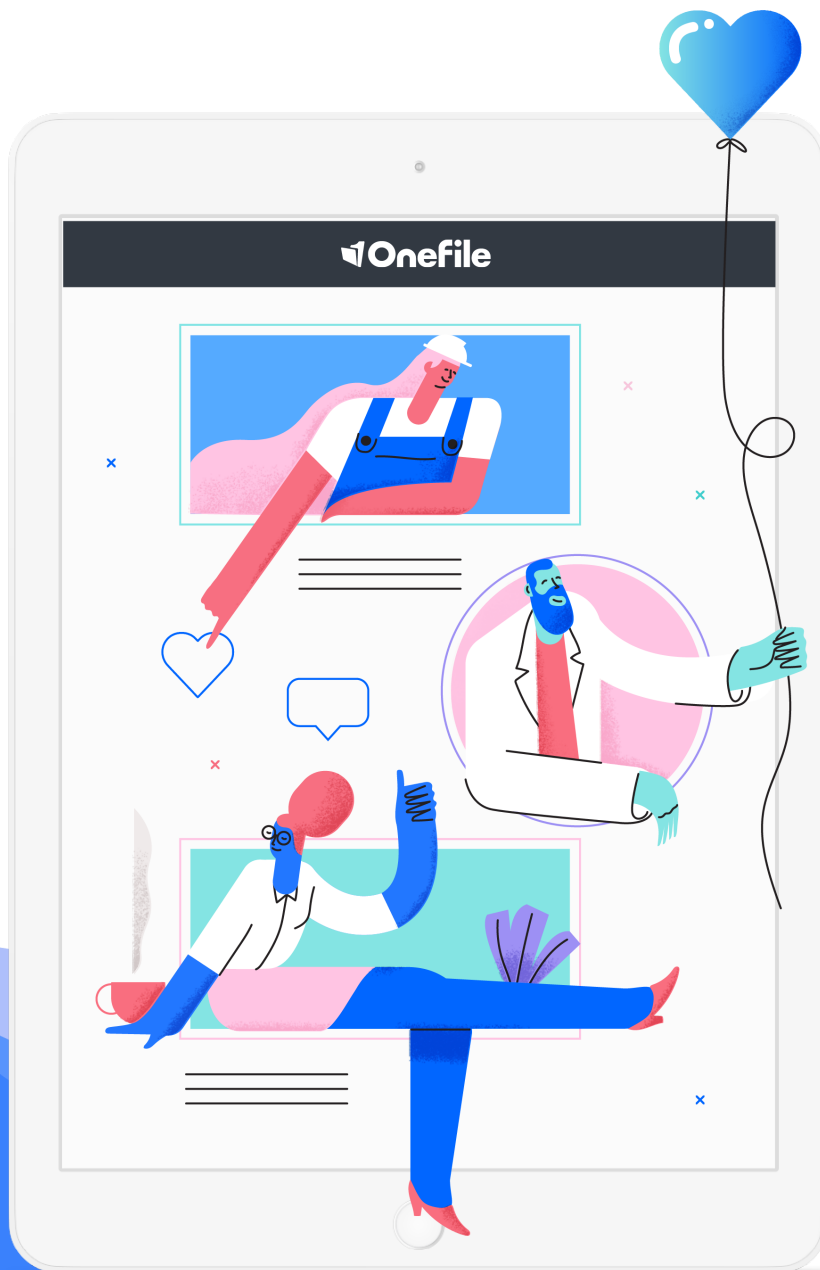


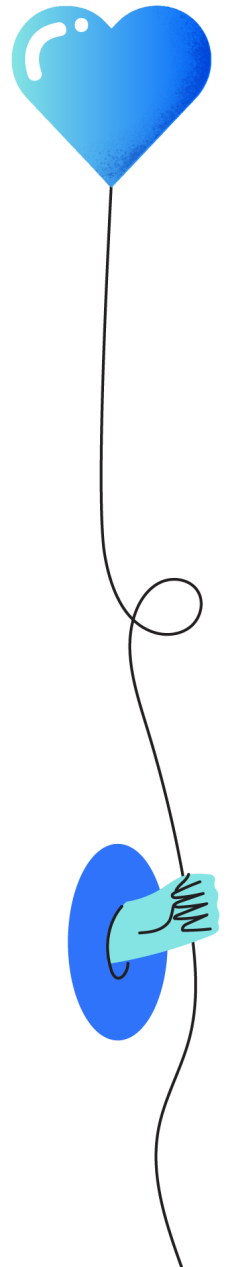
Learner Transfers



What's included?

Transfer Option 1

- When the learners first log into their new account, their progress will be at 0%.
- All evidence and their references sit inside in a Zip folder located in the evidence icon.
- Journal / Timesheet Entries will be uploaded as a PDF into the learner's evidence area.
- Gap Analysis / Progress page summary will be uploaded as a PDF into the learner's evidence area.
- Last Scorecard entry and copy of the graph will be uploaded as a PDF into the learner's evidence icon.



Transfer Option 2

- When the learners first log into their new account, their progress will be at 0%.
- They will need to go into the transferred assessment, accept it and sign it to confirm it is their work that has been transferred over. All the transferred work will sit inside one assessment called 'APL - Portfolio Import' with the criteria selected.
- Journal / Timesheet Entries will be uploaded as a PDF into the learner's new journal.
- Gap Analysis / Progress page summary will be uploaded as a PDF into the learner's evidence area.
- Last Scorecard entry and copy of the graph will be uploaded as a PDF into the learner's evidence icon.
- Off-the-job time logged will be added into a single timesheet entry.

Assessments

Create Assessment

Date	Ref	Assessment Title	Method
18/05/2020	APL1	Portfolio Import	APL

App_Themes	File folder
assessments	File folder
css	File folder
elements	File folder
evidence	File folder
form	File folder
frame	File folder
images	File folder
plans	File folder
reviews	File folder
units	File folder
index	Chrome HTML

Information on the portfolio download file

Once you have downloaded the Zip file, you will need to locate the file and click **'Extract All'** to access this fully. Once you have clicked on the Index icon, an interactive snapshot can be accessed. Within this snapshot, you will be able to see the evidence for each of the original assessments, with any feedback provided, when it was signed off and by whom.

Please note...

Our transfer team aren't verified, nor recognised by any awarding bodies to sign off assessments. This means transferred progress and evidence will need to be quality checked and signed off by an assessor at your centre. This will mean *you* will be responsible for this work.

We advise you to re-assess. The 'APL - Portfolio Import' assessment we transfer will remain unsigned so it can be verified by your team.

Name	Signed on Completion
Example Onefile to Onefile Transfer (Learner)	<input type="checkbox"/>
Assessor	<input type="checkbox"/>
Internal Verifier	<input type="checkbox"/>
Lead Internal Verifier	<input type="checkbox"/>
External Verifier	<input type="checkbox"/>

We will need the learners accounts to be suspended and archived before we begin the transfer. This is to ensure any additional evidence isn't uploaded while the transfer is taking place as this will not be included.

OneFile to OneFile Transfer


This information **only** relates to learners being transferred between OneFile centres. If you would like to transfer learners from an external Eportfolio, we would need to arrange a consultation where we can further discuss your requirements. We would also need to see an example of a downloaded learner portfolio to ensure this is compatible with OneFile.

Consultation Call with your Success Manager

Prior to agreeing the learner transfer, we would need to arrange a quick online meeting with your Customer Success Manager, to fully discuss what is transferred, how it will look and answer any questions you may have.

What we need from you...

If you would like our help with transferring learners, we will need the following for GDPR reasons:

- A letter from Company A to confirm they are relinquishing ownership of data.
 - A letter from Company B to confirm they are accepting ownership of data – this is usually the company who pays for the transfer of learners.
 - A list of all the learners with user IDs from the old centre and newly created accounts which need to be transferred in a password protected document.
 - The full name of the centres the learners are coming from and going to, as they are displayed in OneFile.
 - A date which the learners' access will be suspended on the old centre Purchase order number.
- 
- Decorative abstract shapes in various shades of blue, including circles and overlapping curves, located in the bottom-left corner of the page.

Pricing

	FREE	£10 per learner	£20 per learner
	Self service	Transfer Option 1	Transfer Option 2
Guidance on how to complete a transfer in house	X		
Downloaded Portfolio (Zip Folder)		X	X
PDF of the previous Gap Analysis		X	X
PDF of the previous Timesheet record		X	X
PDF of the previous Journal record		X	X
PDF of the previous Progress record		X	X
PDF of the last scorecard entry including graph		X	X
Off the Job total time uploaded into a single timesheet entry			X
Uploading portfolio download to 1 APL assessment created with all completed criteria checked off from the previous portfolio			X
Uploading of the PDF Journal /Timesheet record to the journal with total time			X
Uploading of the PDF Gap analysis, Progress page, last scorecard entry and graph into the evidence icon in the new portfolio			X
One APL assessment created with the zip folder added in the evidence area and completed criteria selected			X



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