



Employer Basics

Learner Reviews of Progress



Reviews

The training provider may ask you to be involved in the learners reviews of progress.

Accessing the review

You will receive a new task alert when you have a review to complete.

1. Click the task, it will take you to the review.
2. The first section of the review shows the completed progression for each unit since the last review.

Unit Progression between reviews			
Unit (click to read)	Progress/ Grade as 04/04/2018	Anticipated Completion Date	Change since Last Review(%)
[Unit 01] Knowledge	57%	08/01/2019	--
[Unit 02] Skills	30%	08/01/2019	+30 %
[Unit 03] Behaviours	100%	08/01/2019	--
[Unit 1] Synoptic end-test	0%	08/01/2019	--
[Unit 2] Portfolio of Evidence and Reflective Discussion	0%	08/01/2019	--
[Unit 3] Overall Grade	0%	08/01/2019	--
[Unit 01] Synoptic end-test	0%	08/01/2019	--
[Unit 02] Portfolio of Evidence	0%	08/01/2019	--
[Unit 03] Reflective Discussion	0%	08/01/2019	--
[Unit 04] EPA	0%	08/01/2019	--
[1 - Knowledge] Understands the Transitional Processes.	0%	08/01/2019	--
[1 - Knowledge] IT Systems and Processes	0%	08/01/2019	--
[1 - Knowledge] Ethical Standards	100%	08/01/2019	--

3. Achievements between reviews displays links to the completed activities/assessments and any units signed off since the last review.
4. Click the links to view the activities/assessments in more detail.

Achievements between reviews	
Activities/assessments Completed	[CS1] [PRJ1] [PRJ3] [PRJ4] [PRJ5] [WP1]
Units Signed Off	[2. Skills]

5. The tutor will have provided comments about individual unit performance and all units.

Review for individual units		
Unit	Review	Options
2. Skills	Susan has shown excellent skills in unit 2 and I am very impressed with her progress.	Edit Delete

Review for all units	
There has been some great work and learning towards unit 2 but Susan is behind on the knowledge unit.	

Continued...

6. Record your feedback and comments about the learner/employee. The learner and tutor will be able to read your comments.

Feedback & comments

Feedback to Learner:

Words: 0 Characters: 0

Create task to acknowledge this feedback

7. At the end of the review, you will be required to sign the review using a digital tick signature.

8. Select the Save button to complete.

Signed by	Name	Signed	Date
Learner	Gemma Hall	<input checked="" type="checkbox"/>	27/02/2018
Assessor	Trish Edwards	<input checked="" type="checkbox"/>	27/02/2018
Employer	Emily Armstrong	<input type="checkbox"/>	27/02/2018



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