) | 480 | ✓ |
| Apprentice, Barrie J | Barrie McKay TO | Register Session | 24/07/2018 08:30 | 24/07/2018 16:30 | 1A18 (480 minutes) | 480 | ✓ |
| Apprentice, Barrie J | Barrie McKay TO | Register Session | 25/07/2018 08:30 | 25/07/2018 16:30 | 1A18 (480 minutes) | 480 | ✓ |
| Apprentice, Barrie J | Barrie McKay TO | Register Session | 26/07/2018 08:30 | 26/07/2018 14:30 | 1A18 (360 minutes) | 360 | ✓ |

Shows individual days with times attended

Number of minutes should read 480

Only times recorded by SECTT Admin are verified attendances

Remember if you need help on Onefile it can be found clicking the question mark at the top right hand side of the page

