ATOM

Apprenticeship | Traineeship Online | Management | System

Student User Guide

Contents

Starting Off

Logging onto ATOM, Go to 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
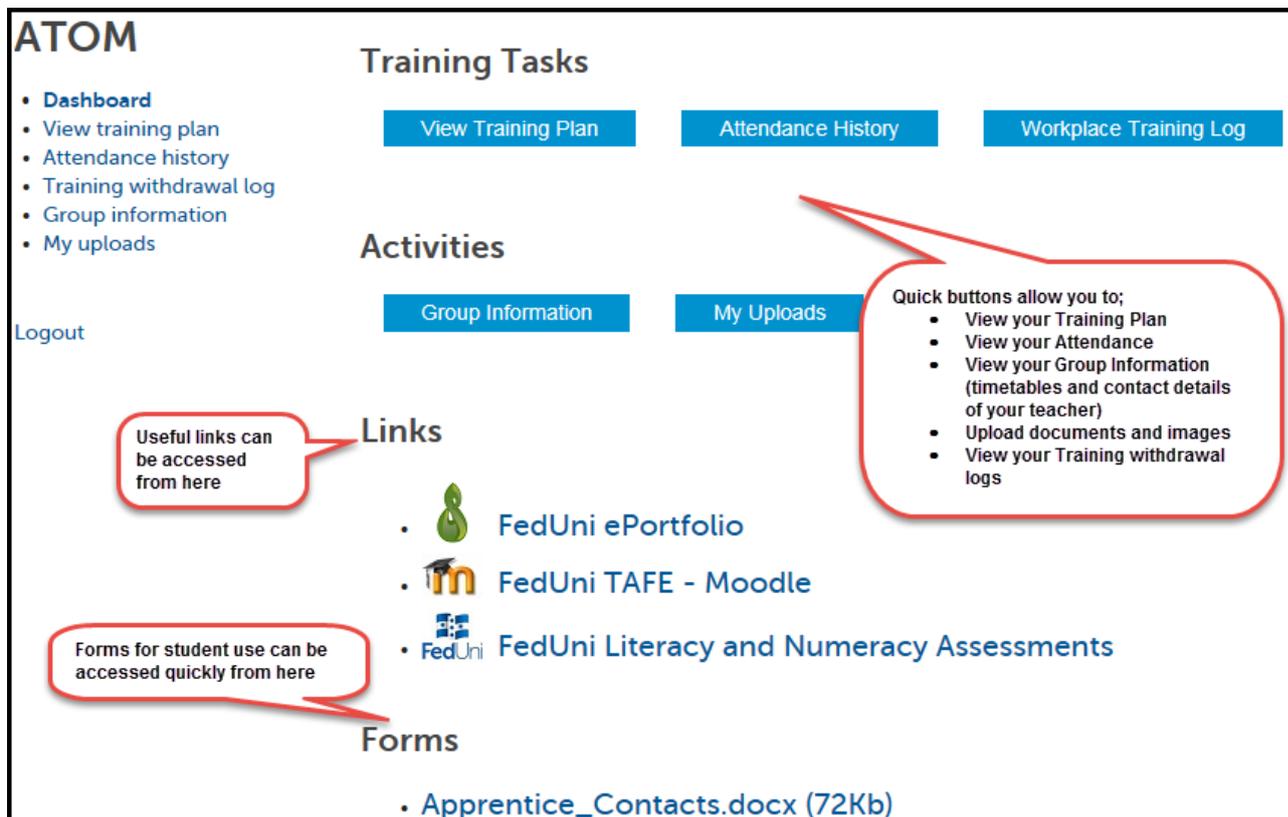
Username:

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

ATOM User Guide for Students

Once logged in the screen will look like this –

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	
Training Plan Details	
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
Apprentice / Trainee Details	
Name	JA_____TINO
Delta No.	41._.54
RTO Apprentice ID No.	21-._347
Workplace Job Title	apprentice
Current position and/or the broad responsibilities of the apprentice/trainee in the workplace	apprentice
Employer Details	
Name	BAKERS DELIGHT
Workplace Location	
Contact Person	Mr_____age
Contact Number	03 ._.0 2349
Position	director
RTO Details	
Name	FEDERATION UNIVERSITY
Contact Person	_____worth
Contact Number	04_.___163
Position	Teacher, Baking

Attendance History

Attendance History 5 April 2016

G_____EBY 415___

Attendance History as at 5 April 2016

Details	Teacher	Attendance	Unit	Unit hours	Withdrawn
Wednesday 23 March 2016 FBW-ME-16 SMB | Classroom **Notes:** C__ is continuing on with the formative learning exercise for MEM05010C (Camp Oven) and has completed the forming and assembly of the branch pipe. G__ is working through the theory in the MEM05010C workbook and is making steady progress.	A__ony M____	Present	MEM05010C Apply Fabrication, Forming and Shaping Techniques	7.0	
				7	
Wednesday 16 March 2016 FBW-ME-16 SMB | Classroom **Notes:** G__ n 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__ n completed the summative theory and practical assessment for MEM12024A and was able to achieve the desired results.	A___gle	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.
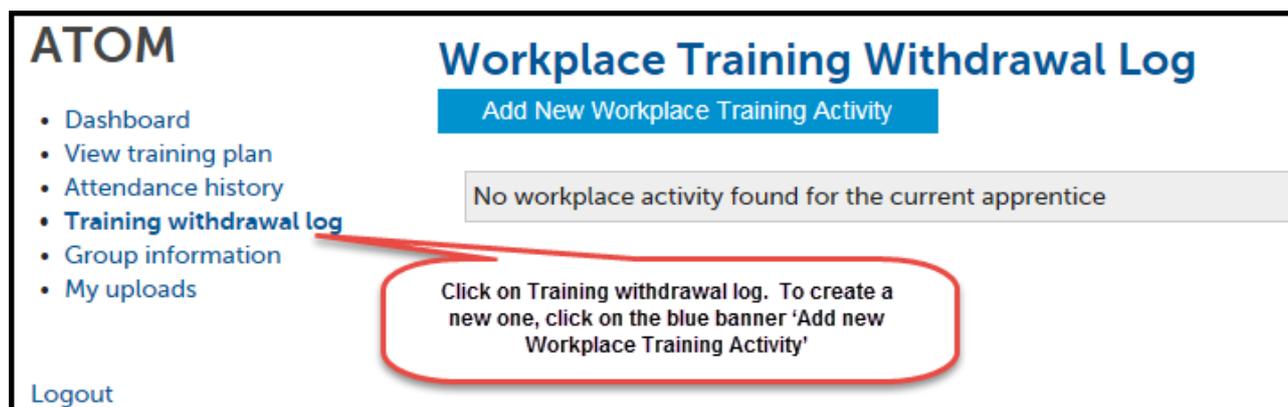
ATOM

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. ____ ok 5____ 388_ ___c@cool____ub.com.au

![Federation University Australia logo]

Training Withdrawal Log

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.
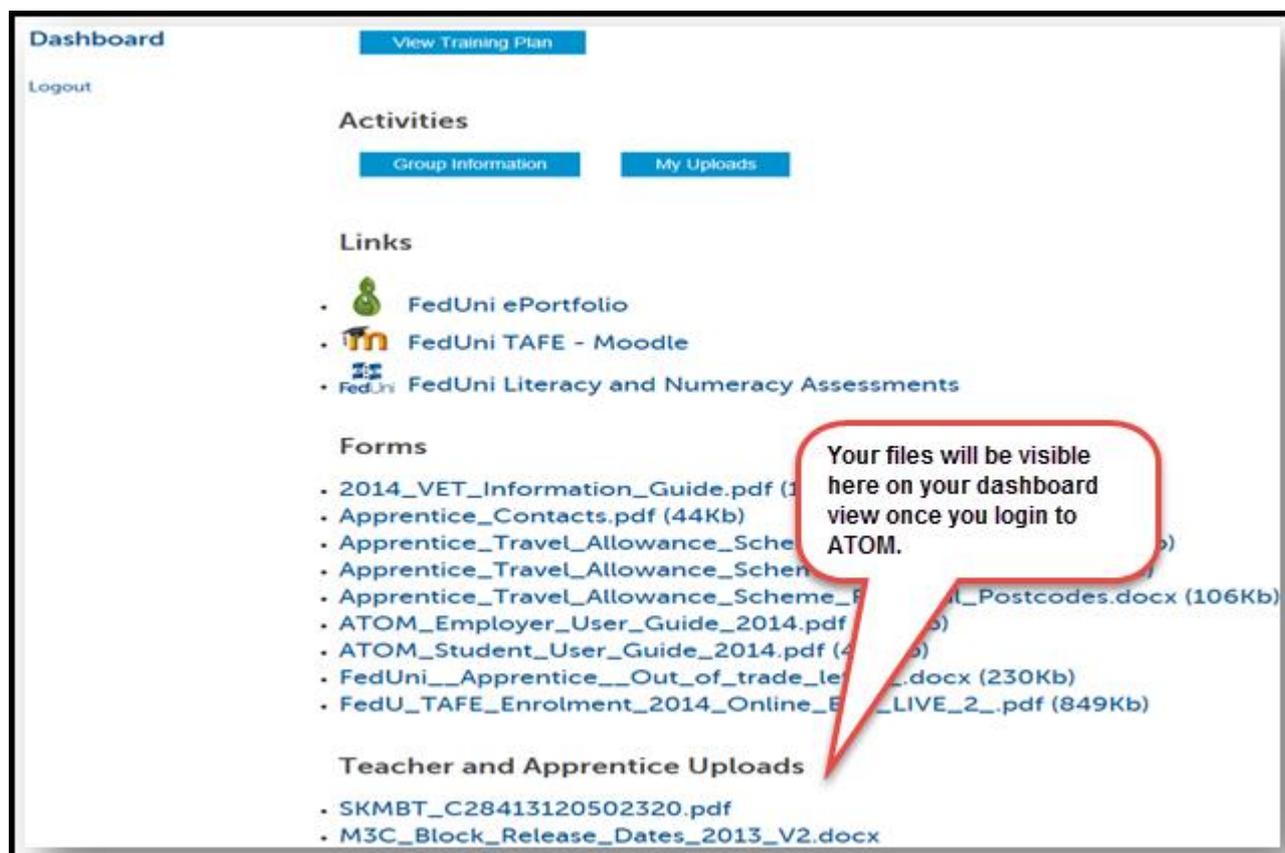
My Uploads

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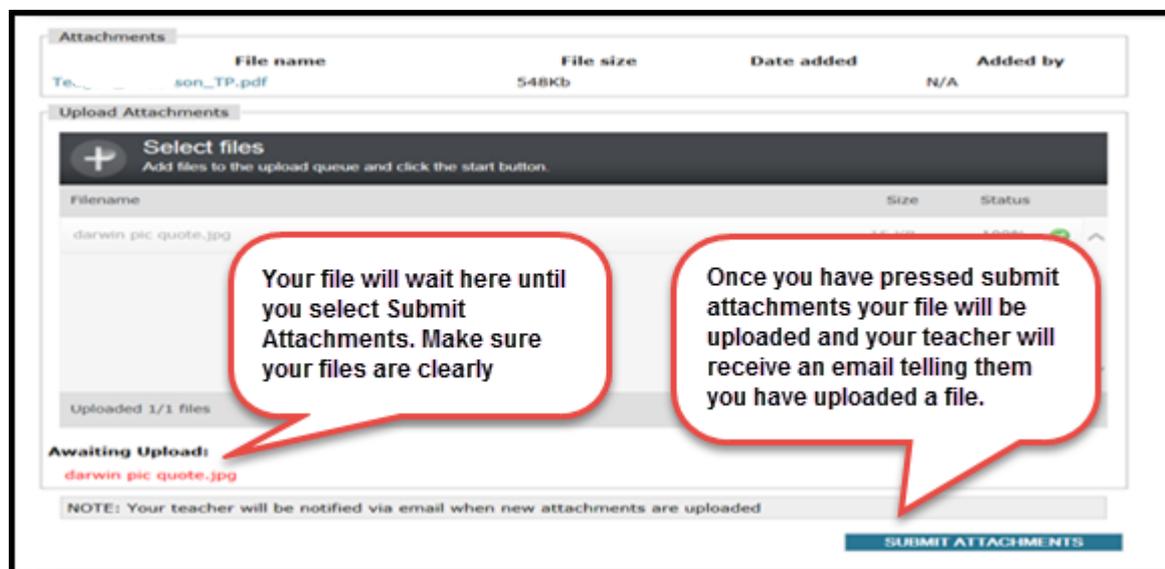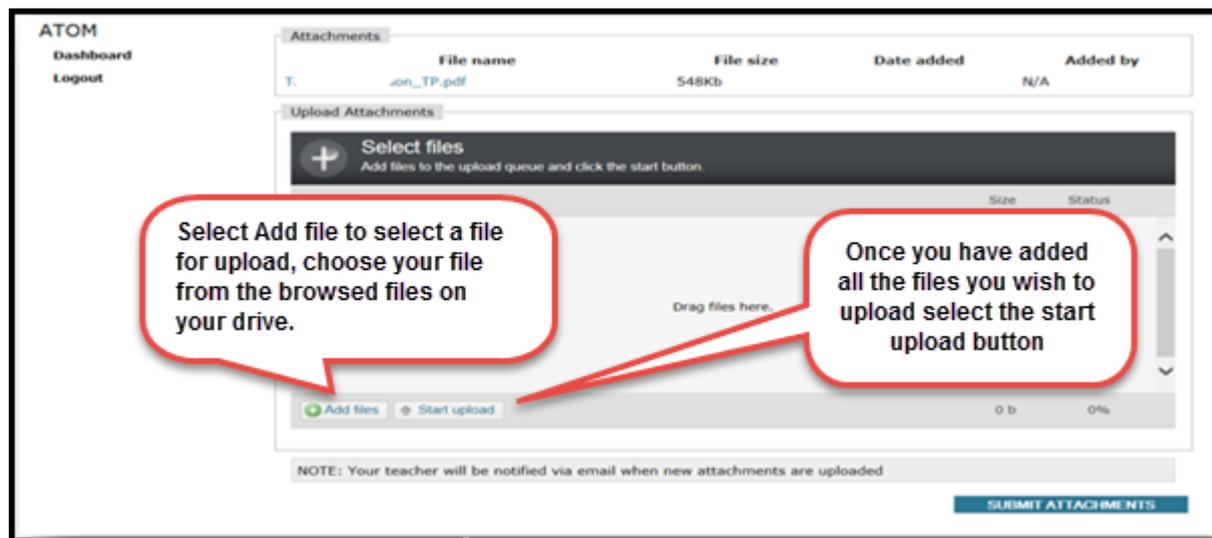
You can access your uploads from your dashboard view, you can also access any uploads made by your teacher. These files can be opened and printed or edited and resubmitted as an attachment.