

Onefile Enrol

Service Description

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1. Service Summary

Onefile Enrol is a cloud-based digital enrolment service that enables training providers to manage learner and employer onboarding remotely through electronic forms and approvals.

2. Service Scope

The service supports data capture, electronic signatures and transfer of enrolment data into delivery systems. It may be used standalone or with other Onefile services.

3. Key Features

- Digital enrolment forms
- Configurable form builder
- Electronic signatures
- Enrolment status tracking
- Secure data capture

4. Intended Users

- Training providers
- Further education colleges

5. Access and Delivery Model

Delivered as a public cloud SaaS service via a web browser.

6. Hosting and Data Location

Hosted in UK-based cloud data centres.

7. Integration and Interoperability

Integrates with other OneFile services for data transfer.

8. Security and Data Protection

Operates under OneFile's ISO/IEC 27001 certified ISMS and UK GDPR controls.

9. Service Levels and Support

99.9% availability, planned maintenance outside UK working hours, standard support services provided.

10. Onboarding and Getting Started

Customers receive setup support and access to documentation and training options.

11. Service Constraints

- Requires internet access
- Browser-based completion for learners and employers

12. End-of-Contract Data Handling

Enrolment records can be exported during the contract period.

13. Standards and Assurance

- ISO/IEC 27001
- Cyber Essentials
- Cyber Essentials Plus