



The benefits of using OneFile for your Butchery Training Log Book

The Butchery Training Log Book is a compulsory component that underpins the End-Point Assessment (EPA) vocational competence discussion (VCD). Four questions in the VCD component, will relate to the evidence contained in the log book.

It is for this reason FDQ offers a convenient service to its Centres' to help learners complete this requirement to efficiently proceed to their EPA. FDQ uses a learning and development software called **OneFile** that enables learners to upload and access their Log Book virtually.

1. The benefits of the OneFile Software

- Reduces your administration and creates forms for online and offline data capture.
- Increases learner engagement with interactive resources that can be used to complete sections of the Log Book.
- Learners' can access training resources on the go.
- Centres can reduce time creating content.
- Cost-effective as this option enables Centre's to reduce printing materials and storage space.
- Extremely effective electronic assessment tool, as it improves timely completions and enables learners to complete the logbook anywhere and anytime.
- Learners' are able to see what tasks need to be completed for a particular Log Book Component.
- There is a robust facility for uploading electronic evidence such as photos, videos and voice recordings.
- Learners' can receive feedback from training provider/employer without relying on a visit or going to the training centre.
- Real-time reporting by all stakeholders including tracking learner progress against key targets.



- Increases learner motivation and thus progress is made quicker.

2. How you can access the OneFile software

The following is a step by step guide on how you as a centre can create the templates that are needed to successfully complete the Log Book requirement:

1. Login as centre manager
2. Create an **assessment method** called **FDQ Logbook** to be started by the learner
3. Create an **assessment template** called **FDQ Logbook**
4. Assign all outcomes from the Butchery standard
5. Upload the Logbook as a word document **into the assessment evidence box NOT as an upload to the attachment** (you can make this box bigger by dragging the bottom right hand section of the box)
6. Create an **assessment plan template** with a task for the learner to complete the Logbook.
7. Upload the Logbook guidance as a resource attachment to the task
8. When ready assign the assessment plan template to the learner(s) - they can make the assessment evidence box bigger by dragging the bottom right hand side of the box.

To insert an electronic signature for each page that warrants a signature, please activate the portfolio showcase setting:

9. Log-in as centre manager
10. Click on the Settings icon
11. Tick the Enable portfolio showcase feature
12. Save the document

To transfer the Log Book to FDQ, please do the following:

13. Login
14. Select specific apprentice
15. Select Manage
16. Click Portfolio Showcase icon



17. Select the Logbook evidence
18. Click Request New Download
19. Wait for email to notify download is ready
20. Transfer Logbook to FDQAwards using the normal approach, as stated in the FDQ Service Guide.

Should you have any further questions about the process please email us at:

EPA@FDQ.org.uk

Below is an example assessment template for the Log Book:

Home / Fred Elliot / Assessments / CS1

Please complete your new assessment CS1

Task Overview

Learner Instructions [View Assessment Plan](#)

Please complete the logbook which is in the evidence box. The attachment is for guidance.

Learning Resources

- Butchery Standard Logbook Guidance Document v1.3 onefile

Assessment

Details

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Logbook guidance uploaded by the Centre

Home / Fred Elliot / Assessments / CS1

Assessment

Details

Primary Method: Case Study Reference: CS1 Date: 25/10/2017 Title: Butchery Apprentice Logbook

Criteria [Hide Descriptions](#)

[1. Core Knowledge] On completion of the apprenticeship, newly qualified butchers will possess the following CORE knowledge:

[Outcome 1] Understand

Assessment Criteria

- [1.1] The development of the meat sector leading up to the modern day, including its values, culture, traditions and connection to membership bodies and professional institutions
- [1.10] Methods for weighing products, controlling temperature, wrapping, sealing, packing, labelling and stock control of meat and poultry products for wholesale or retail sale
- [1.11] Employment, rights and responsibilities, including equality, team working practices and the importance of continuous personal development
- [1.2] The principles of butchery; including the selection, procurement, provenance and handling of livestock leading to welfare and associated lairage and slaughter practices, including Halal and Kosher
- [1.3] The principles of waste minimisation, saleable yield and predictive costing methods
- [1.4] The meat and poultry marketplace including the supply chain/traceability functions and key legislative and enforcement agencies that regulate the retail

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Learning outcomes assigned by the Centre – taken from the Butchery Standard

Log Book is uploaded in this evidence box ready to populate.

Evidence can be attached here to support each completed Component.