

# ATOM

Apprenticeship | Traineeship  
Online | Management | System

## Student User Guide

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## Starting Off

Logging onto ATOM, Go to [atom.federation.edu.au](http://atom.federation.edu.au)

After putting in the above web address the following screen will appear –

**ATOM Conditions of Use**

**THIS SERVICE IS FOR AUTHORISED CLIENTS ONLY**  
It is a criminal offence to:

1. Obtain access to data without authority
2. Damage, delete, alter or insert data without authority

**Confidentiality Compliance**  
ATOM (Apprentice & Trainee Online Management) is a secured information system containing official University records.  
As a registered user, it is your responsibility to maintain the University policy of confidentiality of information.  
Any data that you extract from ATOM (Apprentice & Trainee Online Management) or access with ATOM (Apprentice & Trainee Online Management), for example pages, results, reports, address labels must be treated as confidential and managed accordingly.  
Your username and password are unique and must not be divulged to any third party. Any breach of confidentiality will be taken seriously.

**I Agree**

## ATOM

Welcome to FedUni

As part of our services to you we invite you to visit our online management system ATOM (Apprentice & Trainee Online Management)

ATOM will allow you to access real time training progress information, allow you to view your training plans and schedule information, and confirm unit competence with a click of a button! The ATOM dashboard also lists helpful links for you to use.

### Please enter your login details

- Teachers and Apprentices - Login with your FedUni Novell username and password
- Employers & Schools - Login with the email and generated password

Username:

Password:

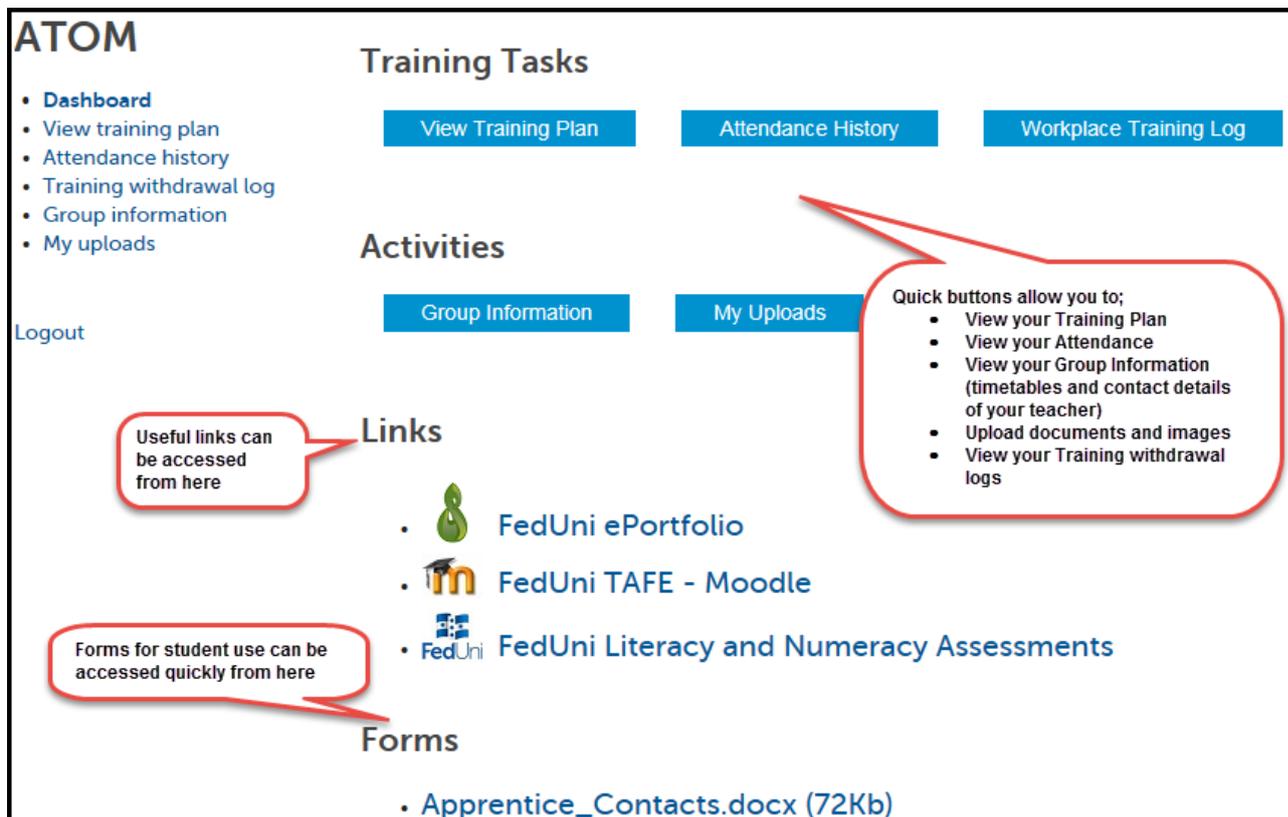
**Login**

**Enter your student username (number) and your password (if you can't remember your student password and log on please contact IT student support on 53279999)**

### Forgotten password?

- FedUni Teacher and Apprentice passwords
- Employer & School password reset

Once logged in the screen will look like this –



**ATOM**

- **Dashboard**
- View training plan
- Attendance history
- Training withdrawal log
- Group information
- My uploads

Logout

### Training Tasks

- View Training Plan
- Attendance History
- Workplace Training Log

### Activities

- Group Information
- My Uploads

**Links**

- Useful links can be accessed from here
-  FedUni ePortfolio
-  FedUni TAFE - Moodle
-  FedUni Literacy and Numeracy Assessments

**Forms**

- Forms for student use can be accessed quickly from here
- [Apprentice\\_Contacts.docx \(72Kb\)](#)

**Quick buttons allow you to;**

- View your Training Plan
- View your Attendance
- View your Group Information (timetables and contact details of your teacher)
- Upload documents and images
- View your Training withdrawal logs

## View Training Plan

Once you have clicked on the View Training Plan option, your Training Plan will come up on the screen-

Competency Based Completion Training Plan Part I	
<b>Training Plan Details</b>	
Qualification	Certificate III in Retail Baking (Bread)
Qualification Code	FDF30610
Apprenticeship/Traineeship	Apprenticeship
Full Time / Part Time / SBAT	Full time
Approved Training Scheme Duration	35 months
Contract Start Date	12-03-2015
Contract Proposed Completion Date	10-03-2018
<b>Apprentice / Trainee Details</b>	
Name	JA [REDACTED] TINO
Delta No.	41. [REDACTED] 54
RTO Apprentice ID No.	21. [REDACTED] 347
Workplace Job Title	apprentice
Current position and/or the broad responsibilities of the apprentice/trainee in the workplace	apprentice
<b>Employer Details</b>	
Name	BAKERS DELIGHT
Workplace Location	[REDACTED]
Contact Person	Mr [REDACTED] age
Contact Number	03 [REDACTED] 2349
Position	director
<b>RTO Details</b>	
Name	FEDERATION UNIVERSITY
Contact Person	[REDACTED] worth
Contact Number	04 [REDACTED] 163
Position	Teacher, Baking

# Attendance History

**Attendance History 5 April 2016**

GL [REDACTED] BY 415 [REDACTED]

Attendance History as at 5 April 2016

Details	Teacher	Attendance	Unit	Unit hours	Withdrawn
Wednesday 23 March 2016 FBW-ME-16 SMB   Classroom <b>Notes:</b> C [REDACTED] is continuing on with the formative learning exercise for MEM05010C (Camp Oven) and has completed the forming and assembly of the branch pipe. C [REDACTED] is working through the theory in the MEM05010C workbook and is making steady progress.	A [REDACTED] M [REDACTED]	Present	MEM05010C Apply Fabrication, Forming and Shaping Techniques	7.0	
Wednesday 16 March 2016 FBW-ME-16 SMB   Classroom <b>Notes:</b> G [REDACTED] is continuing on with the formative learning exercise for MEM05010C (Camp Oven) and has completed the assembly of the body and formed conical ends. C [REDACTED] completed the summative theory and practical assessment for MEM12024A and was able to achieve the desired results.	A [REDACTED] [REDACTED] [REDACTED]	Present	MEM05010C Apply Fabrication, Forming and Shaping Techniques	5.0	
			MEM12024A Perform Computations	2.0	
					7

# Group Information

If you click on the Group Information button you will see your timetable, important information and contact details for your teacher.

ATOM

Dashboard  
Logout

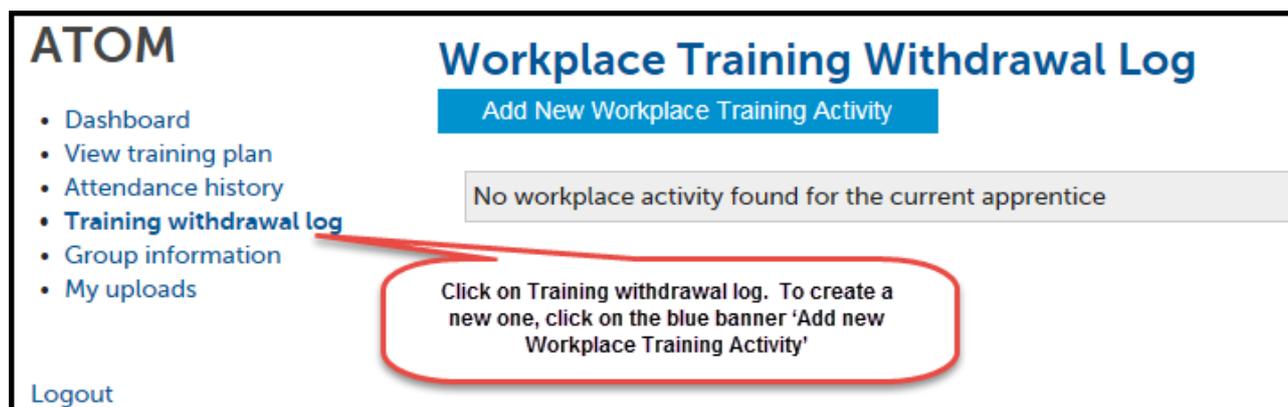
**ATOM manual test 2013 (SIT20307)**

Timetable Group ATOM test

Date	Unit	Location	Time
05/06/2013	SITRDR30155 - Stocks and Soups	SMB-Prospects	9.00am - 4.00pm
06/06/2013	SITRDR52462- Poultry Products	SMB-Prospects	9.00am - 4.00pm
07/08/2013	SITWRK25874- Cleaning Operations	SMB-Prospects	9.00am - 4.00pm
06/09/2013	SITDES45879- Desserts	SMB-Prospects	9.00am - 4.00pm
01/10/2013	SITMEA78544- Meat dishes	SMB-Prospects	9.00am - 4.00pm

Teacher Contact Details - Mr. [REDACTED] ok 52 [REDACTED] 888 [REDACTED] c@cool [REDACTED] xub.com.au

## Training Withdrawal Log



**ATOM**

- Dashboard
- View training plan
- Attendance history
- **Training withdrawal log**
- Group information
- My uploads

**Workplace Training Withdrawal Log**

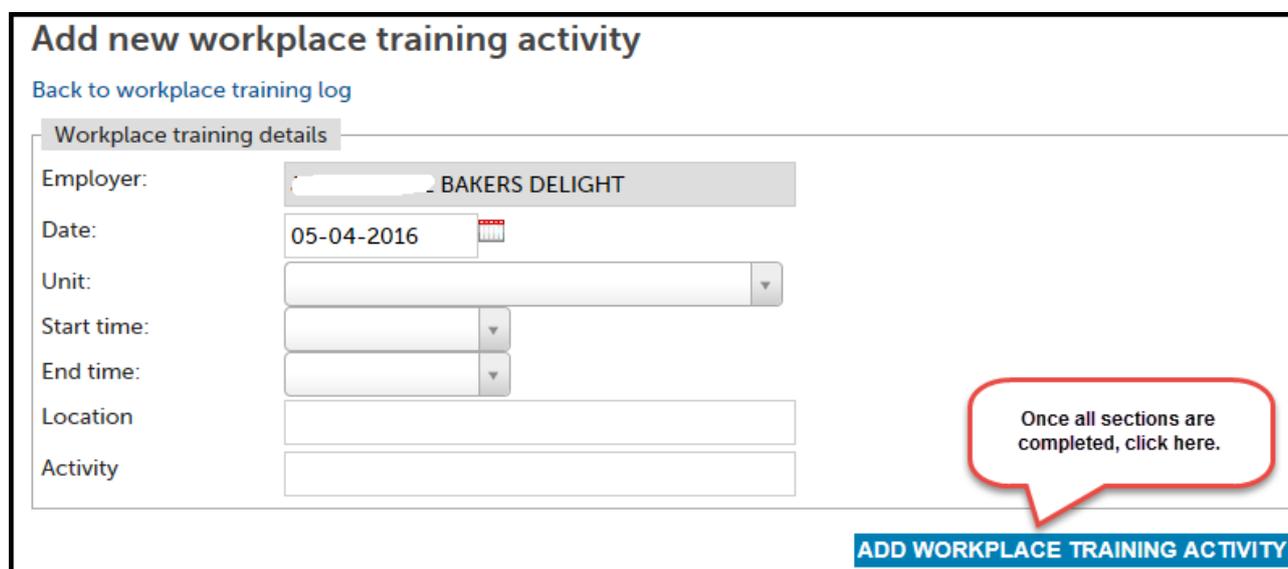
Add New Workplace Training Activity

No workplace activity found for the current apprentice

Click on Training withdrawal log. To create a new one, click on the blue banner 'Add new Workplace Training Activity'

Logout

This screen will then appear. Complete all sections then click on 'Add Workplace Training Activity'. Once this has been done, you're employer will be able to confirm it.



**Add new workplace training activity**

[Back to workplace training log](#)

Workplace training details

Employer: BAKERS DELIGHT

Date: 05-04-2016

Unit:

Start time:

End time:

Location

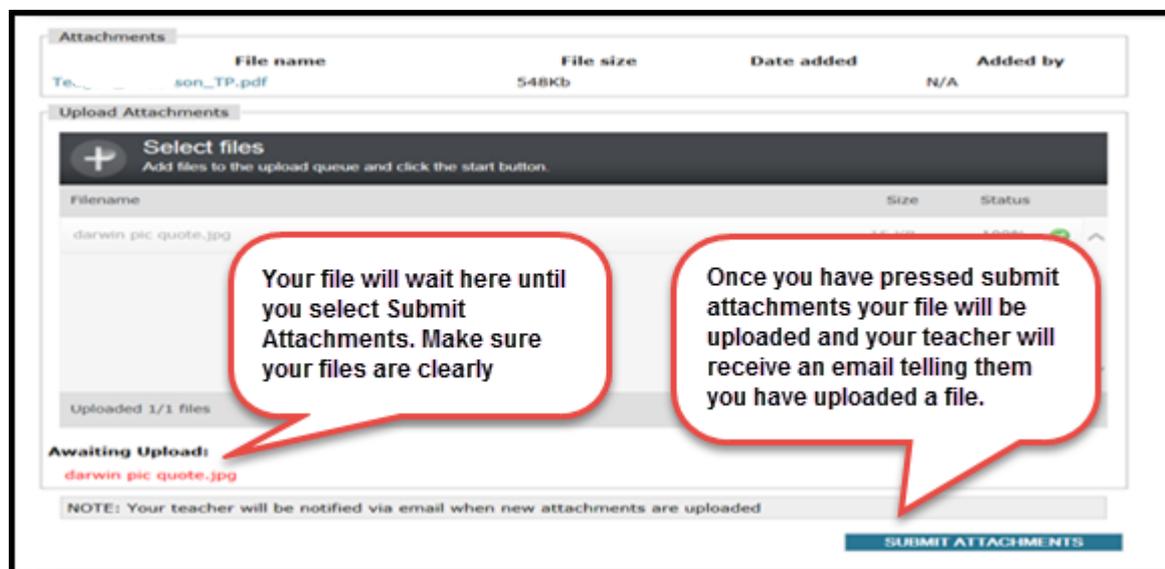
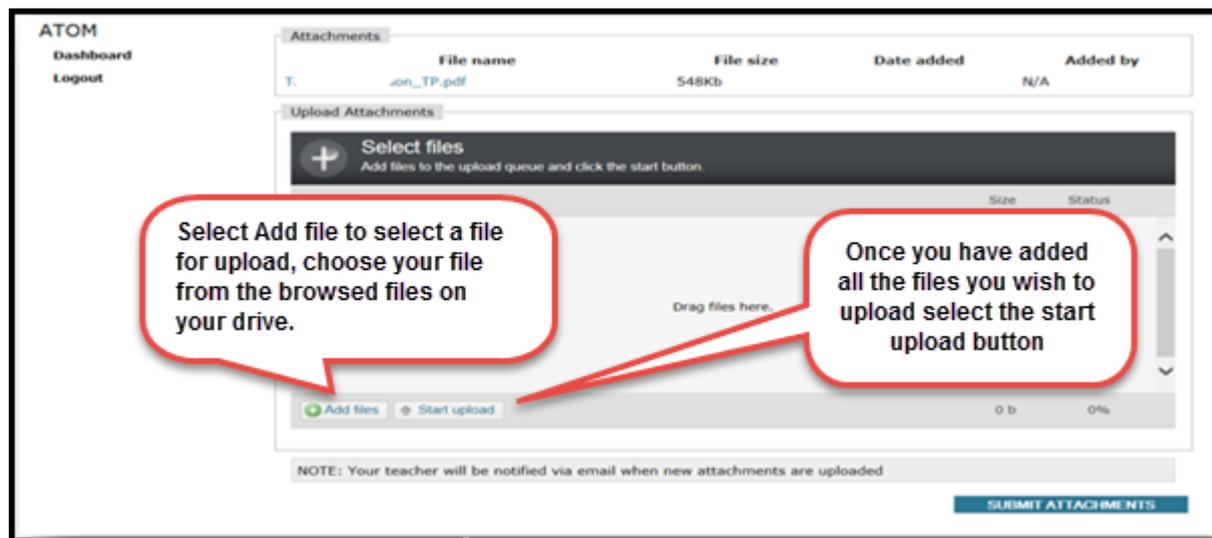
Activity

Once all sections are completed, click here.

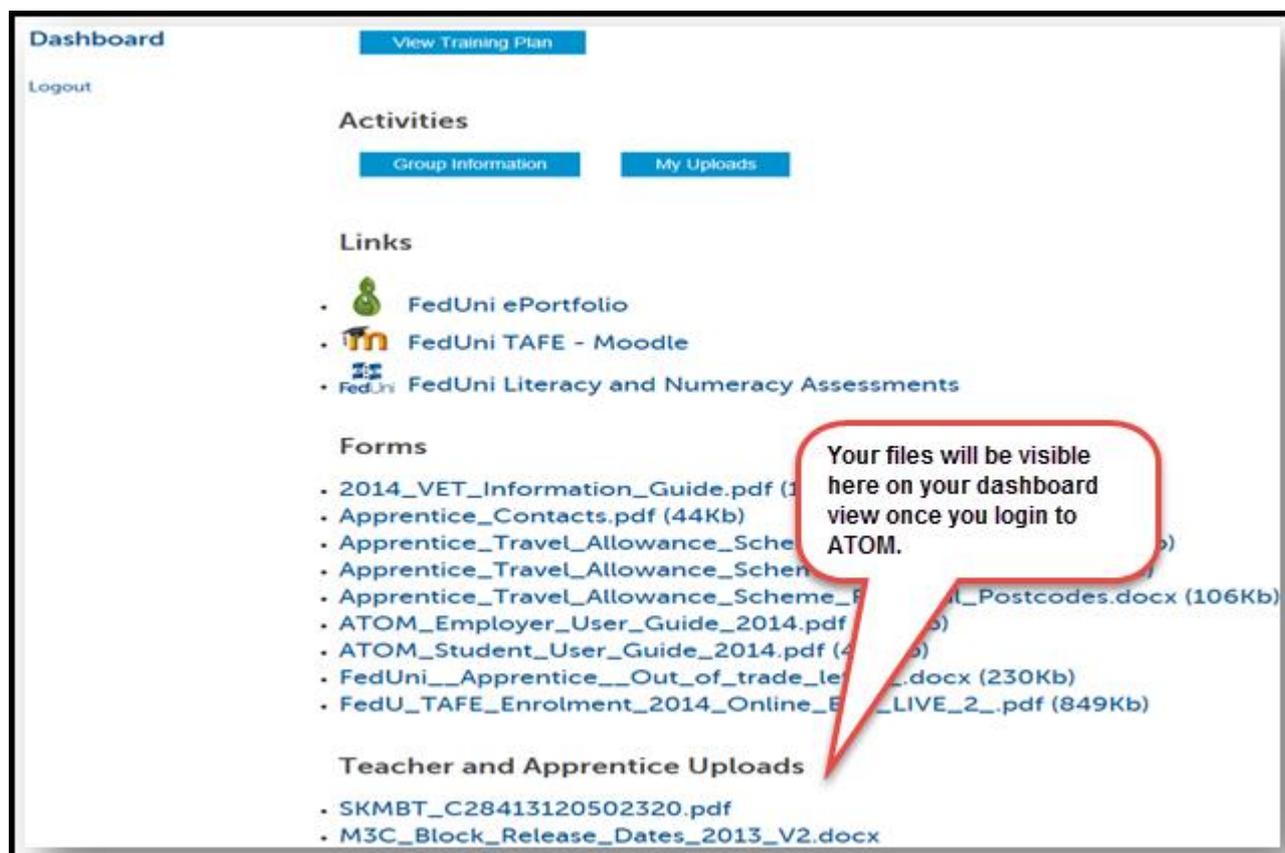
**ADD WORKPLACE TRAINING ACTIVITY**

## My Uploads

You can upload documents and image files to your ATOM profile. You can access these files at any time from ATOM. You will need a browser such as Firefox, Chrome or Internet Explorer 10 to utilise this function.



You can access your uploads from your dashboard view, you can also access any uploads made by your teacher. These files can be opened and printed or edited and resubmitted as an attachment.



**Dashboard** [View Training Plan](#)

Logout

**Activities**

[Group Information](#) [My Uploads](#)

**Links**

-  FedUni ePortfolio
-  FedUni TAFE - Moodle
-  FedUni Literacy and Numeracy Assessments

**Forms**

- 2014\_VET\_Information\_Guide.pdf (106Kb)
- Apprentice\_Contacts.pdf (44Kb)
- Apprentice\_Travel\_Allowance\_Scheme\_F... (106Kb)
- Apprentice\_Travel\_Allowance\_Scheme\_F... (106Kb)
- Apprentice\_Travel\_Allowance\_Scheme\_F... (106Kb)
- ATOM\_Employer\_User\_Guide\_2014.pdf (44Kb)
- ATOM\_Student\_User\_Guide\_2014.pdf (44Kb)
- FedUni\_\_Apprentice\_\_Out\_of\_trade\_le... (230Kb)
- FedU\_TAFE\_Enrolment\_2014\_Online\_E...LIVE\_2\_.pdf (849Kb)

**Teacher and Apprentice Uploads**

- SKMBT\_C28413120502320.pdf
- M3C\_Block\_Release\_Dates\_2013\_V2.docx

Your files will be visible here on your dashboard view once you login to ATOM.