9th February 2021

**To: ELT**

# EPORTFOLIO SYSTEM REPLACEMENT

## ISSUE

1. The apprenticeship ePortfolio platform is a system called OneFile. The data has very low timeliness, accuracy and consistency and the system suffers from data duplication errors because it is not integrated with other data sources. It is also considered to be unfit for purpose by users.

## RECOMMENDATION

1. The recommendation is to sign a contract with Advanced by the end of February to commit to taking the Pro suite ePortfolio platform, with the bulk of actual spend deferred to 1st August.
2. Furthermore, the recommendation is to engage with OneFile to actively run down the current licenses and to reduce the OneFile contract accordingly from March.

## TIMING

1. A decision on whether to plan for a September launch of the new Pro ePortfolio platform is required by the end of February.

## BACKGROUND AND ANALYSIS

1. In 2018 the separate student records system, external parent & student portal, CRM system, resource planning, student tracking, timetabling, SAR, lesson observations, dashboard and ESFA data systems were all unified into the Pro suite.
2. Unifying the separate systems eliminated many copies of data into a single database that significantly increased data accuracy, timeliness and consistency which contributed to a transformation in data and information.
3. However, at the time of purchase Advanced did not have an ePortfolio module and hence OneFile was left as a standalone system.
4. In the intervening period it has not been possible to provide apprenticeship information and dashboarding services to the standard of the rest of the college because of the data integration and associated issues.
5. Also, several audits have highlighted many instances where the same data item has to be stored in both systems with different values across the two systems (i.e. start dates that do not match) leading to poor audit outcomes.
6. OneFile is not fit for purpose along the dimensions of usability, data accuracy, reporting, analytics, cost etc. and is preventing high-end data-related outcomes that have become possible for other areas of the college.
7. Advanced have been developing a Pro suite ePortfolio module. Emma Innesbeer, Lucie Hulme and Tmasyn Lawton have been embedded in the design team and have been actively involved in shaping the features and capabilities.
8. The Pro suite ePortfolio module has now been officially launched and is ready for purchase. Reduced pricing is available for colleges that commit contractually by the end of February and these colleges will also continue to be embedded on the development team with the opportunity to shape ongoing development.
9. The majority of the cost can be deferred to August 1st. Some early stage consultancy might need to be called down in during the 2020/21 period, ~£5k.
10. Some key milestones have now occurred meaning that a decision is required on whether to undertake a move from OneFile to ProSolution ePortfolio –
    1. The pre-February early adopters price offer will expire at the end of February and costs will increase by 45%.
    2. The OneFile contract is due for renewal at the end of March and a contract will be required for an agreed number of Apprentices which will be significantly lower if we are running the license down.
    3. If the OneFile contractual numbers are reduced this will signal our intent to move which will need to be managed from mid-March onwards.
    4. The on-boarding of apprentices peaks in September and if the strategy is not established and the systems lined up by then the next window will be in September 2022.
11. There are some associated risk and issues –
    1. It is not possible to cleanly migrate and quickly decommission OneFile as the data structures are complex and the data inaccessible and much of the data is video and sound portfolio evidence.
    2. This will require a prolonged period of dual running whilst apprentices are moved over manually or run down on the old system.
    3. This in turn will lead to some operational challenges and an inability to recover all of the savings in year 1.
12. Despite the challenges the OneFile system is not fit-for-purpose and it will never be possible to deliver extra-ordinary, data-augmented decision making or to deliver an extraordinary experience to apprentices, employers, instructor-assessors and other staff.
13. The EP management team are all strongly in favour of the change and have been actively involved in the design and development of the new system.
14. Alternatives to the Advanced ePortfolio have been considered –
    1. Specifically, the SmartAssessor system was evaluated. Although the useability is slightly better than OneFile it suffers from the same integration issues as it is only offered as SaaS (Software-as-a-Service) with no access permitted to the underlying data.

## SUMMARY

1. Moving from OneFile to the Pro suite ePortfolio system will enable the benefits associated with a fully integrated MIS, specifically data accuracy, timeliness and consistency and the ability to use the data to augment and inform decision making.
2. Several key milestones mean that a decision is required before the end of February to enable a project that would see the new intake of September apprentices join the new system rather than continue on OneFile.

## FINANCIAL IMPLICATIONS

1. The exact financial implications are very difficult to state accurately because the complex OneFile licensing model makes it hard to project costs.
2. The direct comparison is that OneFile historically costs £28,800 in annual licensing plus overage costs that can add another £4k - £6k per year.
3. The 5 year license cost for the Pro ePortfolio module is £74,328 compared to £164,000 for OneFile i.e. a 5 year saving of £89,672.
4. However, year 1 of Pro ePortfolio would require £10,200 of consultancy to facilitate the go-live and also OneFile usage would decline over 1-2 years and could not be switched off immediately.
5. It should also be noted that whilst Advanced require a contractual commitment by the end of February to hold the pre-February charges, the costs will not be incurred until 1st August i.e. in-year spend will be minimised.

## INFRASTRUCTURE AND HEALTH AND SAFETY ISSUES

1. There are no physical infrastructure issues; potentially the health and safety of staff could improve through moving from a complex and difficult system to Pro suite ePortfolio and Canvas which are industry-leading solutions.

## CLIMATE CHANGE AND SUSTAINABILITY

1. There are no climate change or sustainability issues.

## INTERNAL AND EXTERNAL COMMUNICATIONS CONSIDERATIONS

1. Internal communications to the EP division, particularly the Instructor Assessors will be key to achieving full buy in and a smooth change.

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**Graham Harrison (Group Director of IT, Information Management & Projects)**

**Annexes:** Annex A – Initial Cost Breakdown

## ANNEX a – iNITIAL cOST bREAKDOWN

### Table I – 5 Year Cost Profile With PRe-February Prices

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Feb-21** | **Aug-21** | **Aug-22** | **Aug-23** | **Aug-24** | **Aug-25** | **Total** |
| Subscription (700 apps) | £0 | £14,000 | £14,420 | £14,853 | £15,298 | £15,757 | **£74,328** |
| Services 10 Days | £8,500 | | £0 | £0 | £0 | £0 | **£8,500** |
| **Total** | **£22,500** | | **£14,420** | **£14,853** | **£15,298** | **£15,757** | **£82,828** |

### Table II – Comparison of Pre-February and Post-February Prices

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Savings** | **Y1** | **Y2** | **Y3** | **Y4** | **Y5** |
| Advanced Pre-Feb | £22,500 | £14,420 | £14,853 | £15,298 | £15,757 |
| Advanced Post-Feb | £29,300.00 | £20,776.00 | £22,022.60 | £23,343.90 | £24,744.50 |