

Onefile ILR

Service Description

1. Service Summary

Onefile ILR is a cloud-based learner record management service that supports the creation, maintenance and export of Individualised Learner Record (ILR) data.

2. Service Scope

The service supports funded learner record management and preparation of data for submission. It can be used standalone or with other Onfile services.

3. Key Features

- Learner record management
- XML import and export
- Record validation and status tracking
- Administrative reporting

4. Intended Users

- Training providers delivering funded learning

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 OneFile Enrol and delivery services.

8. Security and Data Protection

Covered by OneFile's ISO/IEC 27001 certified security framework.

9. Service Levels and Support

99.9% uptime commitment with standard support services.

10. Onboarding and Getting Started

Configuration support and documentation provided. Training available.

11. Service Constraints

- Requires internet access
- XML-based exports

12. End-of-Contract Data Handling

Learner records can be exported during the contract.

13. Standards and Assurance

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