

## How to submit a competency

1. Login to OneFile at <https://login.onefile.co.uk>
2. Click on 'Submissions' in the left-hand menu bar, then click the 'Create submission' button. See Figure 1.

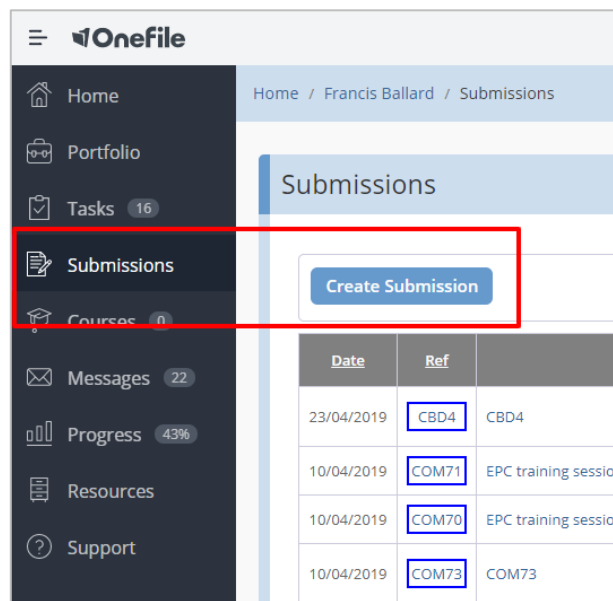


Figure 1.

3. You will be asked to confirm what type of assessment you are submitting. Select 'Competency' from the drop-down list. (See Figure 2.) After selecting your submission type, you will automatically move to the Submission Title page.

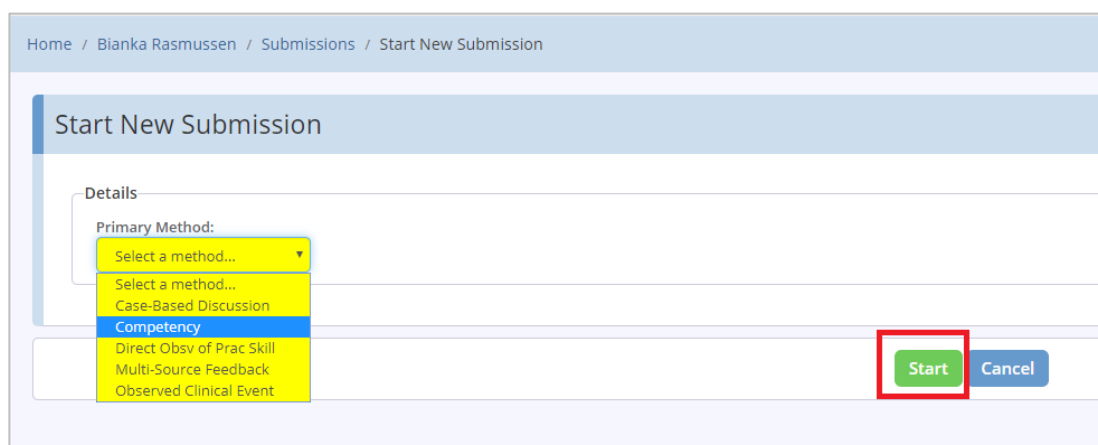


Figure 2.

4. Enter the title/description of your assessment. Then click 'Start'. See Figure 3.

Home / Bianka Rasmussen / Submissions / Start New Submission

### Start New Submission

Details

Primary Method: Competency	Date: 22/05/2019	Title: Professional Practice - Comp 1, 7, 8
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Start Cancel

Figure 3.

5. You now need to select the competency or competencies that you are submitting evidence for. To do this, first of all click the 'Set Criteria' button under 'Competencies & Standards'. See Figure 4.

Home / Bianka Rasmussen / Submissions / COM13

### Submission

Details

Primary Method: Competency	Reference: COM13	Date: 22/05/2019	Title: Professional Practice - Comp 1, 7, 8
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### Competencies & Standards

+ Set Criteria

Figure 4.

6. On the next screen you can view your current progress using a Gap Analysis View, or a Tree View. We recommend selecting the Gap Analysis View. Expand the module in which you are working and tick the box next to the competency/competencies towards which you are submitting evidence.

**Please only select competencies at this stage. Do not also select assessments, such as (CBDs, DOPS or OCEs) or MSFS. Each of these must be submitted independently and not as part of a competency submission.**

After you have selected the competencies, click the 'Back' button. (See Figure 5.) You will then return to the main submission screen.

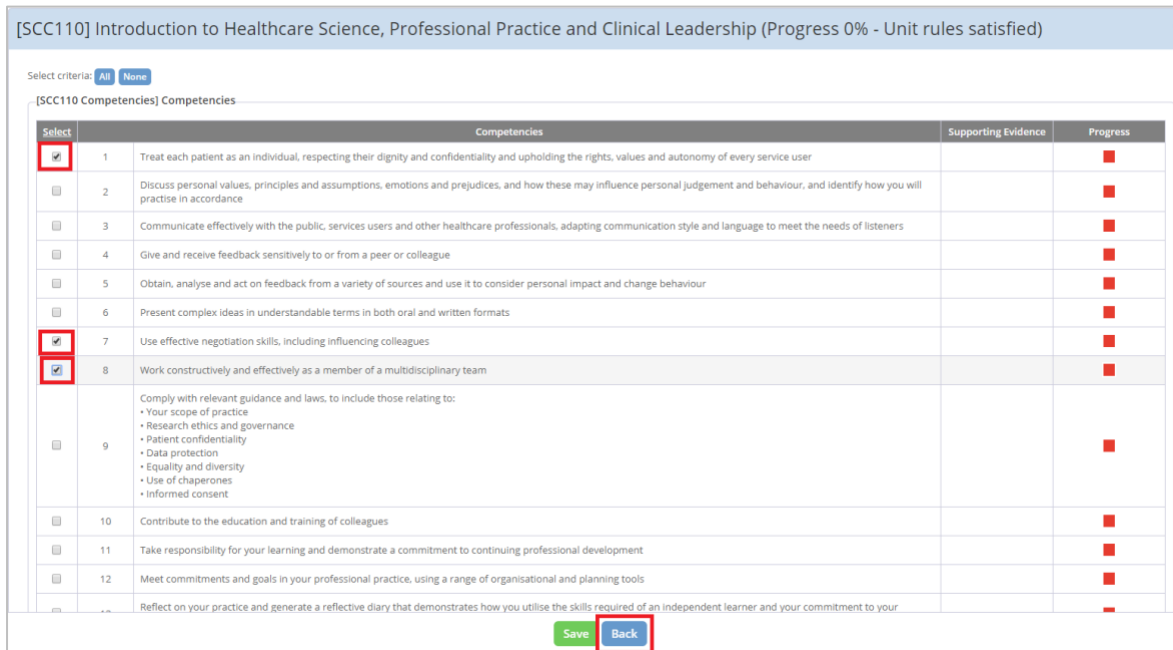


Figure 5.

7. You will notice that the competencies you selected on the previous page now appear in light blue under 'Competencies & Standards'. If you need to amend this selection, simply click 'Set Criteria' again. See Figure 6.

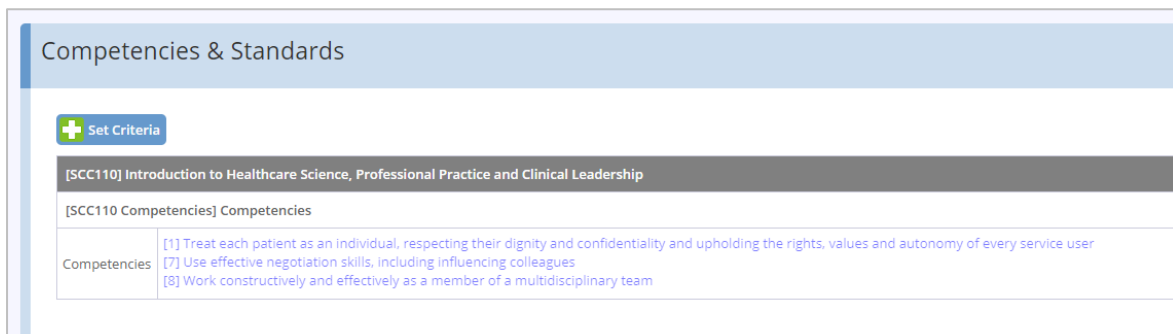


Figure 6.

8. Enter some details and narrative about your evidence in the freetext 'Evidence' section and attach any documents you wish to upload as evidence.

If your assessor is new to OneFile we **strongly recommend** that you attach to your submission some guidance documents about how to respond to a submission which you can download from the School website.

We also recommend attaching a link to the specific competency you are submitting evidence for in the [NSHCS Curriculum Library](#) to give your assessor a full understanding of the Knowledge and Understanding required to fulfil the competency.

9. Once you have added your evidence, review your submission to ensure you have added all your evidence and selected the correct competencies. Below is a screenshot of a submission ready to be submitted. See Figure 7.

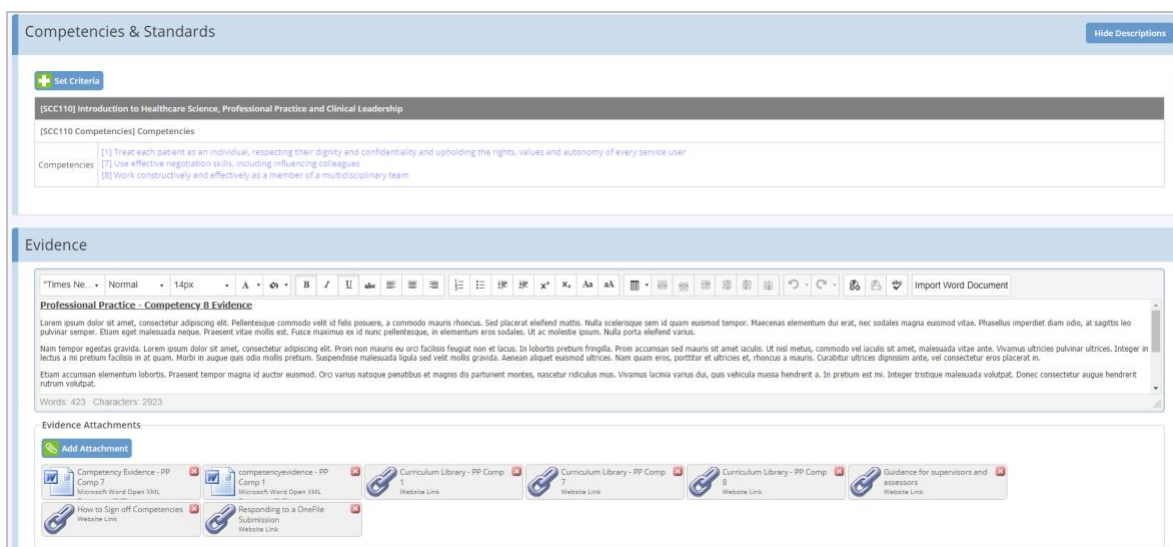


Figure 7.

10. Once you are satisfied with the quality and content of your submission, scroll to the bottom of the page and tick the box highlighted in yellow. (See Figure 8.) This will indicate you are now submitting your assessment for review.



Figure 8.

11. By default, your Training Officer will show as the assessor. If you want to change your assessor, click the 'Change Assessor' button. If your chosen assessor is not listed in the drop-down list then you should nominate your chosen assessor by clicking on the 'Invite New Assessor' link in the drop-down menu. See Figure 9.

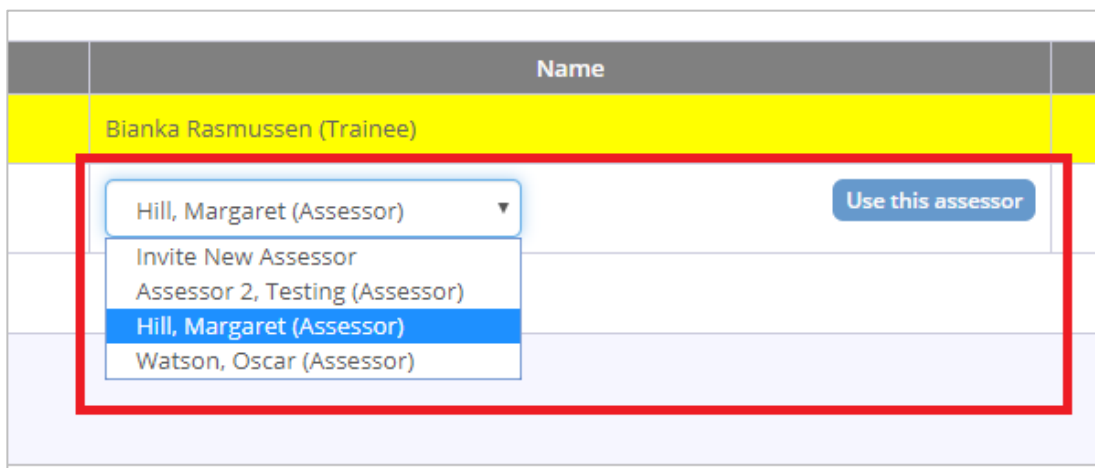


Figure 9.

12. After selecting your assessor and ticking the signature box, click 'Save & Quit' to formally submit your assessment to the assessor. See Figure 10.

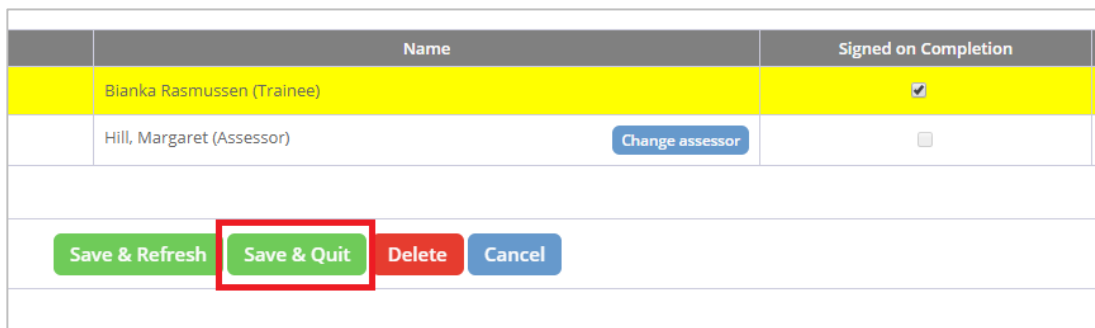


Figure 10.