

ONEFILE ACADEMY

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LEARN • SUCCEED • GROW

WHAT'S IN THE COURSE?

OneFile Academy offers accredited qualifications in how to use OneFile software.

ASSESSOR

You'll learn all the fundamentals of OneFile.

- Configuring your account
- Assessment planning
- Assessment methods, criteria and evidence
- Completing a unit
- Monitoring learners
- Training and inducting learners
- Reviews*
- The OneFile offline app*

*optional units

QUALIFICATIONS COMING SOON...

**ADVANCED
ASSESSOR**

**INTERNAL
QUALITY
ASSURER**

**ONEFILE
CHAMPION**

When you're confident in all things OneFile, you'll complete an online knowledge test and a hands-on assessment before receiving your official OneFile certificate.

INDIVIDUAL TRAINING

HOW WILL ONEFILE ACADEMY BENEFIT YOU AS AN INDIVIDUAL?

- **Become a pro**

You'll learn how reporting, workflows and progress dashboards can help you complete your assessments in less time.

- **Share knowledge**

By becoming a OneFile champion, you can support your peers in using OneFile, allowing for standardisation.

- **Grow your career**

As more and more jobs require OneFile experience, an official OneFile qualification will give your CV an added boost.

PRICING PACKAGES FOR INDIVIDUAL TRAINING

Training

Includes:

- 1 $\frac{1}{2}$ day training session
- 10 hours class contact
- Resources & qualification
- Mock exam

£225*

per person

*plus VAT & booking fee
(minimum group size applies)

Assessment

Includes:

- Registration
- Certification
- Resources & qualification
- End-point assessment

£125*

per person

*plus VAT & booking fee

Combined

Includes all features of Training & Assessment packages

£350* per person

*plus VAT & booking fee

**CENTRE
TRAINING**

HOW WILL MY ORGANISATION BENEFIT FROM ONEFILE ACADEMY?

- **Boost confidence**

Your team will learn everything there is to know about OneFile, giving them more confidence using our software.

- **Increase quality**

Our experts will train your staff in aspects of OneFile – from induction to reporting – standardising quality across your organisation.

- **Quick off the mark**

Your staff will master how to use OneFile's features efficiently – helping them complete more work in less time.

PRICING PACKAGES FOR CENTRE TRAINING

Annual subscription

Includes:

- OneFile suite of qualifications
- Updates
- Learning resources
- Marking scheme

£1,500

plus VAT First year

£1,000

plus VAT subsequent years

Training

Includes:

- 1½ day training session
- 10 hour class contact
- Resources
- Qualification
- Mock exam

£1,200

plus VAT per session

*maximum group size 14

Express Training

Includes:

- ½ day revision session
- Mock exam
- Resources

£500

plus VAT

*maximum group size 14

Assessment

Includes:

- Registration
- Certification
- End assessment

£100

plus VAT per candidate



 @OneFileUK

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