

ATOM User Guide - Employers

2020

Prepared by
ATOM Apprentice Traineeship Online
Management System | Federation TAFE

Status: Final | Version: 8 | Date: 14 October 2020



Contents

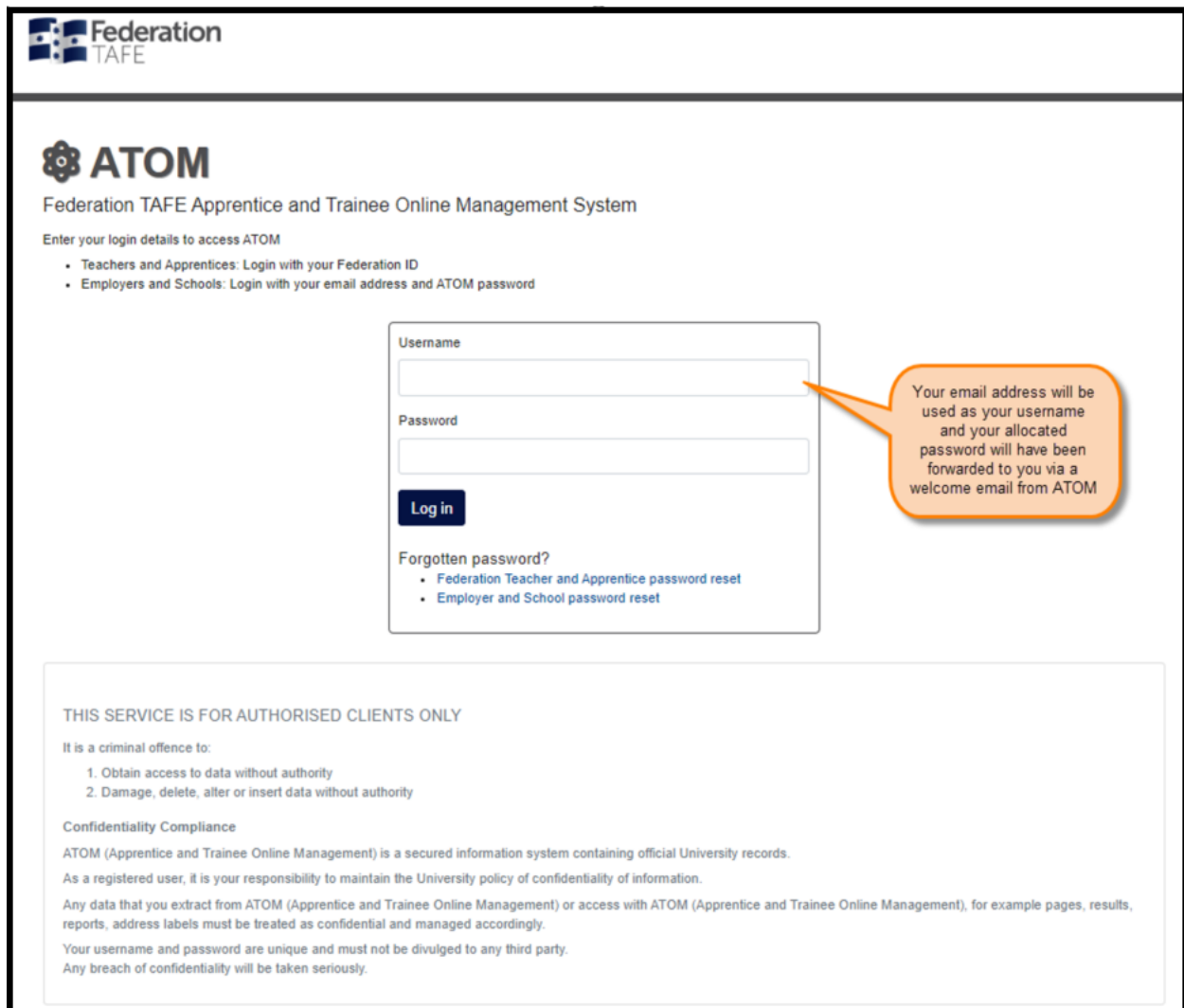
Starting Off	3
How to access ATOM: Go to atom.federation.edu.au	3
Dashboard	6
My Apprentices	7
Assessment	8
Employer Confirmations.....	10
Email Confirmations	11
Attendance/ Workplace Training	12
View Attachments	14
View Training Plan	16
PART 1 – Competency Based Completion Training Plan Part I.....	17
PART 2 – Competency Based Completion Training Plan Part II.....	18
PART 3 – Competency Based Completion Training Plan Part III.....	20
Workplace Training Withdrawal Log	22
ATOM Password	23
Contact Details	25
Definitions and Acronyms.....	26

Starting Off

Welcome to ATOM! This manual will help you find your way around the Federation University Apprenticeship/Traineeship Online Management (ATOM) system. Whether you are a novice with online systems or an 'old hand', this manual will help you to manage your apprentice's progress with your company.

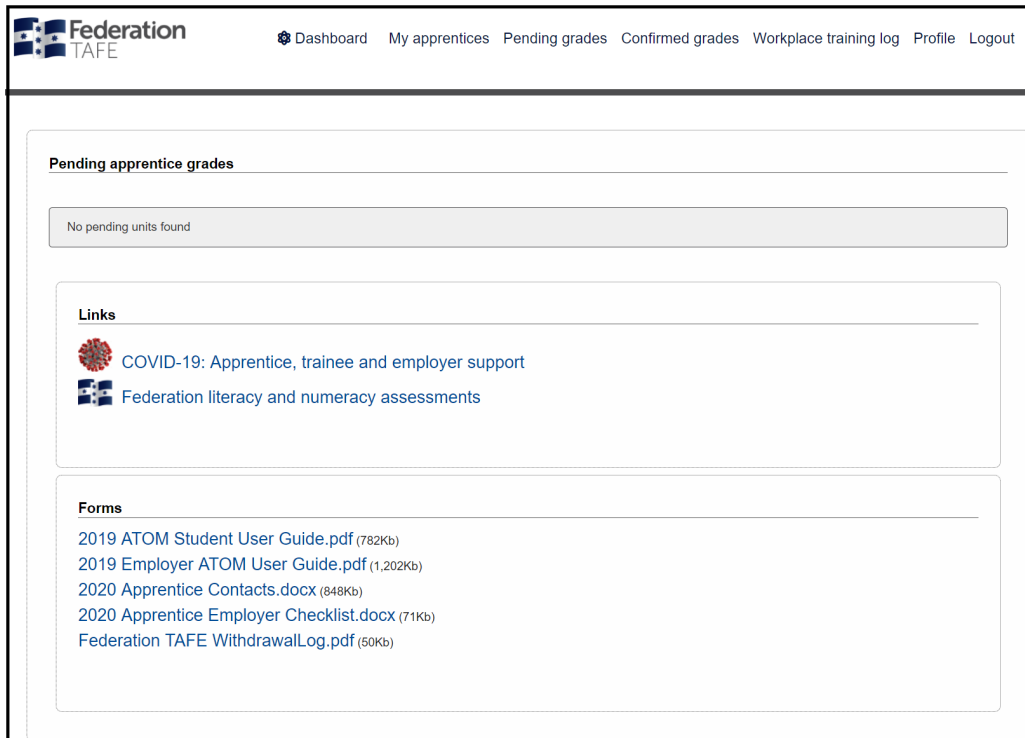
How to access ATOM: Go to atom.federation.edu.au

After entering the above URL to access the website the following screen will appear.



The screenshot shows the ATOM login interface. At the top left is the Federation TAFE logo. Below it, the text 'ATOM' is displayed with a gear icon, followed by 'Federation TAFE Apprentice and Trainee Online Management System'. A prompt asks users to 'Enter your login details to access ATOM'. Two bullet points specify login methods: Teachers and Apprentices use their Federation ID, while Employers and Schools use their email address and ATOM password. The login form contains fields for 'Username' and 'Password', a 'Log in' button, and a 'Forgotten password?' link with two options: 'Federation Teacher and Apprentice password reset' and 'Employer and School password reset'. An orange callout bubble points to the Username field, stating: 'Your email address will be used as your username and your allocated password will have been forwarded to you via a welcome email from ATOM'. At the bottom, a disclaimer states 'THIS SERVICE IS FOR AUTHORISED CLIENTS ONLY' and lists criminal offenses related to unauthorized access and confidentiality compliance.

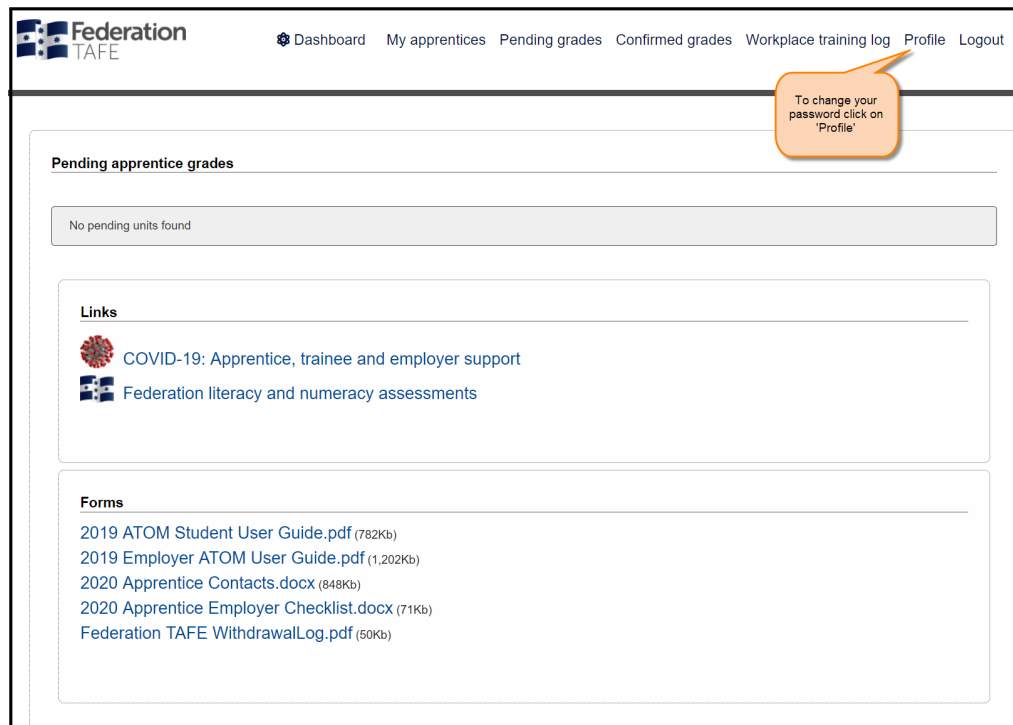
Once logged into the ATOM system the screen below will appear.



The screenshot shows the ATOM system dashboard. At the top left is the Federation TAFE logo. To the right of the logo is a navigation menu with the following items: Dashboard, My apprentices, Pending grades, Confirmed grades, Workplace training log, Profile, and Logout. Below the navigation menu is a section titled "Pending apprentice grades" which contains a message: "No pending units found". Below this is a section titled "Links" with two links: "COVID-19: Apprentice, trainee and employer support" and "Federation literacy and numeracy assessments". Below the links is a section titled "Forms" with five links: "2019 ATOM Student User Guide.pdf (782Kb)", "2019 Employer ATOM User Guide.pdf (1,202Kb)", "2020 Apprentice Contacts.docx (848Kb)", "2020 Apprentice Employer Checklist.docx (71Kb)", and "Federation TAFE WithdrawalLog.pdf (50Kb)".


Firstly commence by changing your password.

Click on **'Profile'**



This screenshot is identical to the one above, but includes an orange callout box with a white border and a pointer. The callout box contains the text: "To change your password click on 'Profile'". The pointer is directed towards the "Profile" link in the top navigation menu.

Enter your current password, a new password and confirm. Click **'Update Password'**

Dashboard My apprentices Pending grades Confirmed grades Workplace training log Profile Logout

[Back](#)

Update password

A valid password must contain:

- at least 6 characters
- at least 3 unique characters
- and cannot contain user name, first name or last name

@gmail.com your username will display here

Current password

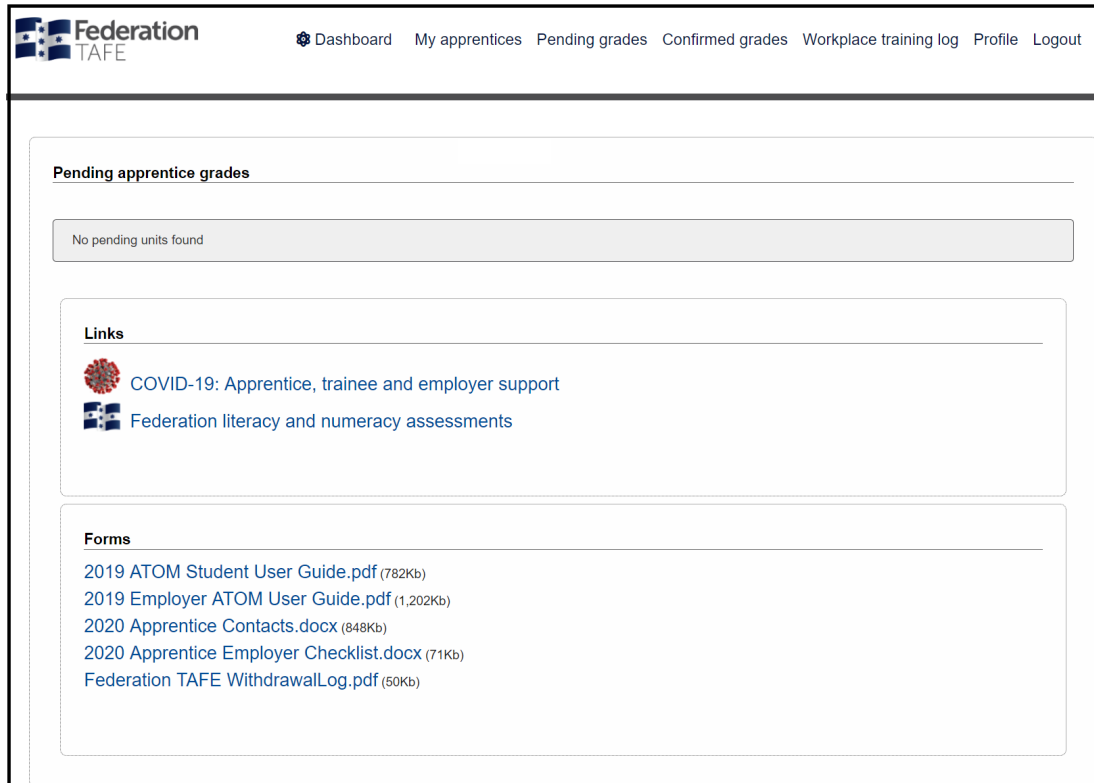
New password

Confirm new password

Update Password

Dashboard

Each time you log into ATOM you will be given the following display:



The screen consists of the follow key areas:

- **Menu bar selections are:**
 - **Dashboard** - will direct you to a view of all pending grades for all apprentices in your employment
 - **My apprentices** - will direct you to a full list of your apprentices/trainee(s)
 - **Pending grades** - will direct you to “pending apprentice grades” that require confirmation or rejection
 - **Confirmed grades** - provides a full list of units of competency within an apprentice/trainees contract that have been confirmed by you; outlining all dates and details specific to the confirmed grade
 - **Workplace Training Withdrawal Log** - allows you to enter dates to run a report on withdrawal logs
 - **Profile** - when you first log into ATOM it is advised to change your password, this is where you will be able to manage this.
 - **Log out** - click to log out of the ATOM system
- **Pending apprentice grades** a quick view of all outstanding units of competency requiring confirmation / rejection from the employer
- **Links** – lists any ATOM related links to assist in the progression of the apprenticeship/traineeship
- **Forms** – related links to forms that maybe require during the apprenticeship/ traineeship

My Apprentices

To view a full list of all apprentices/trainees attached to your organisation; click on **My apprentices**

Apprentice management

Type student first name or surname

Keywords:

Qualification:

Approval status:

[Go](#)

NOTE: Apprentices are only available after their unit selection has been completed. If you do not see an apprentice below, the teacher and apprentice may still be confirming their unit selection.

7 results found (Displaying 1 - 7)

<
>

Name	Qualification
<p>JOSHUA</p> <p>EPSILON: <input type="text"/> CS ID: <input type="text"/></p> <ul style="list-style-type: none"> Assessment Attendance View attachments View training plan 	<p>AUR30616 CERTIFICATE III IN LIGHT VEHICLE MECHANICAL TECHNOLOGY</p> <p style="background-color: #4CAF50; color: white; padding: 2px;">ACTIVE</p> <p>CONTRACT START: 11-12-2017 CONTRACT COMPLETION: 09-12-2021</p>

Click on the options provided for quick access

Within this page you can access:

- **Assessment** - will provide a view of the units selected on the apprentice’s training plan. It will display assessment information against each unit and also allow you to confirm or reject any pending unit grades
- **Attendance** - will allow you to view the attendance history/Workplace training withdrawal logs recorded for your apprentice. You can also print this in a PDF format.
- **View Attachments** - allows you to view any attachments uploaded to your apprentice’s record as well as allowing you to upload any documents
- **View Training Plan** - will open up a PDF copy of your apprentice’s training plan – please note this copy will only include signatures if they were completed electronically however paperbased signatures will be available under ‘Vew Attachments’

Assessment

When you click on **Assessment** the below screen will appear:

- **Unit Completion tab** - provides you with a list of the units selected on the apprentice's training plan, the class/year assigned for each; the current status of the unit; and assessment dates/confirm dates for graded units of competency. You can also confirm/reject any pending (AC) grades.

Edit training plan

Employer:	BALLARAT CITY MAZDA	Apprentice:	JOSHUA.
RTO:	FEDERATION UNIVERSITY AUSTRALIA	EPSILON No.:	
Qualification:	Certificate III in Light Vehicle Mechanical Technology	EPSILON Status:	ACTIVE
PUSH Hours:	672	Campus Solutions ID:	:
Expected Supervised PUSH Hours:	720	Unique Student Identifier (USI):	\
Completed Hours	465	Qualification Code:	AUR30616
		Next Progression Point	490

Unit Completion

Attendance/Workplace training

Units to be completed

Unit details	Cycle	Current Status	Assessment	Options
AURASA002 Follow safe working practices in an automotive workplace	1	Completed	Assessor D.Ryan	<input type="button" value="Confirm"/> <input type="button" value="Reject"/>
Hours 20		Grade <u>CY</u>	Assess date 04-06-2018	
Confirmer Employer			Confirm date 04-06-2018	
Unit start 13-03-2018				
Unit end 02-03-2019				
AURETR025 Test charge and replace batteries and jump-start vehicles	1	Completed	Assessor D.Ryan	<input type="button" value="Confirm"/> <input type="button" value="Reject"/>
Hours 15		Grade <u>CY</u>	Assess date 21-08-2018	
Confirmer Employer			Confirm date 21-08-2018	
Unit start 13-03-2018				
Unit end 02-03-2019				
AURTTA004 Carry out servicing operations	1	Completed	Assessor D.Ryan	<input type="button" value="Confirm"/> <input type="button" value="Reject"/>
Hours 20		Grade <u>CY</u>	Assess date 11-10-2018	
Confirmer Employer			Confirm date 12-10-2018	
Unit start 07-05-2018				
Unit end 02-03-2019				
AURTTA005 Select and use bearings, seals, gaskets, sealants and adhesives	1	Completed	Assessor J.Rhook	<input type="button" value="Confirm"/> <input type="button" value="Reject"/>
Hours 10		Grade <u>CY</u>	Assess date 05-02-2019	
Confirmer Employer			Confirm date 05-02-2019	
Unit start 07-05-2018				
Unit end 02-03-2019				


- **Attendance/ Workplace Training** - allows you to view the attendance history and withdrawal from training logs for your apprentice. You have the ability to print out as a PDF document.

Edit training plan

Employer:	BALLARAT CITY MAZDA	Apprentice:	JOSHUA
RTO:	FEDERATION UNIVERSITY AUSTRALIA	EPSILON No.:	4
Qualification:	Certificate III in Light Vehicle Mechanical Technology	EPSILON Status:	ACTIVE
PUSH Hours:	672	Campus Solutions ID:	3
Expected Supervised PUSH Hours:	720	Unique Student Identifier (USI):	1
Completed Hours	465	Qualification Code:	AUR30616
		Next Progression Point	490

Part 2 Unit Completion

Attendance/Workplace training



Attendance history as at 11 June 2020

Details	Teacher	Attendance	Unit	Unit	Withdrawn hours
Thursday 7 May 2020 AUR30616_2020_GROUP AUR30616_2020_GROUP_B Location: SMB Method: Blended	Danny Ryan	Absent	AURETR030 Diagnose and repair starting systems	0.0	
				0.0	
Monday 4 May 2020 AUR30616_2020_GROUP AUR30616_2020_GROUP_B Location: SMB Method: Blended	Danny Ryan	Absent	AURETR030 Diagnose and repair starting systems	0.0	
				0.0	
Thursday 19 March 2020 AUR30616_2020_GROUP AUR30616_2020_GROUP_B Location: SMB Method: Blended	John Francis	Present	AURETR031 Diagnose and repair ignition systems	8.0	
				8.0	
Wednesday 18 March 2020 AUR30616_2020_GROUP AUR30616_2020_GROUP_B Location: SMB Method: Blended	John Francis	Present	AURTTD004 Inspect and service suspension systems	8.0	
				8.0	

Employer Confirmations

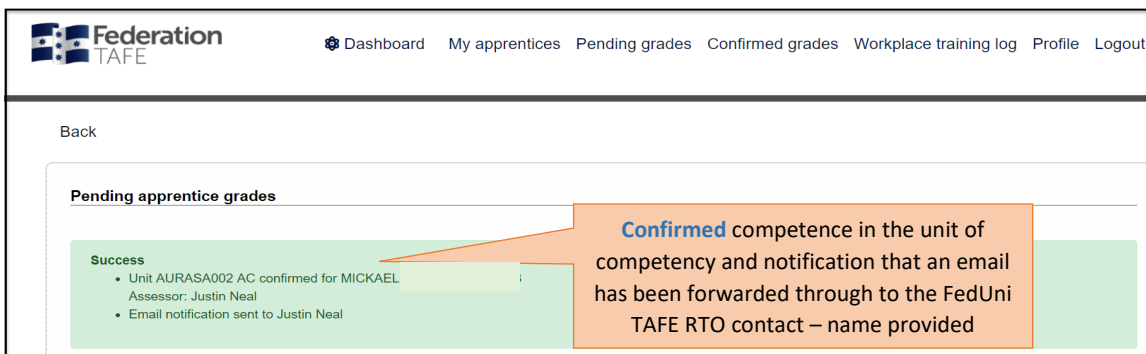
Within the Unit Completion tab under Assessment - You have the ability to confirm or reject any unit with an AC – Awaiting Employer Confirmation result.

- **CONFIRM** – **displayed in blue**; Select this option to **agree** with the Federation TAFE result of competence in the selected unit – in doing this you will agree that the apprentice can perform the tasks aligned to the unit in the workplace.
- **REJECT** – **displayed in red**; Select this option if you **do not agree** with the Federation TAFE result of competence in the selected unit. In doing this you are indicating that the apprentice is not yet competent and is not currently performing the tasks covered in this unit to the level required in the workplace.

AURLTQ002 Diagnose and repair light vehicle drive shafts	4	Awaiting	Assessor	J.Francis	<input type="button" value="Confirm"/> <input type="button" value="Reject"/>
Hours	20	Grade	AC	Assess date	06-11-2019
Confirmer	Employer				
Unit start	19-06-2019				
Unit end	30-06-2020				
AURETR022 Diagnose and repair vehicle dynamic control systems	6	Awaiting	Assessor	J.Francis	<input type="button" value="Confirm"/> <input type="button" value="Reject"/>
Hours	70	Grade	AC	Assess date	18-03-2020
Confirmer	Employer				
Unit start	11-09-2019				
Unit end	31-03-2020				

Click here to Confirm or Reject a unit of competency. Once selected the option will grey out and a notification will be sent through to Federation TAFE.

A verification screen to tell you that your selection has been accepted and an email sent to the Federation TAFE representative advising them of your selection will appear. **Please note:** on **rejection** of a unit of competency a Federation TAFE representative will contact you to discuss further what is needed to support the apprentice/trainee to achieve competence within this unit of competency.



Dashboard My apprentices Pending grades Confirmed grades Workplace training log Profile Logout

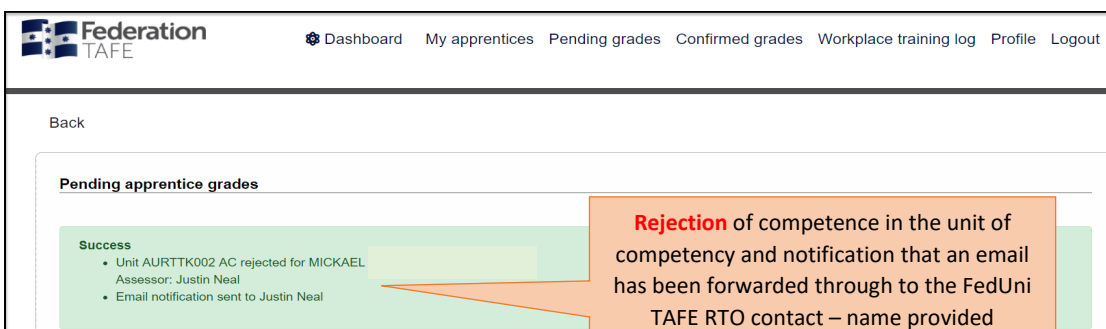
Back

Pending apprentice grades

Success

- Unit AURASA002 AC confirmed for MICKAEL
- Assessor: Justin Neal
- Email notification sent to Justin Neal

Confirmed competence in the unit of competency and notification that an email has been forwarded through to the FedUni TAFE RTO contact – name provided



Dashboard My apprentices Pending grades Confirmed grades Workplace training log Profile Logout

Back

Pending apprentice grades

Success

- Unit AURTTK002 AC rejected for MICKAEL
- Assessor: Justin Neal
- Email notification sent to Justin Neal

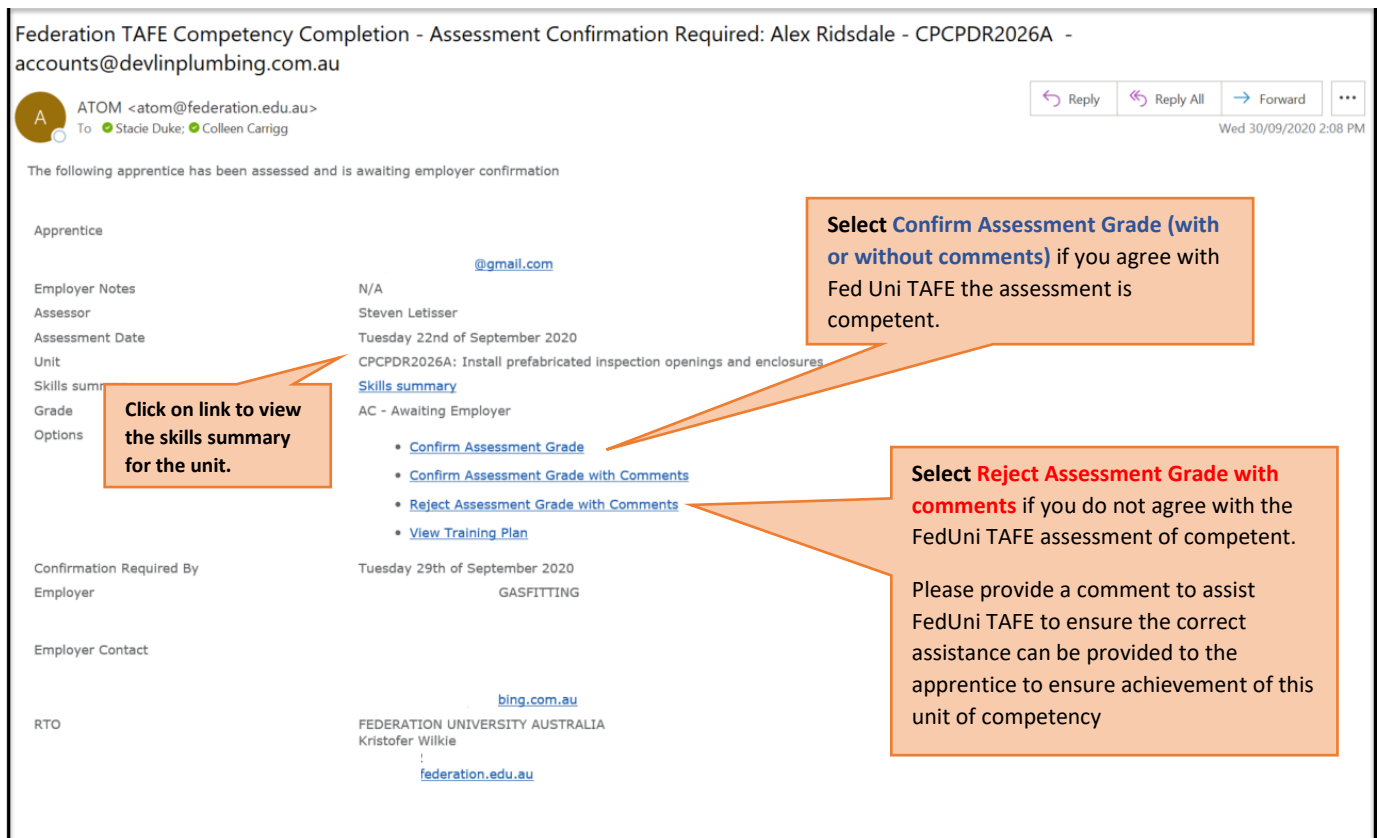
Rejection of competence in the unit of competency and notification that an email has been forwarded through to the FedUni TAFE RTO contact – name provided

Email Confirmations

Email confirmations are forwarded from the ATOM system to the email address you have provided. You will be required to either **confirm** or **reject** a unit of competency that is (AC) Awaiting Employer Confirmation.

The email will come with a subject title of:

Federation TAFE Competency Completion – Assessment Confirmation Required: **apprentice name** - Unit Code – **employer email address**



Federation TAFE Competency Completion - Assessment Confirmation Required: Alex Ridsdale - CPCPDR2026A - accounts@devlinplumbing.com.au

ATOM <atom@federation.edu.au>
To: Stacie Duke; Colleen Carrigg

Wed 30/09/2020 2:08 PM

The following apprentice has been assessed and is awaiting employer confirmation

Apprentice: [redacted]@gmail.com

Employer Notes: N/A
Assessor: Steven Letisser
Assessment Date: Tuesday 22nd of September 2020
Unit: CPCPDR2026A: Install prefabricated inspection openings and enclosures
Skills summary: [Skills summary](#)
Grade: AC - Awaiting Employer
Options:

- Confirm Assessment Grade
- Confirm Assessment Grade with Comments
- Reject Assessment Grade with Comments
- View Training Plan

Confirmation Required By: Tuesday 29th of September 2020
Employer: GASFITTING

Employer Contact: [redacted]@bing.com.au

RTO: FEDERATION UNIVERSITY AUSTRALIA
Kristofer Wilkie
[federation.edu.au](#)

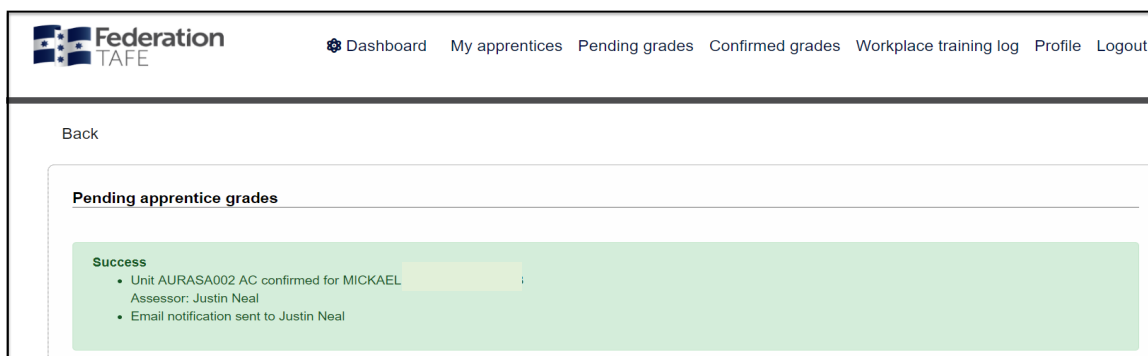
Click on link to view the skills summary for the unit.

Select Confirm Assessment Grade (with or without comments) if you agree with Fed Uni TAFE the assessment is competent.

Select Reject Assessment Grade with comments if you do not agree with the FedUni TAFE assessment of competent.

Please provide a comment to assist FedUni TAFE to ensure the correct assistance can be provided to the apprentice to ensure achievement of this unit of competency

Once selection has been applied you will see a verification screen appear as on page 8.



Federation TAFE

Dashboard My apprentices Pending grades Confirmed grades Workplace training log Profile Logout

Back

Pending apprentice grades

Success

- Unit AURASA002 AC confirmed for MICKAEL [redacted]; Assessor: Justin Neal
- Email notification sent to Justin Neal

Attendance/ Workplace Training

The below screen will be displayed when you click on the **Attendance/ Workplace Training** tab.

Within this view you can see all attendance that has been recorded for your apprentice. It will show when the apprentice was present; absent; absent with notification; etc. Each date also identifies the unit(s) of competency that were undertaken, and the hours dedicated within this attended period.

Training plan details

Employer:	SKILLINVEST LIMITED	Apprentice:	... ARTHUR
RTO:	FEDERATION UNIVERSITY AUSTRALIA	EPSILON No.	3
Qualification:	Certificate III in Light Vehicle Mechanical Technology	EPSILON Status:	ACTIVE
PUSH Hours:	672	Tempus Solutions ID:	31
Expected Supervised PUSH Hours:	673	Unique Student Identifier (USI):	2:
Completed Hours	20	Qualification Code:	AUR30616
		Next Progression Point	245

Unit completion Part 4 Attendance/Workplace training

Please click to print out a full attendance history

Attendance history as at 1 October 2020


Details	Teacher	Attendance	Unit	Unit hours	Withdrawn
Thursday 5 March 2020 Auto-HSM- AUR30616_2020_ Location: Horsham Method: Blended	Justin Neal	Present	AURTTA005 Select and use bearings, seals, gaskets, sealants and adhesives	2.0	
			AURTTD002 Inspect and service steering systems	5.5	
				7.5	
Wednesday 4 March 2020 Auto-HSM- AUR30616_2020_ Location: Horsham Method: Blended	Justin Neal	Present	AURTTB001 Inspect and service bra	5.5	
			AURTTK002 Use and maintain tools	2.0	
				7.5	
Tuesday 3 March 2020 Auto-HSM- AUR30616_2020_ Location: Horsham Method: Blended	Justin Neal	Present	AURTTA004 Carry out servicing operations	3.0	
			AURTTA005 Select and use bearings, seals, gaskets, sealants and adhesives	1.5	
			AURTTK002 Use and maintain tools and equipment in an automotive workplace	3.0	
				7.5	
Monday 2 March 2020 Auto-HSM- AUR30616_2020_ Location: Horsham Method: Blended	Justin Neal	Present	AURTTA004 Carry out servicing operations	2.5	
			AURTTA005 Select and use bearings, seals, gaskets, sealants and adhesives	2.5	
			AURTTA004 Inspect and service suspension systems	2.0	
			AURTTK002 Use and maintain tools and equipment in an automotive workplace	0.5	
				7.5	

Total Hrs applied to each unit of competency delivered within session

Total Hrs of attendance per session

Unit of Competency code/title delivered within the session

When you select to print, you will be given an attendance history log as per below.



Apprentice attendance history as at 1 October 2020

Apprentice details

Name	ARTHUR
EPSILON	ACTIVE
CS ID	

Attendance history

AUR30616 Certificate III in Light Vehicle Mechanical Technology

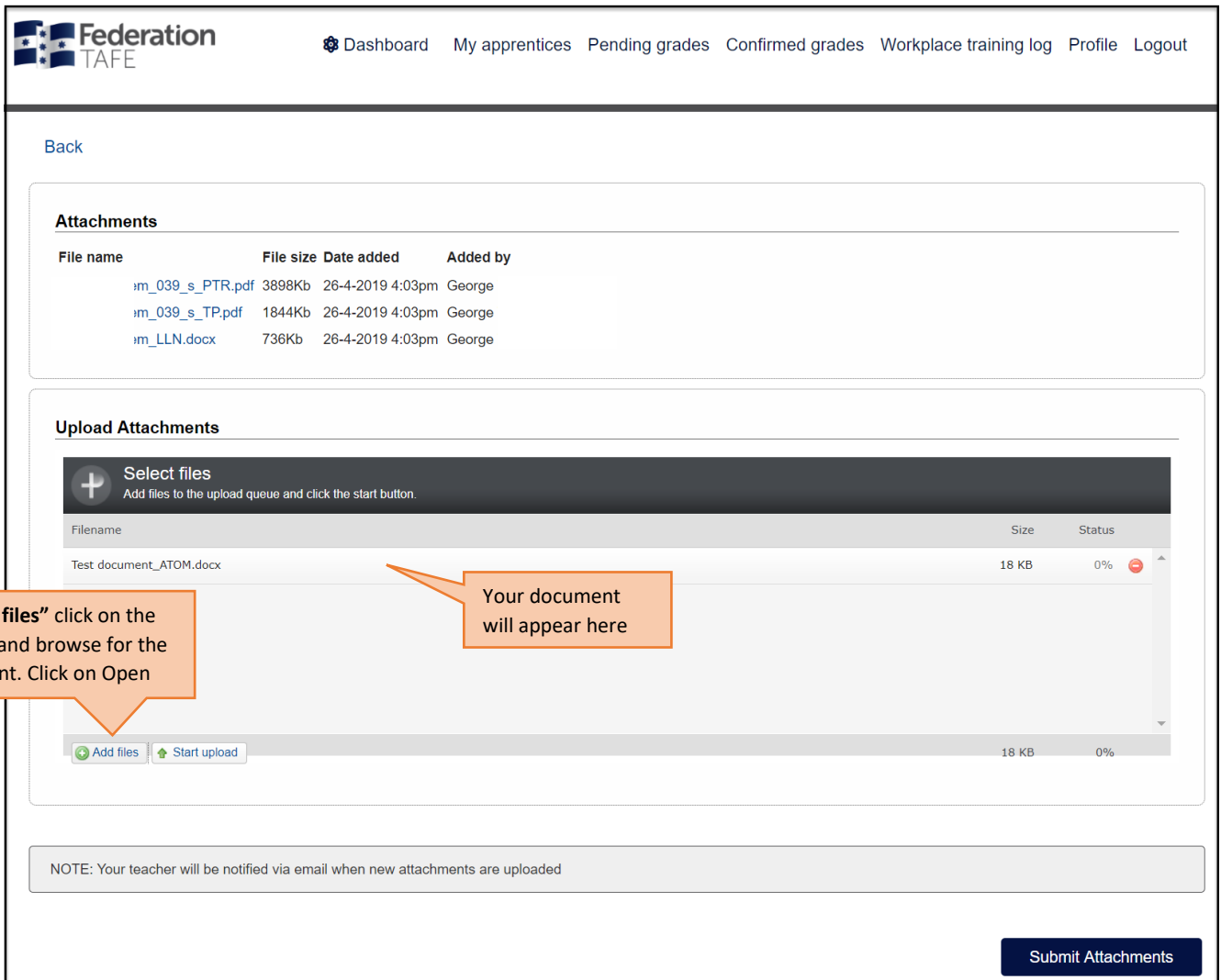
Date	Roll details	Teacher	Attendance	Unit	Unit hours	Withdrawn
Thursday 5 March 2020	AUR30616_2020_ <small>Group: Auto-HSM- Location: Horsham Method: Blended</small>	Justin Neal	Present	AURTTA005 <small>Select and use bearings, seals, gaskets, sealants and adhesives</small>	2.0	
				AURTTD002 <small>Inspect and service steering systems</small>	5.5	
					7.5	
Notes:						
Wednesday 4 March 2020	AUR30616_2020_ <small>Group: Auto-HSM- Location: Horsham Method: Blended</small>	Justin Neal	Present	AURTTB001 <small>Inspect and service braking systems</small>	5.5	
				AURTTK002 <small>Use and maintain tools and equipment in an automotive workplace</small>	2.0	
					7.5	
Notes:						
Tuesday 3 March 2020	AUR30616_2020_ <small>Group: Auto-HSM- Location: Horsham Method: Blended</small>	Justin Neal	Present	AURTTA004 <small>Carry out servicing operations</small>	3.0	
				AURTTA005 <small>Select and use bearings, seals, gaskets, sealants and adhesives</small>	1.5	
				AURTTK002 <small>Use and maintain tools and equipment in an automotive workplace</small>	3.0	
					7.5	
Notes:						

View Attachments

The below screen will be displayed when you click on the **View Attachments** .

Within this view you can see all forms, training plans, medical certificates etc that have been uploaded by Federation TAFE Staff, yourself and the apprentice/ trainee.

This enables you to upload documents that are relevant to the apprentice/trainee’s contract.




Back



Attachments

File name	File size	Date added	Added by
m_039_s_PTR.pdf	3898Kb	26-4-2019 4:03pm	George
m_039_s_TP.pdf	1844Kb	26-4-2019 4:03pm	George
m_LLN.docx	736Kb	26-4-2019 4:03pm	George

Upload Attachments

Select files
Add files to the upload queue and click the start button.

Filename	Size	Status
Test document_ATOM.docx	18 KB	0% 


18 KB 0%

NOTE: Your teacher will be notified via email when new attachments are uploaded

Submit Attachments

To “add files” click on the button, and browse for the document. Click on Open

Your document will appear here



[Dashboard](#)
[My apprentices](#)
[Pending grades](#)
[Confirmed gr](#)

[Training log](#)
[Profile](#)
[Logout](#)

[Back](#)

Attachments

File name	File size	Date added	Added by
n_039_s_PTR.pdf	3898Kb	26-4-2019 4:03pm	George T
n_039_s_TP.pdf	1844Kb	26-4-2019 4:03pm	George T
n_LLN.docx	736Kb	26-4-2019 4:03pm	George T

Upload Attachments

+

Select files

Add files to the upload queue and click the start button.

Filename	Size	Status
Drag files here.		
Uploaded 0/0 files		0 b 0%

Awaiting Upload:

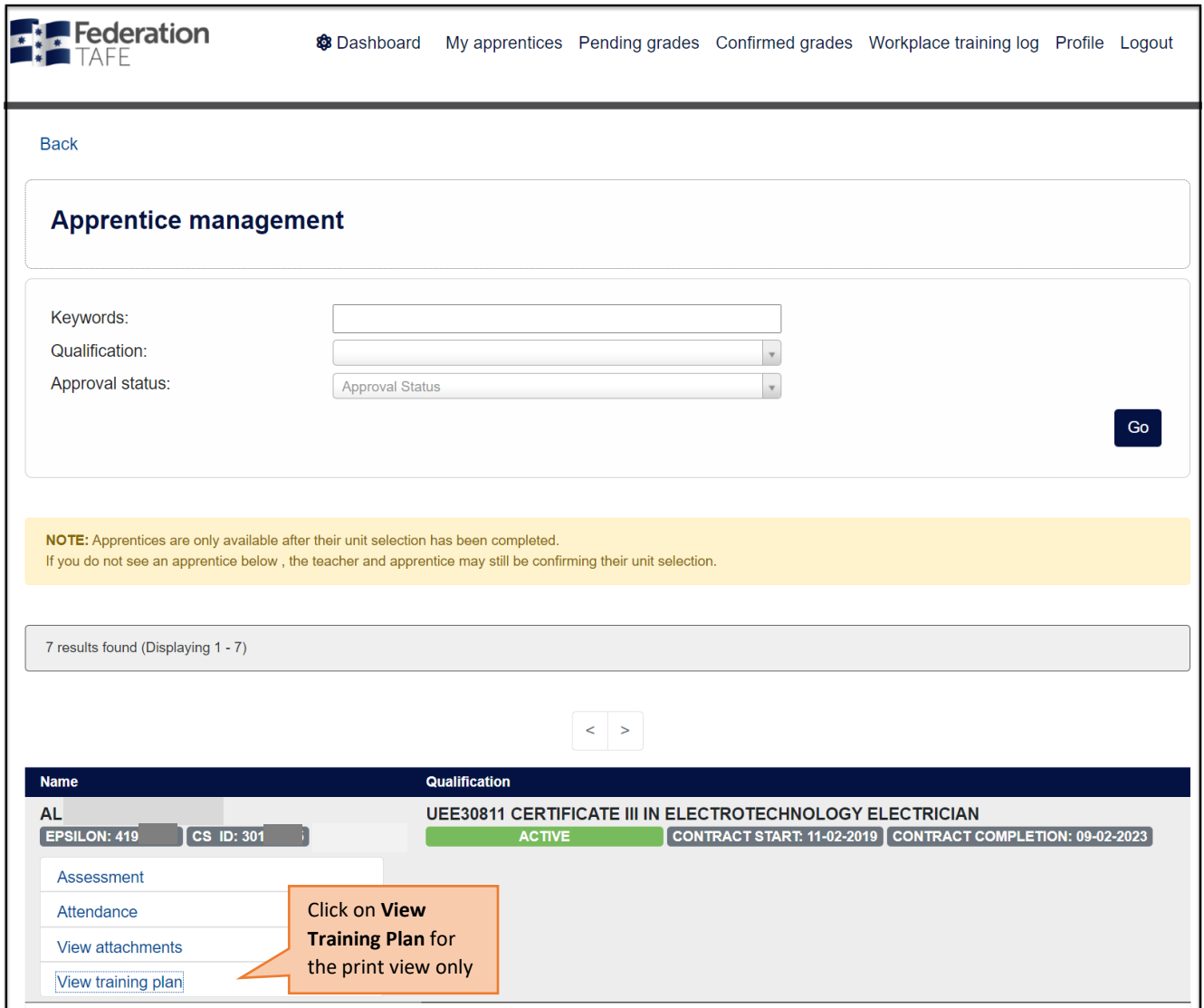
NOTE: Your teacher w

When you click on **“Start upload”** your document will appear here then click on **“submit attachments”**.

Submit Attachments

View Training Plan

You can view and print the Training Plan for your Apprentices / Trainees. The Training plan is a live document which shows an up to date reflection of the current status and progress of the training being delivered and completed.



Back

Apprentice management

Keywords:

Qualification:

Approval status:

Go

NOTE: Apprentices are only available after their unit selection has been completed.
If you do not see an apprentice below, the teacher and apprentice may still be confirming their unit selection.

7 results found (Displaying 1 - 7)

Name	Qualification
AL EPSILON: 419 CS ID: 301	UEE30811 CERTIFICATE III IN ELECTROTECHNOLOGY ELECTRICIAN ACTIVE CONTRACT START: 11-02-2019 CONTRACT COMPLETION: 09-02-2023
Assessment Attendance View attachments View training plan	

Click on **View Training Plan** for the print view only

Please note: If you are eligible to claim financial incentives from the government distributed through your Australian Apprenticeship Support Network (AASN), you may be asked to provide a signed copy of the Training Plan with your claim.

You can print the signed copy of the training plan by:


- Clicking on the right side of your mouse – select print
Or
- Ctrl + P and then follow the print options for your printer

If you experience any issues and are unable to access please email the ATOM Helpdesk to assist at; atom@federation.edu.au

When you have clicked on **View Training Plan** the follow screen view will appear.

PART 1 – Competency Based Completion Training Plan Part I

Part I of the Training plan lists all details relevant to the Apprentice/ Employer and RTO, while showing the signatures of all parties who are agreeing to the Training plan



Competency Based Completion Training Plan Part I

Training Plan Details	
Qualification	Certificate III in Electrotechnology Electrician
Qualification Code	UEE30811
Apprenticeship/Traineeship	Apprenticeship
Full Time / Part Time / SBAT	Full time
Approved Training Scheme Duration	48 months
Contract Proposed Start Date	11-02-2019
Contract Proposed Completion Date	09-02-2023

Apprentice / Trainee Details	
Name	YOI
EPSILON No.	41€
Unique Student Identifier (USI)	8N
Campus Solutions ID	30
Workplace Job Title	Apprentice Electrician
Current position and/or the broad responsibilities of the apprentice/trainee in the workplace	General Duties

Employer Details	
Name	ELECTRICAL
Workplace Location	Ballarat
Contact Person	
Contact Number	
Contact Position	Supervisor

RTO Details	
Name	FEDERATION UNIVERSITY AUSTRALIA
Contact Person	James Pilbeam
Contact Number	53278275
Position	Teacher, Electrotechnology
Education Manager <small>The Education Manager is responsible for the delivery and/or assessment of each unit of competence.</small>	Martin Baine

Host Employer (if applicable)	
Name	
Workplace Location	
Contact Person	
Contact Number	
Position	

Training	
Training Proposed Start Date	04-03-2019
Training Proposed End Date	09-02-2023
PUSH Hours:	1000
Expected Supervised PUSH Hours:	1000
Next Progression Point:	550 hours (50%)

PART 2 – Competency Based Completion Training Plan Part II

Part II of the Training Plan displays the planning of each unit of competency; with timeframes for delivery proposed against each and the signatures of all parties to the contract

Competency Based Completion Training Plan Part II						
Employer	I ELECTRICAL		Apprentice	YO		
RTO	FEDERATION UNIVERSITY AUSTRALIA		EPSILON No.	41		
Qualification	Certificate III in Electrotechnology Electrician		Qualification code	UEE30811		
Current Year	3		Date From	10-02-2020	Date To	31-12-2020
Training and Assessment						
Year	Units of Competence	Core / Elective	Confirmer	Delivery method	Assessment Method(s)	Proposed Date/s
2	UEENED101A Use computer applications relevant to a workplace	Elective	Employer confirmed	Classroom	Practical assessment task Knowledge assessment task	31-12-2019
2	UEENEE104A Solve problems in d.c. circuits	Core	Employer confirmed	Classroom	Practical assessment task Knowledge assessment task	31-12-2019
2	UEENEE107A Use drawings, diagrams, schedules, standards, codes and specifications	Core	Employer confirmed	Classroom	Practical assessment task Knowledge assessment task	31-12-2019
2	UEENEE137A Document and apply measures to control OHS risks associated with electrotechnology work	Core	Employer confirmed	Classroom	Practical assessment task Knowledge assessment task	31-12-2019
2	UEENEEG063A Arrange circuits, control and protection for general electrical installations	Core	Employer confirmed	Classroom	Practical assessment task Knowledge assessment task	31-12-2019
2	UEENEEG101A Solve problems in electromagnetic devices and related circuits	Core	Employer confirmed	Classroom	Practical assessment task Knowledge assessment task	31-12-2019
2	UEENEEG106A Terminate cables, cords and accessories for low voltage circuits	Core	Employer confirmed	Classroom	Practical assessment task Knowledge assessment task	31-12-2019
2	UEENEEK142A Apply environmentally and sustainable energy procedures in the energy sector	Core	Employer confirmed	Classroom	Practical assessment task Knowledge assessment task	31-12-2019
3	UEENEEC020B Participate in Electrical Work and Competency Development Activities	Core	Employer confirmed	Classroom	Practical assessment task Knowledge assessment task Project / Portfolios assessment task	31-12-2020
3	UEENEEF102A Install and maintain cabling for multiple access to telecommunication services	Elective	Employer confirmed	Classroom	Practical assessment task Knowledge assessment task	31-12-2020
3	UEENEEG006A Solve problems in single and three phase low voltage machines	Core	Employer confirmed	Classroom	Practical assessment task Knowledge assessment task	31-12-2020
3	UEENEEG033A Solve problems in single and three phase low voltage electrical apparatus and circuits	Core	Employer confirmed	Classroom	Practical assessment task Knowledge assessment task	31-12-2020
3	UEENEEG102A Solve problems in low voltage a.c. circuits	Core	Employer confirmed	Classroom	Practical assessment task Knowledge assessment task	31-12-2020

I have completed a pre-training review and have contributed to the development of this plan including the schedule of proposed employer contact points, competency confirmation process and response time frame of 7 days. I am aware of my responsibilities to ensure that this plan and its ongoing development is implemented and monitored over the duration of the Training Plan.

I, the Employer, agree the RTO is to result all units of competencies not performed in the Workplace as indicated in this training plan

Agreement

Employer	
Name	Matt
Signature	
Date	

RTO	
Name	James Pilbeam
Signature	
Date	

Apprentice/Trainee	
Name	YO
Signature	
Date	

School based apprenticeships only	Name of School	Representative signature
In order for the Training Plan to be registered with the HESG as a SBAT a school representative is required to sign the student's Training Plan. The school's acknowledgement indicates awareness of the Training Plan and the study, training and work commitments of the student. In signing the Training Plan, the school is not endorsing the quality of the training for the SBNA, the occupational health and safety arrangements, or the wage arrangements/requirements. The Training Plan, signed off by the school, must be returned to the RTO as soon as possible to enable training to commence.		
		Name
		Date

Signatures consist of:

1. Employer
2. RTO Contact
3. Apprentice
4. School (only applicable if the apprentice is a school based apprentice)

PART 4 – Competency Based Completion Training Plan Part IV (includes Assessment Part III)
Competency Based Completion Training Plan Part IV (includes Assessment Part III)

Employer	ELECTRICAL		Apprentice	YOI			
RTO	FEDERATION UNIVERSITY AUSTRALIA		State Trainee ID.				
Qualification	Certificate III in Electrotechnology Electrician		Qualification Code	UEE30811			
Units to be completed to gain the above qualification							
Unit	Scheduled Hours	Year	Current Status	Unit Start Unit End date	Assess Date Confirm date	Assessor	Confirmer
UEENEEED101A Use computer applications relevant to a workplace	20	2	CY Completed	04-03-2019 to 31-12-2019	07-03-2019 05-12-2019	jlannen	Employer
UEENEEEEE104A Solve problems in d.c. circuits	80	2	CY Completed	04-03-2019 to 31-12-2019	16-05-2019 05-12-2019	Ameehan	Employer
UEENEEEEE107A Use drawings, diagrams, schedules, standards, codes and specifications	40	2	CY Completed	04-03-2019 to 31-12-2019	21-06-2019 05-12-2019	jlannen	Employer
UEENEEEEE137A Document and apply measures to control OHS risks associated with electrotechnology work	20	2	CY Completed	04-03-2019 to 31-12-2019	25-10-2019 05-12-2019	Isearle	Employer
UEENEEEG063A Arrange circuits, control and protection for general electrical installations	40	2	CY Completed	04-03-2019 to 31-12-2019	29-08-2019 05-12-2019	Ameehan	Employer
UEENEEEG101A Solve problems in electromagnetic devices and related circuits	60	2	CY Completed	04-03-2019 to 31-12-2019	23-10-2019 05-12-2019	Ameehan	Employer
UEENEEEG106A Terminate cables, cords and accessories for low voltage circuits	40	2	CY Completed	04-03-2019 to 31-12-2019	09-08-2019 05-12-2019	Isearle	Employer
UEENEEEK142A Apply environmentally and sustainable energy procedures in the energy sector	20	2	CY Completed	04-03-2019 to 31-12-2019	17-05-2019 05-12-2019	rncqualter	Employer
UEENEEEF102A Install and maintain cabling for multiple access to telecommunication services	120	3	CY Completed	03-02-2020 to 31-12-2020	24-04-2020 24-04-2020	Rgifford	Employer
UEENEEEEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace	20		CT	04-03-2019 to 31-12-2019			Employer
UEENEEEEE102A Fabricate, assemble and dismantle utilities industry components	40		CT	04-03-2019 to 31-12-2019			Employer
UEENEEEEE105A Fix and secure electrotechnology equipment	20		CT	04-03-2019 to 31-12-2019			Employer
UEENEEEC020B Participate in Electrical Work and Competency Development Activities	20	3		04-03-2019 to 09-02-2023			Employer
UEENEEEG006A Solve problems in single and three phase low voltage machines	80	3		03-02-2020 to 31-12-2020			Employer

Part III of the Training Plan displays the progress of each unit of competency being delivered and the status of each

To be completed once all training is completed and competence for the above qualification has been achieved

Once this is signed Federation University Australia will inform HESG who will then provide confirmation to the parties that the Contract of Training has been completed effective from the stated date. I certify that the effective completion of the qualification is ___/___/___.

Qualification	Certificate III in Carpentry	Code	CPC30211
---------------	------------------------------	------	----------

Proposed date	25-03-2021
Completion date	
Employer	

On achievement of all units of competency within the qualification signatures from the employer; RTO contact; apprentice and school if applicable) will be required.

Name: Mr Ry;
Date:

Apprentice

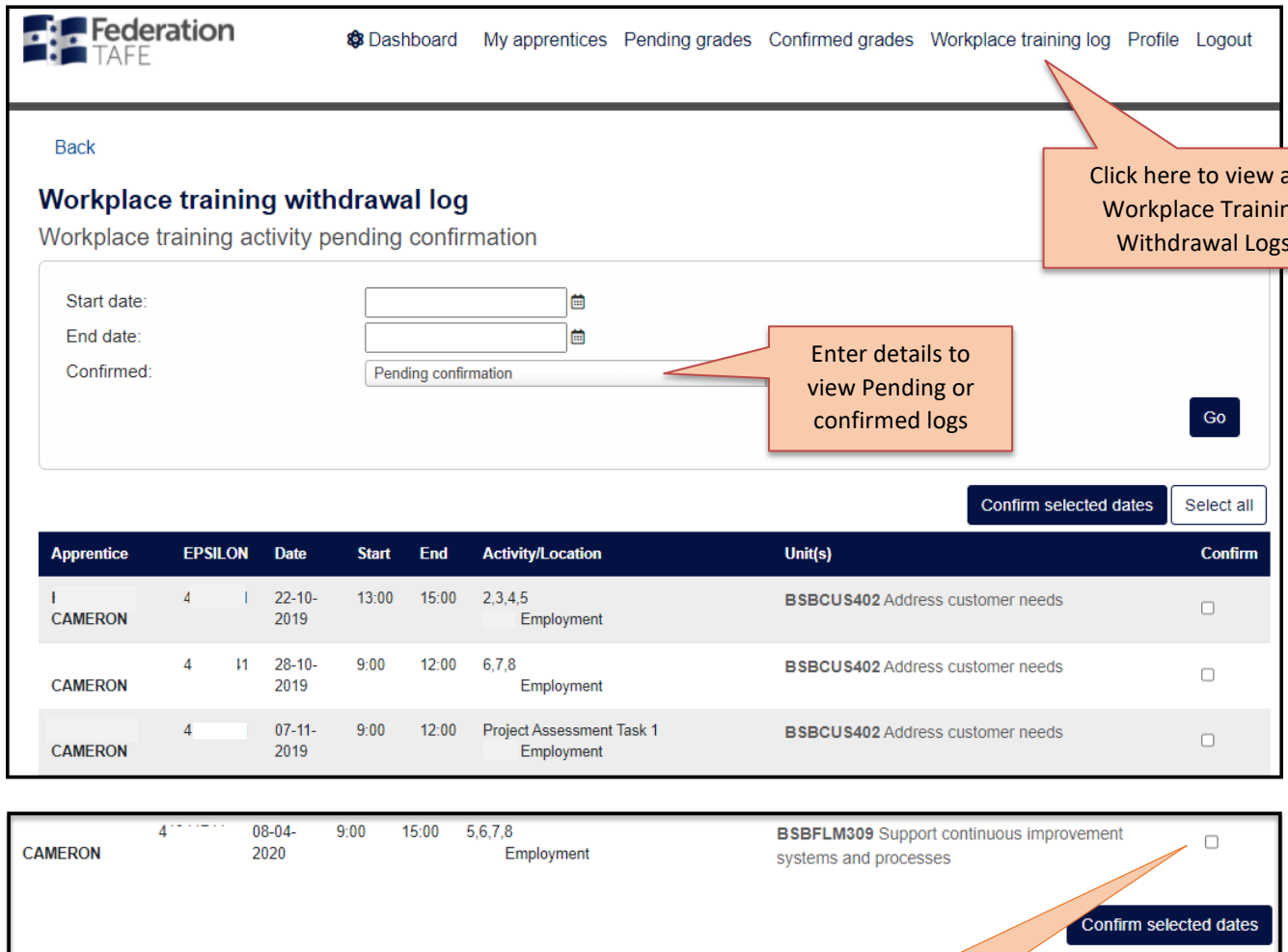
Name: JAF
Date:

RTO




Name: Graham Andrews
Date:

Workplace Training Withdrawal Log

If your Apprentice/Trainee has completed a Workplace Training Log, you will be able to view them here. Select 'Pending Confirmation' and confirm or alternatively, you can view any logs you have confirmed in the past.



Workplace training withdrawal log
Workplace training activity pending confirmation

Start date: 
 End date: 
 Confirmed: 

Go

Confirm selected dates **Select all**

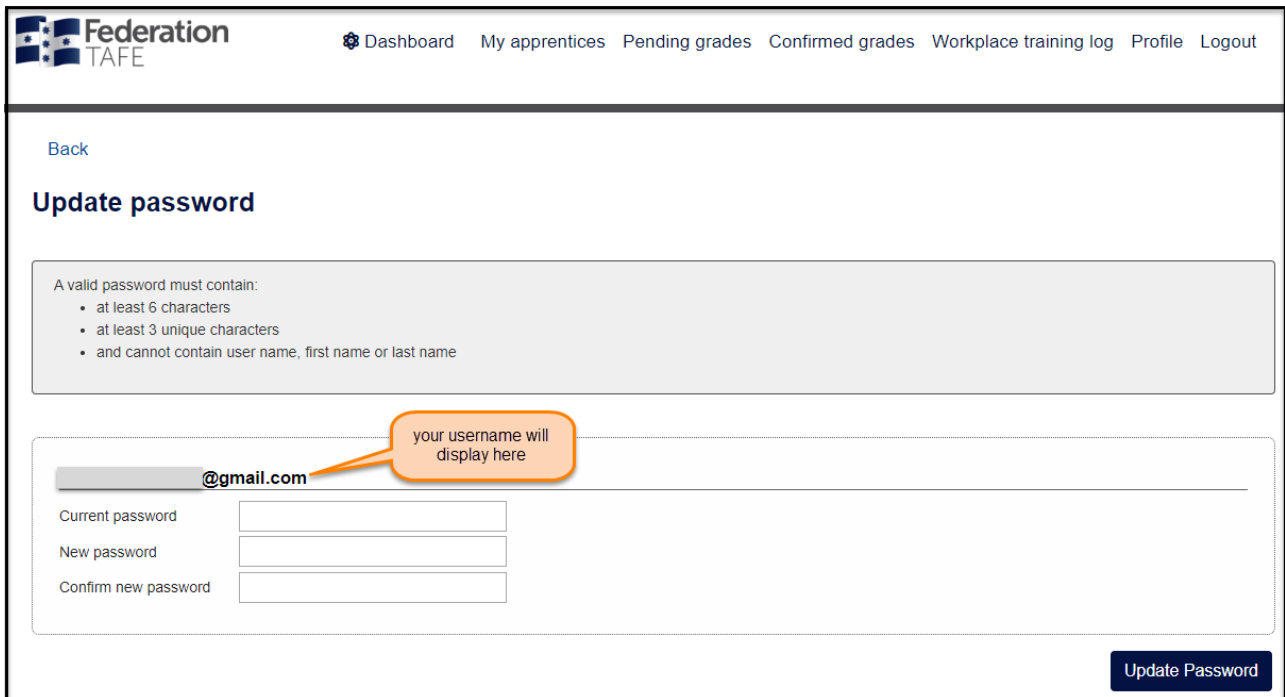
Apprentice	EPSILON	Date	Start	End	Activity/Location	Unit(s)	Confirm
I CAMERON	4	22-10-2019	13:00	15:00	2,3,4,5 Employment	BSBCU\$402 Address customer needs	<input type="checkbox"/>
CAMERON	4	28-10-2019	9:00	12:00	6,7,8 Employment	BSBCU\$402 Address customer needs	<input type="checkbox"/>
CAMERON	4	07-11-2019	9:00	12:00	Project Assessment Task 1 Employment	BSBCU\$402 Address customer needs	<input type="checkbox"/>

CAMERON	4	08-04-2020	9:00	15:00	5,6,7,8 Employment	BSBFLM309 Support continuous improvement systems and processes	<input type="checkbox"/>
---------	---	------------	------	-------	-----------------------	--	--------------------------

Confirm selected dates

ATOM Password

Your password can be changed anytime but please be mindful if you have multiple users for your company; chose a password easy to remember.



Back

Update password

A valid password must contain:

- at least 6 characters
- at least 3 unique characters
- and cannot contain user name, first name or last name

your username will display here

Current password

New password

Confirm new password

Update Password

Email Notifications

ATOM will generate and forward out notifications to an employer’s email address that you will have provided as part of the apprenticeship/ traineeship contract commencement with the Australian Apprenticeship Support Network (AASN). Our Federation TAFE representative will check this is correct when they meet/ contact you in the initial stages.

Notifications you will receive include:

Employer welcome email

Welcome to Federation TAFE.

Our Apprenticeship/Traineeship Online Management system allows you complete access to finalise student assessment in one handy location.

To access the system visit <https://atom.federation.edu.au/> and login with the following details:

Username	@bigpond.com
Default Password	a821474
Set Password	Set Password

A welcome email will be the first point of contact between the employer and Federation TAFE. This will provide you with your login and temporary password to use to access the ATOM system

Notification of Absence or Partial Attendance

Federation TAFE, this notification email is to advise you that your Apprentice has been recorded as absent from or only partially attending their scheduled training. If you wish to discuss this matter with us, please contact us on 1800 333 864 and ask for your required department, or via atom@federation.edu.au

We are required by the State Government to report non-attendance of an Apprentices scheduled training to Victorian Registration and Qualifications Authority (VRQA) Ref point 4.1F; <http://www.education.vic.gov.au/Documents/training/providers/rto/apprenticeshiptraineeshiptrainingguidelines.pdf>.

Date	15-09-2020		
Apprentice	STEEL .45 teel@gmail.com		
Qualification	AHC31016: Certificate III in Parks and Gardens		
Teacher	Polly Musgrove		
Attendance	A - Absent		
Units	Unit AHCARB208 Recognise trees	Hours 6.0	Withdrawn?
Notes			

This notification will be issued when your apprentice/ trainee is not in attendance with Federation TAFE for class. You will be notified with the hours that they were absent for.

Contact Details

For any inquiries please email ATOM Helpdesk on atom@federation.edu.au

or contact us on: 1800 333 864

Definitions and Acronyms

AA	Australian Apprentice
AASN	Australian Apprenticeship Support Network
AC	Awaiting Employer Confirmation
AFO	Apprenticeship Field Officer
ATOM	Apprenticeship/Traineeship Online Management
CBC Competency Based Completion	Competency Based Completion is the system under which all Apprenticeships and Traineeships now operate. This means that Apprenticeships are no longer set to time and are deemed complete when the RTO and Employer agree on competence (this may not exceed the nominal duration of the contract unless an extension has been formally negotiated via the AAC).
CN	Not Competent
CS	Campus Solutions. Federation University's student management system
CT	Credit Transfer
CY	Competent
EPSILON Registration	Notification that a training contract has been signed by the Employer and Apprentice/Trainee and that the Federation TAFE have been chosen as the registered training organisation.
Group	A defined group of students. A group is used to manage and track course delivery to these students. Campus Solutions issues a unique ID identifier to each group
HESG	Higher Education and Skills Group (formerly Skills Victoria)
LL&N Assessment	LL&N Assessment is an evaluation used to measure the literacy and numeracy levels of commencing Apprentices and Trainees in order to provide learning support. This is a requirement of the University's Agreement with the State Government.
POL	Place of Learning (Term used on EPSILON notification for RTO)
RPL Recognition of Prior Learning	RPL is an assessment process that assesses a person's skills and knowledge to determine the extent to which they have achieved the required learning outcomes, competency outcomes, or standards for partial or total completion of a qualification. It involves the upfront assessment of a person's skills and knowledge and does not include the provision of any training. Students may apply for RPL at any time during their enrolment, as long as they have not received any training in the unit for which RPL is sought

RTO Registered Training Organisation	Training organisation registered by a registering body (e.g. HESG) in accordance with the Australian Skills Quality Agency, within a defined scope of programs
SBAT School Based Apprentice or Trainee	A SBAT is an apprenticeship or traineeship undertaken by a student enrolled in a senior secondary program (VCE or VCAL), with at least one day per week timetabled to be spent on the job or in training during the normal school week.
Training Contract	A training contract is a legally binding agreement that places obligations on both the employer and the apprentice or trainee. It includes details about the duration of the contract and the training that will be undertaken.
Training Plan	Details the training arrangements that have been negotiated between the apprentice/trainee, the employer and the RTO to facilitate the attainment of competencies for a particular AQF qualification. These arrangements include: the selection and sequencing of units of competency; timing; location; mode of delivery; and assessment details.
VASS Victorian Assessment Software System	VASS is a web-based system that enables school-based users to administer their students' study programs.
WDN	Withdrawn (from a unit of competency on Campus Solutions)

