

OneFile holds all reviews carried out by the Training Officer and apprentices/trainees and can be viewed by employer representatives as follows:

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

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 'Next Review Date' for 'Apprentice, Barrie J' is 22/09/2018.

Click here to open reviews

Scheduled Review Date	Actual Review Date	Difference Days (Scheduled/ Actual)	Unit Progress (%)									Overall Progress	Status	Options	
			H94X 04	H94Y 04	H950 04	H951 04	H952 04	H953 04	H954 04	H955 04	H956 04				
13/09/2019	21/07/2018	-419	11%									0%	E	Complete	Open
22/05/2019	23/07/2018	-303	11%									0%	E	Complete	Open
21/12/2018	23/07/2018	-151	11%									0%	E	Complete	Open
14/06/2019	23/07/2018	-326	11%									0%	E	Complete	Open
28/09/2018	30/07/2018	-60	11%									0%	E	Complete	Open
01/08/2018	01/08/2018	0	20%									0%	E	Complete	Open
30/08/2019	01/08/2018	-394	20%									0%	E	Complete	Open
15/11/2018	01/08/2018	-106	20%									0%	A	Complete	Open
30/08/2019	01/08/2018	-394	20%	34%								0%	E	Complete	Open
21/01/2019	01/08/2018	-173	20%	34%								3%	L	Complete	Open

Select the review you would like to view

The 'Declarations' table has the following structure:

Signed by	Name	Signed	Date
Apprentice / Adult Trainee	Barrie Apprentice	<input checked="" type="checkbox"/>	02/08/2018
Training Officer	Barrie McKay TO	<input checked="" type="checkbox"/>	01/08/2018
Employer Representative	Employer Representative	<input type="checkbox"/>	06/08/2018

Click and save to sign

You will then be able to see review and comment before signing

Site reviews may already have been signed on your behalf by tradesperson on site