

OneFile for employers

Getting started
with an eportfolio



Why OneFile is good for business

OneFile is already used by hundreds of thousands of people around the world. But why is it so popular with employers?

Our learning software has more features than any other on the market. It's an eportfolio, course builder, CPD tracker, scorecard, learning journal and reporting suite, so you can access all the training tools you need in one place – anytime, anywhere, on any device.

We also provide unlimited training, webinars and technical support, so users always have help if they need it. And we're the only eportfolio provider in the country that supports learners as well as tutors and managers.

So why are we telling you this?

If you're reading this, you're working with a provider who's using OneFile - which means you can be an active part of your employee's learning journey.

Read on to find out the facts and see exactly how OneFile benefits employers and can make a difference in your business.

The benefits

Higher completion rates

With OneFile, employers and training providers work together to support the learner. Learners love OneFile too, so they take an active role in their training, learn more in less time, and complete their qualification 35% quicker. Learners who use OneFile also experience a 10% rise in achievement rates.

100% transparency

With OneFile, employers can access all the information they need at the touch of a button. Progress dashboards and reports update in real time, and any messages or feedback is sent instantly so everyone's kept in the loop. You can follow the full audit trail from enrollment to completion, so it's easy to monitor exactly how your staff are progressing throughout their course.

Real-time reporting

OneFile's reporting suite is an employer's best friend. It comes preloaded with over 70 reports or you can custom-build your own. The data updates in real-time and you can produce as many reports as you need at the touch of a button – so there's no paperwork involved.

Offline app

With the app, learners can collect evidence of their skills wherever they are – even when they're offline. So even if your staff are working in a remote location or have limited Wi-Fi, they'll still be able to train. As an employer, it means you'll be able to monitor your staff's progress when they're offsite or completing off-the-job training. The eportfolio app is free on all Apple, Android and Windows devices at the app store.

Flexible learning

OneFile is ideal for all learning styles. Employees can take photos, videos and audio recordings as evidence and upload it to their online portfolio. They can also access video content, presentations and interactive quizzes using our course builder.

Getting started

Getting set up on OneFile is easy. Just speak to your training provider partner to request a login, and they'll do the rest.

When you've got your login details, use [this guide](#) to begin using OneFile.