

OneFile will take the place of the old logbook/site activity portfolio and gives the apprentice the opportunity to showcase the work carried out on site. These tasks are mapped to the Electrical Installation NOS (National Occupational Standards). Unlike the logbook this portfolio can be viewed by the employer on an on-going basis to ensure the apprentice is gaining the necessary experience for his/her stage.

When employer representative logs in the front screen shows apprentice under their care.

Onefile keeps track of progress
Green – Ahead of target
Amber – On target
Red – Behind target

Apprentice / Adult Trainee	Main Learning Aim	Progress (Target)%	Expected Completion Date	Target Deviation	Next Review Date	Units Signed Off	Tasks	Portfolio Options
Apprentice, Barrie J Details Name: PLEARNER44 1A18 Offline	SVQ 3 In Electrical Installation at SCQF Level 7	0% (0%)	16/05/2021	0%	28/09/2018	0/9	1	Assessment Plans Gap Analysis
Two, Apprentice Details Name: PLEARNER45 1A18 Offline	SVQ 3 In Electrical Installation at SCQF Level 7	0% (0%)	25/05/2021	0%	None scheduled	0/9	9	Assessment Plans Gap Analysis

Click assessment open tasks given to the apprentice to complete

Date	Ref	Assessment Title	Method	Training Officer Assessment Time (minutes)	Apprentice / Adult Trainee Assessment Time (minutes)	Related Assessment Plan	Action Required By
01/08/2018	EP15	4 Wiring system	ePortfolio	0	0	1st stage ePortfolio	Training Officer

Click on the task will let you see this ePortfolio

To see completed tasks change this setting

Task Overview

Apprentice / Adult Trainee Instructions View Assessment Plan

SUMBSE01 Apply health and safety and environmental legislation in the building service engineering sector

Purpose of this unit is for you to demonstrate that you can work on site with electrotechnical systems and equipment in a safe manner.

The unit is about assessing the site for hazard and the level of risk prior to, during and on completion of work. You should also ensure the site is left in a safe and tidy manner upon completion of the work and in line with environmental legislation.

PERFORMANCE CRITERIA
You should look at the below document and answer the question within the ePortfolio. By answering these questions you should demonstrate your knowledge and understanding of:

- Assessing the working environment at the site for health & safety purposes.
- Plan and agree to a safe system of work.
- Carry out safe working practices including the correct use of access equipment.
- Monitor that the site remains continually safe during working and is left in a safe and secure condition upon completion.

KEYWORDS
This will give you an understanding of words contained within this unit

Site: This refers to the immediate work area or workplace.

RAMS: A 'Risk Assessment and Method Statement' (RAMS), is a safety management document required for activities where there a significant safety risks. A RAMS must be activity-specific and not generic.

Task Overview shows what the apprentice has to achieve

Criteria Hide Descriptions

[H94X 04] Apply Health and Safety and Environmental Legislation in the Building Services Engineering Sector

[Outcome 1] Performance criteria

Assessment Criteria

- [P1] Identify the appropriate industry standards and regulations
- [P2] Apply relevant organisational procedures
- [P3] Identify hazards and risks
- [P4] Complete documentation in accordance with the requirements of the organisational procedures
- [P5] Review the organisational procedures to ensure that they will not cause potential hazards and risks
- [P6.1] Tools, plant and access equipment
- [P7.1] Potential hazards and risks
- [P8] Ensure that the conduct of people when undertaking the installation and/or maintenance activity does not cause potential hazards and risks

NOS criteria covered

Evidence

Latest submission by Barrie Apprentice (Apprentice / Adult Trainee) 01/08/2018 14:48

Apply health and safety and environmental legislation in the building services engineering sector

Name & location of the site (Building name and address):
Glasgow Health Centre, Glasgow

Date job started (Month/Year):

Date job finished (Month/Year or "On-Going"):

Employers can see the versions i.e. how many times the ePortfolio has been resubmitted to the Training Officer

Written evidence

Evidence Attachments

New Light
JPEG Image File (475KB)

Supplementary evidence – Photo, Video & Audio

Declaration & Signatures

Only sign here when you have finished with this assessment and wish to send it to the next person.

Declaration	Name	Signed on Completion	Date
I agree that the information provided here is an accurate account of what has taken place.	Barrie Apprentice (Apprentice / Adult Trainee)	<input checked="" type="checkbox"/>	02/08/2018 15:42
I agree that the information provided here is an accurate account of what has taken place.	Training Officer	<input type="checkbox"/>	
I have sampled this evidence as part of my verification sample.	Internal Verifier	<input type="checkbox"/>	
I have sampled this evidence as part of my verification sample.	Lead Internal Verifier	<input type="checkbox"/>	
I have sampled this evidence as part of my verification sample.	External Verifier	<input type="checkbox"/>	

Date completed/Signed