

Teaching Staff

User Guide for ATOM

Apprenticeship | Traineeship | Online
| Management | System

APPRENTICESHIPS / TRAINEESHIPS

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Starting Off

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

After entering the above URL to access the website the following screens will appear, (please do not put www. In front)

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.



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:

Use your Novell login details that have been supplied to you by FedUni TAFE

Forgotten password?

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

Dashboard View

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

Throughout this manual this page will be referenced to as the **DASHBOARD** view. Each coloured tile below once clicked on will give you access to the areas.

Quick Student Search	Attendance Rolls	Archiving	Compliance
Training Plans	Reports	Support	

Links

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

Forms

- 2018 FedU VET TAFE EnrolForm 261017 PRINT.pdf (690Kb)
- 2018 Guidelines about Apprenticeship Traineeship.pdf (510Kb)
- 2018 Continuing student Variation to Enrolment Form 29112017.pdf (72Kb)
- Apprentice Contacts 2018.docx (99Kb)
- Apprentice Introduction Letter.docx (28Kb)
- Apprentice Teacher User Guide 2018.pdf (2,366Kb)
- ATOM integration to Campus FactSheet 2017.pdf (74Kb)
- ATOM Student User Guide Version 5 April 2016.pdf (1,040Kb)
- Australian Apprenticeship Network Services Jan 2018.pdf (142Kb)
- Child Safety Policy.pdf (129Kb)
- Employer CBC Fact sheet doc .pdf (60Kb)
- Employer Introduction letter.docx (20Kb)
- Employer Units of Competency not performed in the Workplace Acknowledgement Jan 2018.docx (197Kb)
- FedUni Displaced unemployed Apprentice letter.docx (214Kb)
- FedUni VET Absence Non Compliance Notification 2018.pdf (48Kb)
- FedU 2018 VET InfoGuide 020218.pdf (7,454Kb)
- FedU TAFE AppTrainee FileNote 2018.pdf (46Kb)
- FedU TAFE CBC TrainingPlan 2018 .pdf (476Kb)
- FedU TAFE WithdrawalLog 2018 V2.pdf (50Kb)
- Initial Visit Pack Information Checklist Jan 2018.docx (93Kb)
- Notification Apprentice Change of DELTA Details Jan 2018.docx (185Kb)
- Notification of Non Completion Australian Apprentice at RTO 2018.docx (214Kb)
- Outstanding results Displaced unemployed Apprentice 2018.docx (201Kb)
- Pre Training Review Instructions for Staff.pdf (76Kb)
- VET Attendance Roll Teacher User Guide 2018.pdf (2,150Kb)
- VET PreTrainingReview 2018.pdf (1,057Kb)
- VRQA apprentice employer chk list.docx (95Kb)

Procedures and Forms

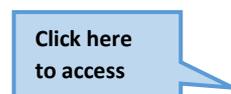
Forms are made available based on your level of access. Simply click on the link for each document to view/ print the selected document.

Forms

- [2018 FedU VET TAFE EnrolForm 261017 PRINT.pdf](#) (690Kb)
- [2018 Guidelines about Apprenticeship Traineeship.pdf](#) (510Kb)
- [2018 Continuing student Variation to Enrolment Form 29112017.pdf](#) (72Kb)
- [Apprentice Contacts 2018.docx](#) (99Kb)
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- [Australian Apprenticeship Network Services Jan 2018.pdf](#) (142Kb)
- [Child Safety Policy.pdf](#) (129Kb)
- [Employer CBC Fact sheet doc .pdf](#) (60Kb)
- [Employer Introduction letter.docx](#) (20Kb)
- [Employer Units of Competency not performed in the Workplace Acknowledgement Jan 2018.docx](#) (197Kb)
- [FedUni Displaced unemployed Apprentice letter.docx](#) (214Kb)
- [FedUni VET Absence Non Compliance Notification 2018.pdf](#) (48Kb)
- [FedU 2018 VET InfoGuide 020218.pdf](#) (7,454Kb)
- [FedU TAFE AppTrainee FileNote 2018.pdf](#) (46Kb)
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- [Outstanding results Displaced unemployed Apprentice 2018.docx](#) (201Kb)
- [Pre Training Review Instructions for Staff.pdf](#) (76Kb)
- [VET Attendance Roll Teacher User Guide 2018.pdf](#) (2,150Kb)
- [VET PreTrainingReview 2018.pdf](#) (1,057Kb)
- [VRQA apprentice employer chk list.docx](#) (95Kb)

Also to access the Australian Apprenticeship Delivery (VET) Procedure

- Click on either option



ATOM

Dashboard

Apprentice Training

- VET Current Apprentices
- VET Archived Apprentices
- VET Apprentice Groups
- Training Contact Schedule
- Meeting Records
- Qualification Templates
- Archived Qualification Templates
- Workplace training log

General Students

- VET General Students
- VET Archived General Students

Procedures and Forms

- Australian Apprenticeship Delivery (VET) Procedure

Admin

- Reports Dashboard

Logout

Managing Training Plans

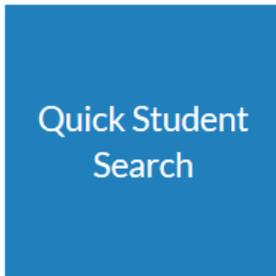
Quick Student Search

There are 2 ways to look up a student’s details within ATOM:

OPTION 1

Click on the below blue tile; **Quick Student Search**,

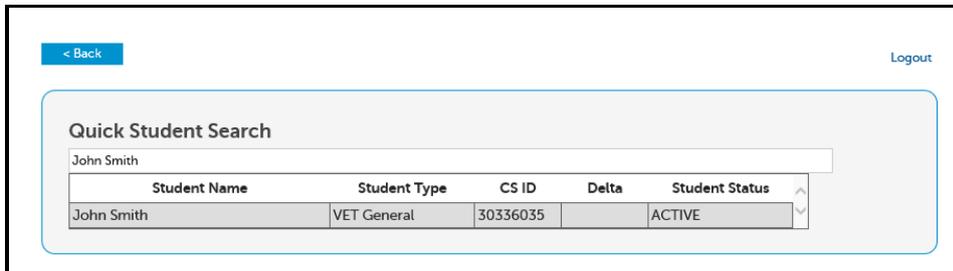
You can search any students profile details whether an apprentice/ trainee or VET General Student.



You can search by the following options:

- Students first name or surname; or both
- DELTA Registration Number
- Campus Solutions ID

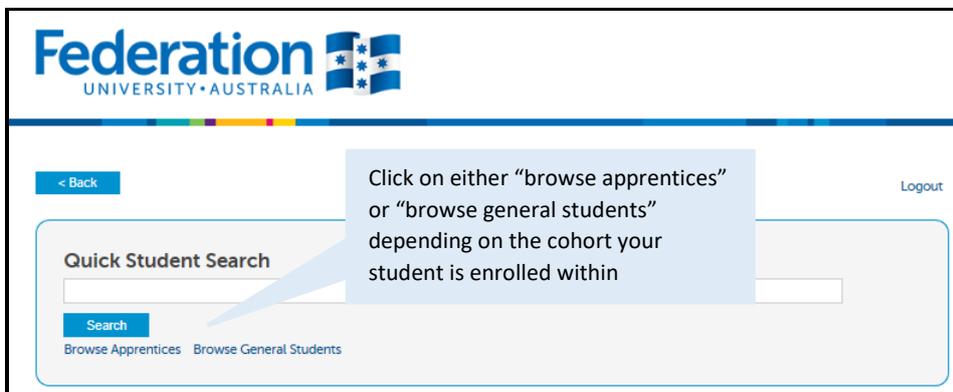
Start entering the above combinations into the Search field as below for the student you wish to view



The screenshot shows a web interface with a search bar containing 'John Smith'. Below the search bar is a table with the following data:

Student Name	Student Type	CS ID	Delta	Student Status
John Smith	VET General	30336035		ACTIVE

OR

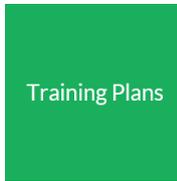


The screenshot shows the search interface with a callout box that says: "Click on either 'browse apprentices' or 'browse general students' depending on the cohort your student is enrolled within". Below the search bar are two buttons: "Browse Apprentices" and "Browse General Students".

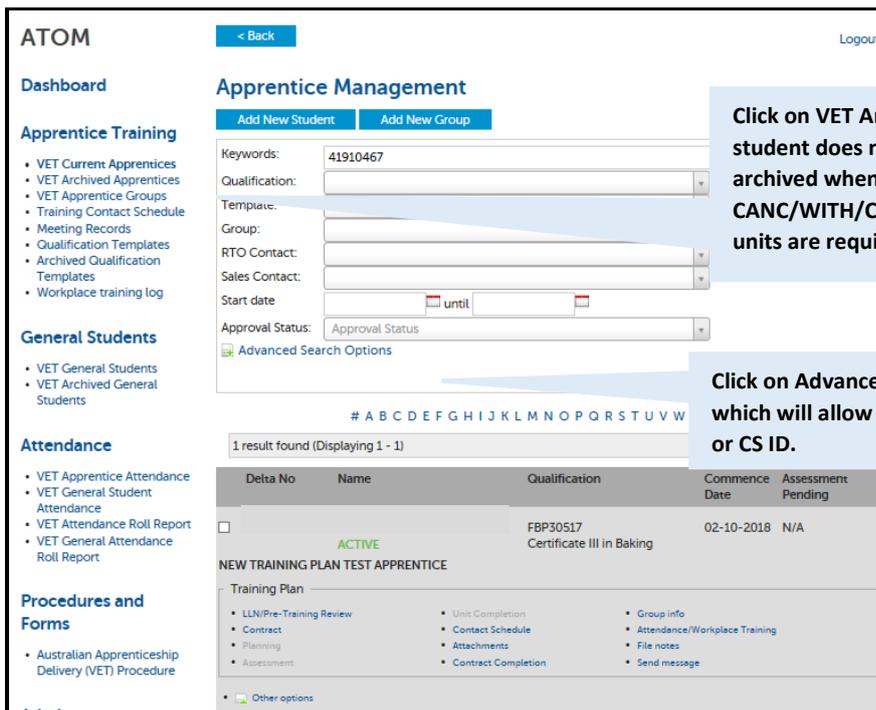
Training Plans

OPTION 2

Click on the below green tile; **Training Plans**,



You can search for a student or student group by any of the below fields: Keywords; Qualification, Template; Group, RTO Contact; Sales Contact; Date Range; Approval Status: approval pending/ approval received. Then Click **GO**



Click on VET Archived Apprentices if a student does not appear, all students are archived when their Status is updated to CANC/WITH/COMPLETED and no outstanding units are requiring assessment

Click on Advanced Search Options which will allow search by Delta Status or CS ID.

Delta No	Name	Qualification	Commence Date	Assessment Pending
FBP30517	ACTIVE	Certificate III in Baking	02-10-2018	N/A

You have the option to click on Advanced Search Options also, this will allow you to search by the DELTA Status (Active, Active Re commencement, Suspended, Cancelled or Withdrawn); Campus Solutions ID (CS ID); Attendance; (Tick options of Yes/ No on Training Plans/ Units selected/ archived

Advanced Search Options

DELTA Status:

CS ID:

Attendance:

Training plan?: Yes No

Units selected?: Yes No

LLN Score?: Yes No

Archived: Yes No

Other Options

Quick links identified are:

- **Training Plan**
 - [LLN/ Pre Training Review](#)
 - [Contract](#)
 - [Planning](#)
 - [Assessment](#)
 - [Unit Completion](#)
 - [Contact Schedule](#)
 - [Attachments](#)
 - [Contract Completion](#)
 - [Group info](#)
 - [Attendance/ Workplace Training](#)
 - [File notes](#)
 - [Send message](#)
- **Other options** Click on to expand view
 - [View DELTA Record](#)
 - [View Grade Log](#)
 - [View Message Log](#)

Delta No	Name	Qualification	Commence Date	Assessment Pending
<input type="checkbox"/>	ACTIVE	FBP30517 Certificate III in Baking	02-10-2018	N/A
NEW TRAINING PLAN TEST APPRENTICE				
Training Plan <ul style="list-style-type: none"> <li style="width: 33%;">• LLN/Pre-Training Review <li style="width: 33%;">• Contract <li style="width: 33%;">• Planning <li style="width: 33%;">• Assessment <li style="width: 33%;">• Unit Completion <li style="width: 33%;">• Contact Schedule <li style="width: 33%;">• Attachments <li style="width: 33%;">• Contract Completion <li style="width: 33%;">• Group info <li style="width: 33%;">• Attendance/Workplace Training <li style="width: 33%;">• File notes <li style="width: 33%;">• Send message 				
• Other options				

Each quick link directs you to individual tabs within the training plan

• Other options
Other
<ul style="list-style-type: none"> <li style="width: 33%;">• View DELTA Record <li style="width: 33%;">• View Grade Log <li style="width: 33%;">• View Message Log <li style="width: 33%;">• Reset unit selection <li style="width: 33%;">• Reset training plan

PLEASE NOTE: The view above will only be available to NEW DELTA imports as introduced on 9th October, 2018, all previous Active apprentice/ trainee students will have a previous format as below.

Delta No	Name	Qualification	Commence Date	Assessment Pending
<input type="checkbox"/>	ACTIVE	FBP30517 Certificate III in Baking	02-10-2018	N/A
Training Plan				
<ul style="list-style-type: none"> • LLN/Pre-Training Review • Contract • Unit Selection 				
<ul style="list-style-type: none"> • Planning and Assessment • Contact Schedule • Attachments • Contract Completion 				
<ul style="list-style-type: none"> • Group info • Attendance/Workplace Training • File notes • Send message 				
<ul style="list-style-type: none"> • Other options 				
Other				
<ul style="list-style-type: none"> • View DELTA Record • View Grade Log • View Message Log • Reset unit selection • Reset training plan • Archive Apprentice • Switch to training plan format 2 • Delete Apprentice • Login as Apprentice • Training plan audit log 				

LLN/ Pre- Training Review

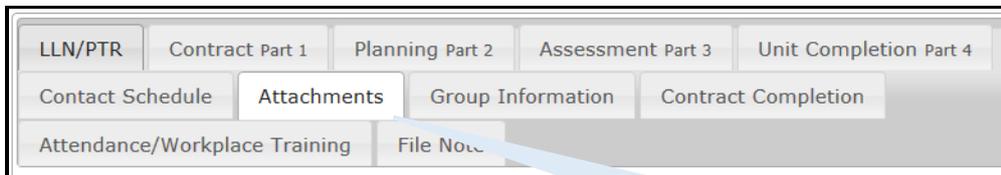
Literacy, Language and Numeracy (LLN)

A language, literacy and numeracy review will be completed by all apprentice/ trainees as part of the pre-training review process; the results of the review will be discussed with the student to determine suitability of the course and identify additional support that may be required.

On completion of the LLN review, results will be provided within 24 hours to the nominated contact per department, these results are also added to the Federation College Database, located at: [L/Federation College/LLN Database/ LLN SCORE DATABASE.xlsx](#)

Within this test 3 areas of assessment are reviewed, covering Reading/ Writing and Numeracy. A score out of 4 (ACSF level) is applied.

ATOM requires a copy of the LLN results be uploaded to the “Attachments” tab.



LLN plus all documents relating to an apprentice/ trainees contract to be uploaded to “attachments:

For further details regarding Literacy, Language and Numeracy (LLN)
Federation College
LLN Coordinator
l.frost-camilleri@federation.edu.au

Pre-Training Review (PTR)

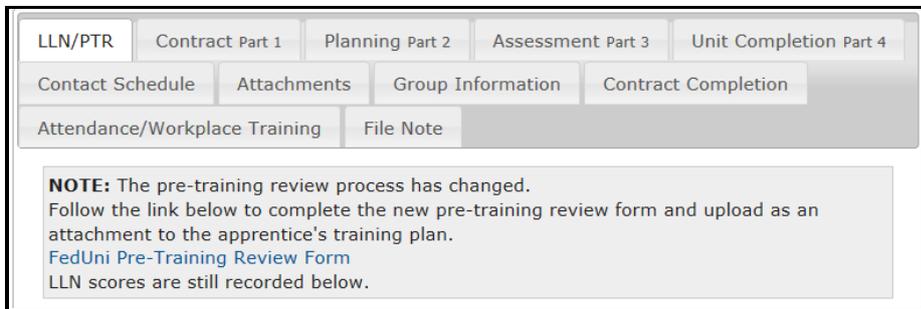
The purpose of the Pre-Training Review Form is to demonstrate that the qualification/s the student wishes to enrol in is the most suitable training option. The Pre-training Review will also help to determine the appropriate learning strategies and learning resources are put in place to enable successful completion of a program or course.

Complete the new pre-training review form directly from the link provided on the **DASHBOARD – FORMS – Pre_Training_Review_2018_.pdf**

Please note links within the training plan have been disabled.

The Pre-Training Review contains the information we need to gather to deliver tailored individualised training to an apprentice/ trainee.

Please note Pre 2015 pre training review details are displayed in the LLN tab for reference, these fields are READ ONLY.



Please ensure that the following is completed for each student to ensure that we are deemed compliant:

- LL/ Pre Training Review forms are fully completed, with **all** questions completed
- Ensure the student has signed and dated (ensure that the date the form is signed by the student is **before** the date of the “Enrolment Form”).
- Ensure the LLN results and the Pre-Training Review form are retained with the students records and the forms are uploaded as an “attachment” to the apprentice’s training plan



You will also find the Pre-Training Review form and instructions located here under Forms

Contract – Part 1

Part 1 of the training plan contains the training contract details – the agreement between the apprentice/trainee, their employer and the registered training organisation (RTO).

Initially you will only find pre-populated details as supplied via the importing of the DELTA contract, you will be required to update any remaining fields with information as per the apprentice/ trainee enrolment details.

FBP30517
 Certificate III in Baking

02-10-2018 N/A

ACTIVE

NEW TRAINING PLAN TEST APPRENTICE

Training Plan

- [LLN/Pre-Training Review](#)
- [Unit Completion](#)
- [Group info](#)
- [Contract](#)
- [Contact Schedule](#)
- [Attendance/Workplace Training](#)
- [Planning](#)
- [Attachments](#)
- [File notes](#)
- [Assessment](#)
- [Contract Completion](#)
- [Send message](#)

• Other options

Delta No	Name	Qualification	Commence Date	Assessment Pending
<input type="checkbox"/>	ACTIVE	FBP30517 Certificate III in Baking	02-10-2018	N/A
<p style="font-weight: bold; margin: 0;">NEW TRAINING PLAN TEST APPRENTICE</p> <div style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p style="margin: 0;">Training Plan</p> <ul style="list-style-type: none"> <li style="width: 33%; margin-right: 3%; margin-bottom: 5px;">• LLN/Pre-Training Review <li style="width: 33%; margin-right: 3%; margin-bottom: 5px;">• Unit Completion <li style="width: 33%; margin-bottom: 5px;">• Group info <li style="width: 33%; margin-right: 3%; margin-bottom: 5px;">• Contract <li style="width: 33%; margin-right: 3%; margin-bottom: 5px;">• Contact Schedule <li style="width: 33%; margin-bottom: 5px;">• Attendance/Workplace Training <li style="width: 33%; margin-right: 3%; margin-bottom: 5px;">• Planning <li style="width: 33%; margin-right: 3%; margin-bottom: 5px;">• Attachments <li style="width: 33%; margin-bottom: 5px;">• File notes <li style="width: 33%; margin-right: 3%; margin-bottom: 5px;">• Assessment <li style="width: 33%; margin-right: 3%; margin-bottom: 5px;">• Contract Completion <li style="width: 33%; margin-bottom: 5px;">• Send message <p style="margin: 0; margin-top: 5px;">• Other options</p> </div>				

Click on Contract to be directed to Contract Part 1 to commence pre-filling the training plan

DELTA – Template - Group

- Shaded in grey are pre-filled fields imported via the DELTA agreement
- The following sections will need to be completed:
 - **Template** – use drop down menu and click on the relevant Program identifier – once selected you will be provided with units of competency applied to this qualification at the bottom of the Contract Part 1 page.
 Please note if a qualification identifier is not available you will need to add one by going to “Qualification Templates”, Go to Page on how to add a Qualification Template.
 - **Group** – use drop down menu and click on the relevant group you wish the enrolment to be attached with.

LLN/PTR	Contract Part 1	Planning Part 2	Assessment Part 3	Unit Completion Part 4
Contact Schedule	Attachments	Group Information	Attendance/Workplace Training	
File Note				
<ul style="list-style-type: none"> • Training Contact Details • Apprentice Details • FedUni Specific • Email Plan to Apprentice • Email School Login • Employer Details • RTO Details • Agreement • <input checked="" type="checkbox"/> Send message • Email Employer Login • Host Employer • Training • Completion • Email Plan to Employer 				
Training Plan Details				
Qualification	CERTIFICATE III IN BAKING			
Qualification Code	FBP30517			
Template	FBP30517: FBP30517_2018_BA... ▼			
Apprenticeship/Traineeship	Apprenticeship			
Full Time / Part Time / SBAT	Full time			
Approved Training Scheme Duration	42 months			
Contract Proposed Start Date	02-10-2018			
Contract Proposed Completion Date	31-03-2022			
Group	Student group ▼			

Employer Details

- Shaded in grey are pre-filled fields imported via the DELTA agreement
- The following sections will need to be completed:
 - Workplace Location
 - Contact Title; Contact First Name; Contact Last Name; Contact Position
 - Phone – Mobile
 - Email - this is **very important** as ATOM will forward out correspondence to employers please ensure the correct email address is entered
Please note if the employer does not have an email address or you are awaiting to confirm details, please use your FedUni TAFE email address until details are confirmed. DO NOT USE A "fake" email address.
 - ATOM login – This feature avoids multiple users being created for the same employer. If this is a new employer leave the "create a new login" box ticked. If an existing employer select from the options listed.

Employer Details

Name

Workplace Location

Contact Title

Contact First Name

Contact Last Name

Contact Position

Phone - Work

Phone - Mobile

Email

Create new login? This option will send login details to the email above

Use existing login? .COM

Fax

Preferred Contact Method

ATOM can send an email to allow 1 click confirmation of unit completion. Confirmation via Phone or Fax will need to be manually recorded by the assessor.

Assessment Response Time

Employer Address

City

Postcode

Fields shaded in blue will be pre-populated with data via the DELTA import

Ensure the email address section matches the login email

Host Employer (if applicable only)

- If applicable you will need to complete all the sections. Please note Host Employers are not set up with ATOM login details

Host Employer (if applicable)

Name

Workplace Location

Contact Title

Contact First Name

Contact Last Name

Contact Position

Contact Number

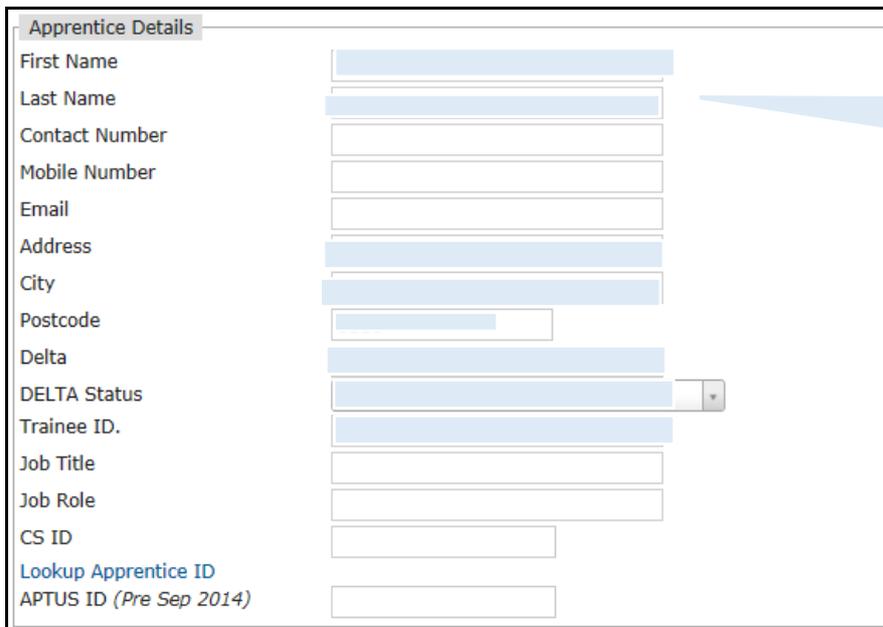
Email

Fax

Apprentice Details

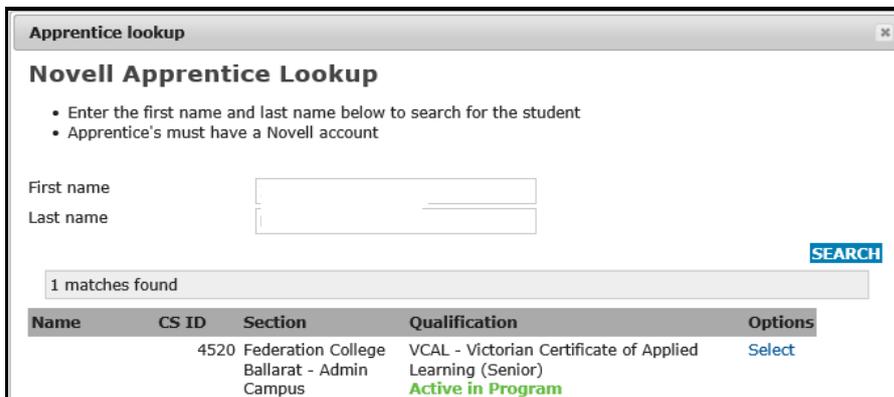
- Shaded in grey are pre-filled fields imported via the DELTA agreement
- The following sections will need to be completed:
 - [Contact number/ Mobile Number](#) – if not pre-filled please ensure a contact phone number is provided
 - [Email address](#) – the system requires this for correspondence, if not provided the system will identify this as an error. All enrolled students with FedUni TAFE are provided with a student email.
 - [Address](#) – is pre-filled from the DELTA, please check to ensure this is correct
 - [Job Title/ Job Role](#) – is pre-filled from the DELTA, please check to ensure this is correct
 - [CS ID](#) – can be searched for with the [Lookup Apprentice ID link](#) (if the CS ID is not present this will indicate that the apprentice/ trainee’s enrolment has not been process with Campus Solutions and follow up will be required.

Please note if a CS ID is not available follow up with Campus Solutions will be required/ also some areas within the training plan may be limited until the CS ID is available.



Fields shaded in blue will be pre-populated with data via the DELTA import

- Click on [Lookup Apprentice ID](#) to search for the CS ID.



Name	CS ID	Section	Qualification	Options
4520 Federation College Ballarat - Admin Campus			VCAL - Victorian Certificate of Applied Learning (Senior) Active in Program	Select

FedUni TAFE specific fields

Education Manager

The Education Manager is responsible for the delivery and/ or assessment of each unit of competence and is identified by FedUni TAFE structure.

Please select from the drop down menu your Education Manager

Education Manager

The Education Manager is responsible for the delivery and/or assessment of each unit of competence.

Education Manager

RTO Details

As the teacher appointed you are the contact person for selection here- Select your name from the drop down menu and all your details will automatically pre-fill all fields. If any fields have missing data please enter manually and make ATOM Helpdesk aware of this for updating.

RTO Details

RTO

RTO contact

RTO contact number

RTO email

RTO position

Sales & Marketing Details

Individual training plans will be assigned to a Sales & Marketing staff member only if directed by your Education Manager, please liaise as not all FedUni TAFE departments will use this field.

Sales & Marketing Details

Contact name

Contact number

Contact email

Training

You will need to indicate the dates that reflect the apprentices/ trainees **training proposed start date** and **training proposed completion date**. This enables the employer and apprentice/trainee to have a clear indication of the proposed duration of the training contract

Training

Training proposed start date

Training proposed completion date

FedUni Specific

CS (Campus Solutions) Group Code is not a mandatory field, but will assist in identifying the group attached to the apprentice/ trainee that they are enrolled within.

Enrolment Date will need to be manually entered from the signed enrolment form

FedUni Specific

CS Group Code

Enrolment date

Agreement Signatures

These will not be recorded until the end of Planning Part 2.

Agreement

? Agreement signatures are no longer recorded in part 1

Signatures are now recorded at the completion of Planning Part2.
 Select template units below, then tick "Unit selection complete" to advance to the Planning - Training and Assessment stage.

School Based Apprenticeships

Please complete the below fields only if the apprentice/trainee is identified as a "School Based" apprentice as per their DELTA agreement ,this will generate a field in Planning Part 2 for signatures for the school to complete.

for School Based Apprenticeships

School

School contact title

School first name

School last name

School position

School contact number

School contact email

Create new login?

*On provision of a school contact email, a login to access ATOM will automatically be generated on creation of this training plan.
 To send these details to the school contact select the 'Email School Login' link at the top of this form
 once the training plan has been created.*

School contact signed Date

Unit Selection (template units)

- This section will only appear when you have attached a **template** under “**Training Plan Details**” this will generate a list of units to be shown for selection from.

Template units

Packaging rules
Please refer to the packaging rules for this qualification when selecting units.
[FBP30517 Packaging Rules](#)

Employer vs RTO confirmed units
Not all employers perform the full scope of work of an apprenticeship qualification. Where a core unit of competency is not performed in the workplace, the Training Provider is not required to seek employer sign-off on that competency, this must be identified upfront in the training plan.
An elective that is not performed in the workplace may also be identified upfront in the Training Plan

Unit	Nominal Core Hours	Core	Default Year	Confirmer
FBPRBK2002 Use food preparation equipment to prepare fillings	40	Core	1	Employer to Confir
FBPRBK3001 Produce laminated pastry products	100	Core	1	Employer to Confir
FBPRBK3002 Produce non laminated pastry products	80	Core	1	Employer to Confir
FBPRBK3005 Produce basic bread products	120	Core	2	Employer to Confir
FBPRBK3006 Produce savoury bread products	100	Core	2	Employer to Confir
FBPRBK3007 Produce specialty flour bread products	100	Core	2	Employer to Confir
FBPRBK3008 Produce sponge cake products	80	Core	2	Employer to Confir
FBPRBK3009 Produce biscuit and cookie products	80	Core	2	RTO to Confirm
FBPRBK3010 Produce cake and pudding products	120	Core	2	Employer to Confir
FBPRBK3014 Produce sweet yeast products	100	Core	3	Employer to Confir
FBPRBK3015 Schedule and produce bakery production	120	Core	3	Employer to Confir
FBPRBK3016 Control and order bakery stock	40	Elective	3	Employer to Confir
FBPRBK3018 Produce basic artisan products	100	Core	3	Employer to Confir
FBPRBK4001 Produce artisan bread products	120	Elective	3	Employer to Confir
FDFFS2001A Implement the food safety program and procedures	30	Core	1	Employer to Confir
FDFOHS2001A Participate in OHS processes	40	Core	1	Employer to Confir
FDFOP2061A Use numerical applications in the workplace	30	Core	1	Employer to Confir
SIRRMER002 Merchandise food products	25	Elective	1	Employer to Confir
SITXHRM001 Coach others in job skills	20	Elective	1	RTO to Confirm

Core Units: 15
Elective Units: 4
Total Hours: 1445
Year 1 hours: 365
Year 2 hours: 600
Year 3 hours: 480

Units from other training plans or employers

Campus Solutions ID required
Lookup the Apprentice CS ID in Part 1 and update the training plan to automatically include units from previous training plans or employers
Do not add units from previous employers as CT

UPDATE AND PROCEED TO PART 2

Packaging rules - provided is a link to the training.gov.au site to review the qualification packaging rules

- Click on **Add New Unit** if there is a unit of competency not appearing within the selection
- Click on **Select All** if all units listed are to be part of the training plan
- Click on **Clear All** if you require all units to be removed.

Default Year; please select from the drop down menu which year of delivery applies against the unit of competency; these are pre-filled from the Qualification Template and will only need adjusting if a change is required per apprentice/trainee

Employer vs RTO confirmed units; please select from the drop down menu which applies to each unit of competency

Click on the Tick box against the units of competency for selection, this will highlight the unit and apply a tick to indicate this unit has been selected to the training plan.

Training Plan – you will see a list of CORE/ ELECTIVE units selected and the hours applied to each YEAR.

UPDATE and PROCEED to Part 2 – when all selections have been completed click on this button to progress to the Planning tab.

Units identified as confirmed by a previous employer

When a unit for selection is identified with a red marker as below, this indicates the unit of competency has been completed and has been confirmed by a previous employer. In this instance you will not be required to select this unit to be added to the training plan. This will occur automatically.

Please note if a CS ID is not displayed within Contract Part 1 the match up of units will not occur.

Unit	Nominal Hours	Core	Default Year	Confirmer
CPECCA2002B Use carpentry tools and equipment	96	Core	1	Employer <input type="checkbox"/>
CPECCA2003A Erect and Dismantle Formwork for Footings and Slabs on Ground	24	Elective	2	Employer <input type="checkbox"/>
CPECCA2011A Handle carpentry materials	16	Core	1	Employer <input type="checkbox"/>
CPECCA3001A Carry Out General Demolition of Minor Building Structures	32	Core	4	Employer <input type="checkbox"/>
CPECCA3002A Carry Out Setting Out	24	Core	1	Employer <input type="checkbox"/>

This information marker indicates that the unit of competency has been completed and has been confirmed by a previous employer. You **do not** need to select this unit of competency.

Credit Transfer Units (CT)

Credit transfer allows you to apply a CT for completed units of competency where the apprentice/trainee has provided a statement of attainment/transcript for units that are code for code or identified as equivalent.

Please use the dropdown box to select the CT option.

- You will be required to “tick” the Unit Selection Complete box and click on “update”

Unit selection confirmation required

Confirm unit selection and update the training plan to begin unit planning.

Unit Selection Complete?

Tick this box, please review current units to ensure they are correct and assigned to the correct Year.

Update and proceed to Part 2

- On successfully clicking on “update and proceed to Part 2” you will be given a green box indicating “Training Plan added successfully”, if you receive errors highlighted in orange this will identify any errors that will need to be fixed prior to moving on to Planning Part 2.

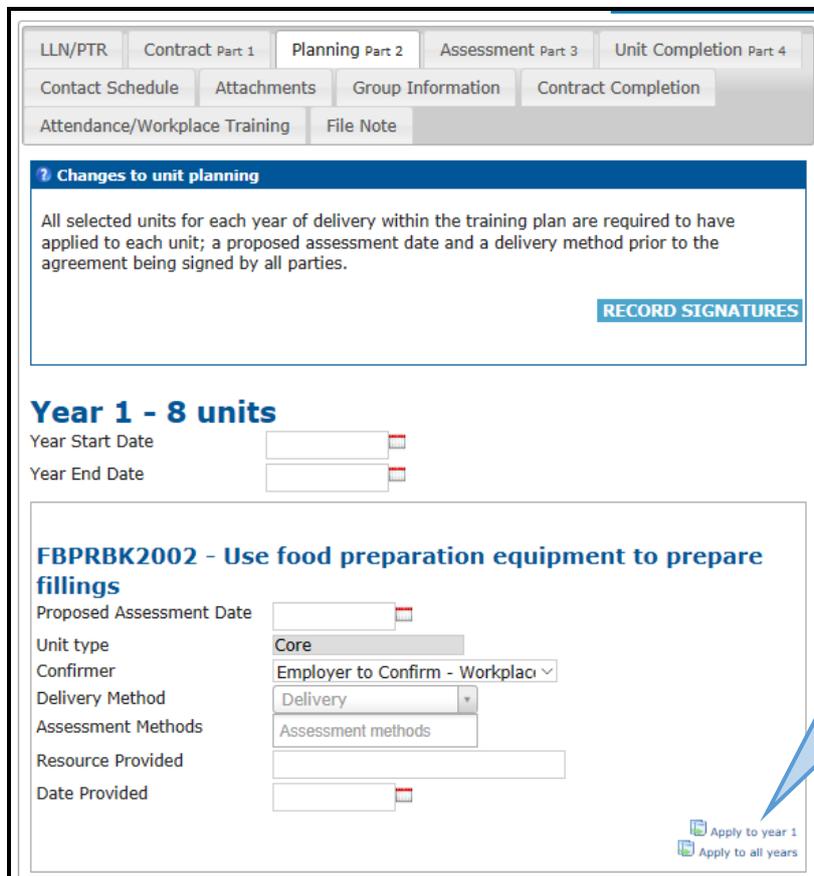


Planning – Part 2

Planning Units of Competency – per Year

Please note this section is mandatory and all selected units of competency must contain all required data to each before you can progress to recording of signatures.

- This section will identify the number of units of competency to be completed in each Year and the Year Start Date and Year End Date for each.
- Teachers must complete this section for all Years when creating the training plan to ensure that we present to employers/ apprentices and trainees a proposed training plan that outlines the proposed timelines at the commencement of training
- Teachers will need to update the following details for each unit of competency:
 - **Proposed Assessment Date** – date must be within the **Year Start Date** and **Year End Date**
 - **Unit type** – this is pre-filled and identified at the Qualification Template stage
 - **Confirmer** –this will have been completed in Contract Part 1 – Unit Selection.
This can be amended if required at this stage.
 - **Delivery Method** – use dropdown menu to choose; Classroom/ Workplace/ Blended
 - **Assessment Methods** – use dropdown menu to choose:
 - **Practical Assessment Task**
 - **Knowledge Assessment Task**
 - **Project/ Portfolios Assessment Task**



Use option “**Apply to Year**” when the information has been entered into the first unit (for each Year), then click on “apply to Year 1 etc and this information will pre-populate to all units within that Year. **Remember that each Year Start Date and End Date** is required, and the first units proposed assessment date must be entered prior to applying to each Year.

Record Signatures

Please note all units require planning to be completed prior to recording signatures. If Planning has not been identified for each unit signatures will not be available to sign.

- Signatures are able to be signed on the tablet (online) or paper based (offline).
 - For School Based apprentice/ trainees (SBAT) you need to complete the School details contained in Contract Part 1, and ensure the School Contact is made available to sign
Please note: In order for the Training Contract to be registered with the Skills First Program as a School Based Apprenticeship/ Traineeship (SBAT), a School representative is required to sign the students' training plan. Once the training plan has been signed by the School representative it must be returned to the RTO as soon as possible to enable training to commence

Signature method

? Unit planning required before agreement is signed

All units above must be planned before signatures can be recorded

Employer Signature

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

Print name

Date

Signature

Apprentice Signature

Print name

Date

Signature

RTO Signature

Print name

Date

Signature

School Signature (If applicable)

Print name

Date

Signature

Fields shaded in blue will be pre-populated with data from Contract Part 1

Online Signatures

- Click on Online and then click on Record Signatures
- Ensure a signature and date are entered prior to saving signatures – then click on save signatures at the bottom of page.

Training Plan Agreement

Success

- Training Plan updated successfully

Use the signature boxes below to enter the employer's, apprentice's, RTO's and school contact's signatures.

Employer Signature

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

Name

Date

Signature

Offline signatures

- Click on Offline

Signature method

Please scan and upload the signed training plan

<input checked="" type="checkbox"/> Employer signed	Date	<input type="text" value="10-10-2018"/>
<input checked="" type="checkbox"/> Apprentice signed	Date	<input type="text" value="10-10-2018"/>
<input checked="" type="checkbox"/> RTO signed	Date	<input type="text" value="10-10-2018"/>

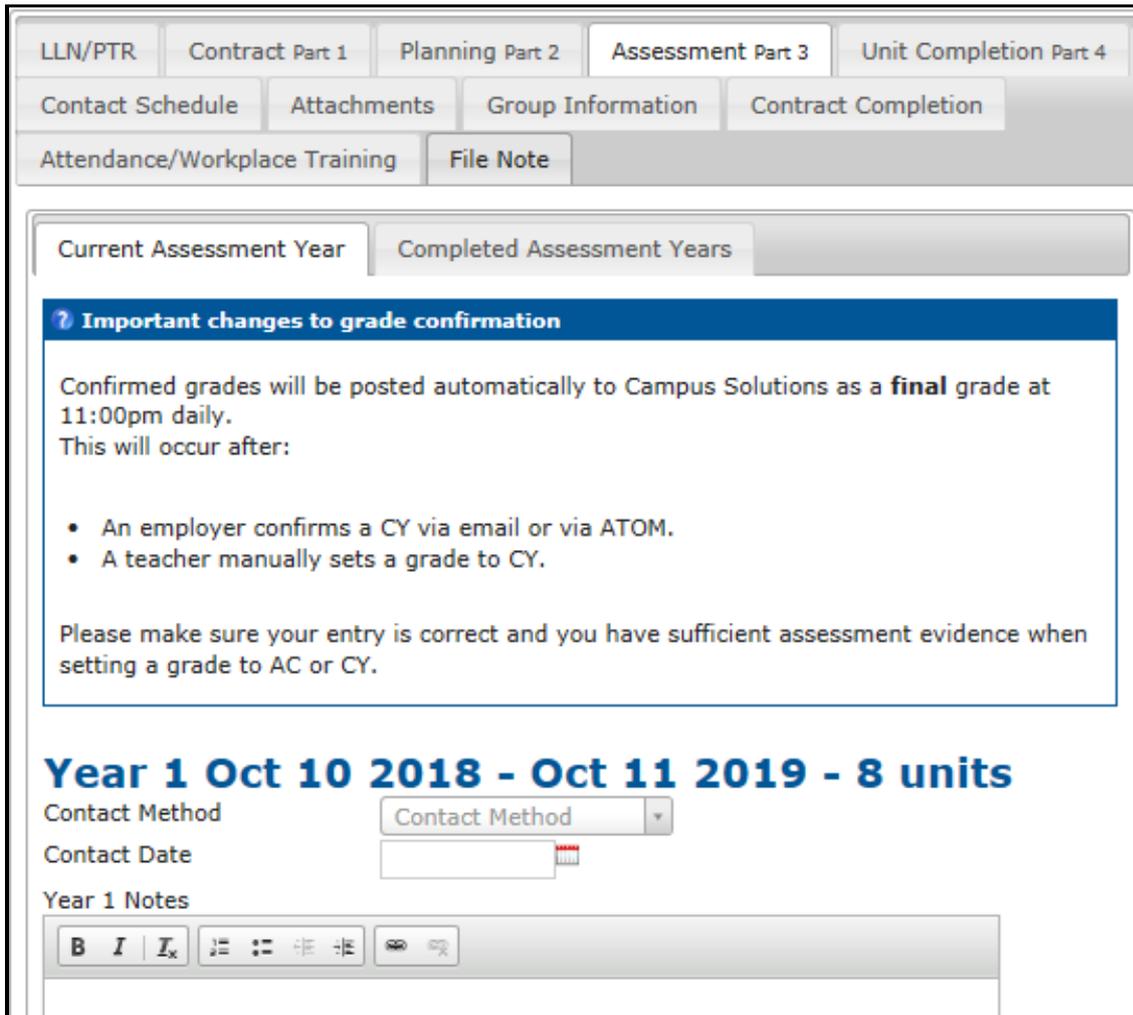
Ensure the date that the actual signing of the training plan is entered, here, this will then appear in the printed PDF version ready for signatures to be applied .then print out

- Paper based copies are to be uploaded to the “attachment” tab within ATOM.

Assessment _ Part 3

Within the “Assessment Part 3” tab you will be given 2 sub – tabs to work/ review within, they are:

1. **Current Assessment Year**
2. **Completed Assessment Years**



The screenshot shows a software interface with the following elements:

- Navigation Tabs:** LLN/PTR, Contract Part 1, Planning Part 2, **Assessment Part 3** (selected), Unit Completion Part 4. Below these are sub-tabs: Contact Schedule, Attachments, Group Information, Contract Completion, Attendance/Workplace Training, and File Note.
- Sub-Tabs:** **Current Assessment Year** (selected) and Completed Assessment Years.
- Notification Box:**

? Important changes to grade confirmation

Confirmed grades will be posted automatically to Campus Solutions as a **final** grade at 11:00pm daily.
 This will occur after:

 - An employer confirms a CY via email or via ATOM.
 - A teacher manually sets a grade to CY.

Please make sure your entry is correct and you have sufficient assessment evidence when setting a grade to AC or CY.
- Summary:** **Year 1 Oct 10 2018 - Oct 11 2019 - 8 units**
- Form Fields:**
 - Contact Method:
 - Contact Date:
 - Year 1 Notes:
- Rich Text Editor:** A toolbar with icons for Bold (B), Italic (I), Underline (U), Bulleted List, Numbered List, Indent, Outdent, Link, and Unlink.

Current Assessment Year

Prelim Outcome – AC – Awaiting Employer confirmation

When an apprentice/ trainee is deemed competent in a unit of competency confirmation will be required from the employer (if identified within Contract Part 1) you will be required to:

- click on the drop down menu - “**prelim outcome**”
- select the **AC – Awaiting Employer option**
- enter your name as the assessor
- the **proposed assessment date** will be pre-populated, and relate back to the date provided within the planning stage
- enter the **date of assessment**
- **confirmer** will be pre-populated
- **confirmation method** will be pre-populated
- **Status** to be changed to “completed”

FBPRBK2002 - Use food preparation equipment to prepare fillings

Enrolled

Prelim Outcome

Assessor

Proposed Date

Assessment Date

Confirmer

Confirmation method

Status

Units not completed in this year will be placed into year 2

Reset unit assessment

If any of the details are incorrect and you need to amend, please use this option to “**reset unit assessment**”, you will then be required to re – enter the fields.

- Go to the end of the page and click on “**update**”.

This will automatically generate a unit completion request email to the employer and you will be provided with the below success statement.

Manage Training Plan

✓ Success

- Employer has been sent email requesting confirmation for 'FBPRBK2002'
- Training Plan updated successfully

Sample view – FedUni TAFE Competency Completion – Assessment Confirmation Required

The following apprentice has been assessed and is awaiting employer confirmation

Apprentice

Employer Notes N/A

Assessor John Rhook

Assessment Date Wednesday 17th of October 2018

Unit AURLTX001: Diagnose and repair light vehicle manual transmissions

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 Wednesday 24th of October 2018

Employer

Employer Contact

RTO

When a notification is forwarded to the employer if no response is received back to FedUni TAFE a follow up email will be generated as per the request option as identified within Contract Part 1 – Employer Details

ATOM can send an email to allow 1 click confirmation of unit completion. Confirmation via Phone or Fax will need to be manually recorded by the assessor.

Assessment Response Time

1 Week	2 Weeks	3 Weeks	4 Weeks
------------------	------------	------------	------------

From these options an employer will identify the one applicable, click on the link and this will then be emailed through to the FedUni TAFE assessor/teacher and the ATOM system will update where applicable.

An employer will receive a reminder email for the unit of competency up to 3 times.

Prelim Outcome - CY – Competent Yes (Verbal/Written Communication)

When an apprentice/ trainee is deemed competent in a unit of competency via **verbal or written communication** from an employer, the FedUni TAFE assessor or teacher will need to update as below:

- click on the drop down menu - “**prelim outcome**”
- select the **CY – Competent Yes**
- enter your name as the assessor
- the **proposed assessment date** will be pre-populated, and relate back to the date provided within the planning stage
- enter the **date of assessment**
- **confirmer** will be pre-populated
- **confirmation method** will be pre-populated to show Verbal/ Written/ Other
- enter the **confirm date**
- **Status** to be changed to “completed”

FBPRBK3001 - Produce laminated pastry products

Enrolled

Prelim Outcome CY - Competent... x

Assessor Jo Reid

Proposed Date 10-10-2019

Assessment Date 15-10-2018

Confirmer Employer to Confirm

Confirmation method Verbal/Written/Oth... ▾ Attach Scanned Confirmation

Confirm Date 17-10-2018

Status Completed Ongoing

Units not completed in this year will be placed into year 2

Complete as shown here, when you have assessed an Apprentice/ trainee and the employer has given a verbal or written confirmation (phone or email) ensure you enter the date that the employer gave as confirmation and scan evidence of this file note into attachments.

- Go to the end of the page and click on “**update**”. You will be provided with the below success statement.

Manage Training Plan

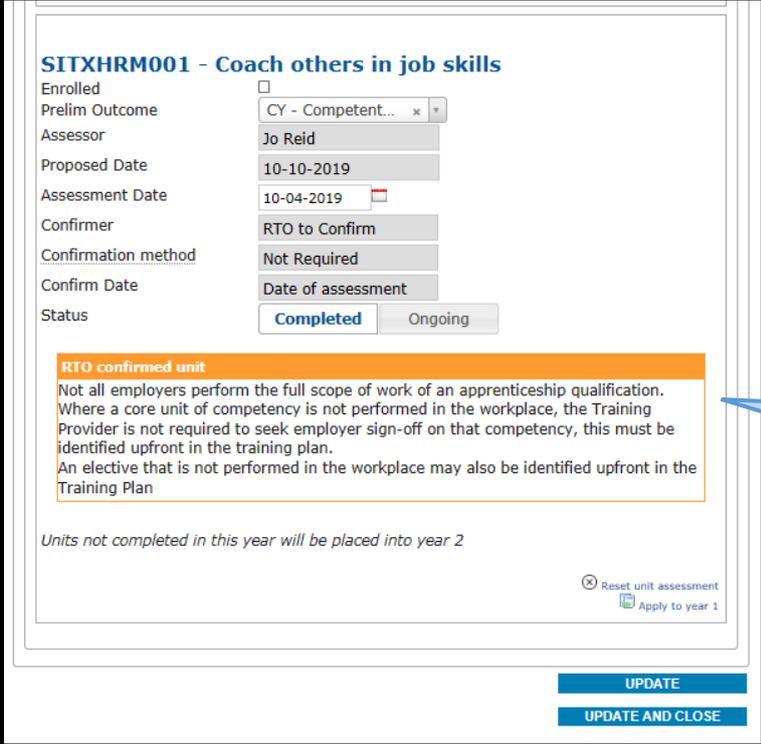
✓ Success

- Training Plan updated successfully

Prelim Outcome - CY – Competent Yes (RTO Confirmation)

Not all employers perform the full scope of work of an apprenticeship qualification. Where a core or elective unit of competency is not performed in the workplace, the Training Provider is not required to seek employer sign-off on that competency. These units will need to be identified during unit selection with Contract Part 1.

These units will clearly be identified at various points within the training plan, please see below image.



When a unit is identified 'RTO to confirm' the following blurb in Orange will appear.

To confirm an **RTO to confirm** unit of competency:

- click on the drop down menu - “**prelim outcome**”
- select the **CY – Competent Yes**
- enter your name as the assessor
- the **proposed assessment date** will be pre-populated, and relate back to the date provided within the planning stage
- enter the **date of assessment**
- **confirmer** will be pre-populated
- **confirmation method** will be pre-populated to show not required
- **confirm date** will be as per the date of assessment
- **Status** to be changed to “completed”
- Go to the end of the page and click on “**update**”. You will be provided with the below success statement.

Manage Training Plan

- Success
 - Training Plan updated successfully

Grading between ATOM and Campus Solutions

FedUni TAFE apprentice/trainee grades will only require an AC – Awaiting Confirmation or CY – Competent Yes to be entered into the Apprentice and Trainee Online Management System (ATOM).

Once the employer confirms the AC Grade via their ATOM login or the email notification, the AC will be converted to a CY – Competency Yes within the ATOM system.

This will then automatically upload the confirmed grade to our student management system (CS – Campus Solutions) via a nightly export of data.

Please note: Grades other than CY will be required to be manually updated within the Campus Solutions (CS) system.

If any CY grade does not process during the nightly export you will be contacted by the ATOM Helpdesk with information on how to fix grade errors.

Completed Assessment Year

Units of Competency that have been deemed component within the Year will appear within this tab.

Current Assessment Year
Completed Assessment Years

Year 1 Oct 10 2018 - Oct 11 2019 - 6 units

Contact Method

Contact Date

Year 1 Notes

B I I_x ☰ ☰ ☰ ☰ ☰ ☰ ☰ ☰

FBPRBK2002 - Use food preparation equipment to prepare fillings

Enrolled	<input type="checkbox"/>
Prelim Outcome	CY
Final Outcome	Completed CY
Assessor	Jo Reid
Proposed Date	09-10-2019
Assessment Date	17-10-2018
Confirmer	Employer to Confirm
Confirmation method	manual
Confirm Date	17-10-2018
Status	Completed

CY grade has been posted to Campus Solutions. For incorrect grades, please follow the relevant Campus Solutions procedure

Units not completed in this year will be placed into year 2

The Year and the number of units completed are clearly identified.

Unit Completion _ Part 4

This tab shows a full list of selected units of competency for the apprentice/ trainee and is divided into the following categories:

- Units to be completed
- Units that will be undertaken and assessed again
- Units from other training plans or employers for (QUALIFICATION CODE)
- Other unit enrolments for (QUALIFICATION CODE)
- Units from prior learning
- Total Hours

Units of Competency to be completed

- Identifies full list of units and their current status. Will provide a unit start date and unit end date imported from Campus Solutions. Will identify units that have been completed or are AC – Awaiting employer confirmation.

Unit details		Year	Current Status		Assessment	
FDFOHS3001A		1	Completed		Assessor	D Baker
Contribute to OHS processes			ATOM Grade	CY	Assess date	13-11-2017
Type	Core		CS Grade	CY	Confirm date	13-11-2017
Hours	40					
Confirmer	Employer					
Unit Start Date	08-06-2017					
Unit End Date	30-11-2017					

Units of Competency that will be undertaken and assessed again

- Units that will be undertaken and assessed again will appear within this section of the training plan

Unit details		Year	Previous Status		Assessment	
FDFOHS2001A		2	Not yet competent		Assessor	J Reid
Participate in OHS processes			Grade	CN	Assess date	31-10-2019
Hours	40		CS Grade		Confirm date	17-10-2018
Confirmer	Employer					
Class Number*						
Class Start*						
Class End*						

* Retrospective class dates are an estimate and could be incorrect for multiple re-enrolments

Units of Competency from other training plans or employer

- Units from other training plans or employers – Please ensure you have the Campus Solutions number entered in Contract Part 1 of the training plan in both “previous” and “current” ATOM profiles.
- This will enable the system to use the CS ID as an identifier between both training plans and import completed units and units of competency identified

Units from other training plans or employers for FDF30610				
Employer:				
Location:				
Contact:				
DELTA:				
Unit	Year	Current Status	Assessment	
FDFFS2001A Implement the food safety program and procedures Hours 30 Confirmer RTO to Confirm	1	Completed CY	Assessor Assess date Confirm date	D Baker 06-11-2017 06-11-2017
FDFOP2061A Use numerical applications in the workplace Hours 30 Confirmer RTO to Confirm	1	Completed CY	Assessor Assess date Confirm date	D Baker 06-11-2017 06-11-2017

Unit of competency from Other unit enrolments

- Units of competency will be identified in this location if they were enrolled within a previous year/ contract in Campus Solutions (CS)

Other unit enrolments for FDF30610				
Unit	Start date	End date	Term	Posted Grade
FDFOP2061A Use numerical applications in the workplace Hours 30	02-02-2015	30-11-2015	1501	W

Units from prior learning

- Units identified as Credit Transfer will appear within this section of the training plan.

Units From Prior Learning		
To set a unit as CT OR "CY PE", select "CT/CY PE" above RPL is set in Part 2 - Current Year		
Unit	Year	Outcome
FDFFS2001A Implement the food safety program and procedures Hours 30	CT <input type="checkbox"/>	Array
FDFOHS3001A Contribute to OHS processes Hours 40	CT <input type="checkbox"/>	Array

Total hours

- Identifies the completed hours to date, when the next progression point is and the required hours remaining

Total hours	
Completed Hours	1285
Next Progression Point	1010
Required Hours	430

Qualification Template

These are created to enable pre-population of required qualification units into the training plan.

Add a NEW Qualification Template

- Click on Qualification Templates (within the ATOM list of panel items)
- Click on Add New Template
- Locate your qualification from the drop down menu
- This will give you the QUAL code/ YEAR/ you will need to use a generic and consistent name for the roll
- Insert the year from the drop down menu
- Select the units to be added or removed from the list to show the full suite of units for delivery

Add New Template

Please refer to the packaging rules for this qualification when selecting units.
[FBP30517 Packaging Rules](#)

Print

Template Primary Qualification:

Template name [QUAL_GROUP]:

Year:

Add Units to Template

Source Qualification:

Available Qualification Units

Unit Code	Unit Name	Hours	Core	Default Year	Options
FBPRBK3016	Control and order bakery stock	40	Core		Select
FBPRBK3018	Produce basic artisan products	100	Core		Select
FBPRBK4001	Produce artisan bread products	120	Core		Select
FDFFS2001A	Implement the food safety program and procedures	30	Core		Select
FDFOHS2001A	Participate in OHS processes	40	Core		Select
FDFOP2061A	Use numerical applications in the workplace	30	Core		Select
SIRRMER002	Merchandise food products	25	Core		Select
SITXHRM001	Coach others in job skills	20	Core		Select

Selected Units

Unit Code	Unit Name	Hours	Core	Default Year	Options
FBPRBK2002	Use food preparation equipment to prepare fillings	40	Core		Remove
FBPRBK3001	Produce laminated pastry products	100	Core		Remove
FBPRBK3002	Produce non laminated pastry products	80	Core		Remove
FBPRBK3005	Produce basic bread products	120	Core		Remove
FBPRBK3006	Produce savoury bread products	100	Core		Remove
FBPRBK3007	Produce specialty flour bread products	100	Core		Remove
FBPRBK3008	Produce sponge cake products	80	Core		Remove
FBPRBK3009	Produce biscuit and cookie products	80	Core		Remove
FBPRBK3010	Produce cake and pudding products	120	Core		Remove
FBPRBK3014	Produce sweet yeast products	100	Core		Remove
FBPRBK3015	Schedule and produce bakery production	120	Core		Remove
FBPRBK3016	Control and order bakery stock	40	Core		Remove
FBPRBK3018	Produce basic artisan products	100	Core		Remove
FBPRBK4001	Produce artisan bread products	120	Core		Remove
FDFFS2001A	Implement the food safety program and procedures	30	Core		Remove
FDFOHS2001A	Participate in OHS processes	40	Core		Remove
FDFOP2061A	Use numerical applications in the workplace	30	Core		Remove
SIRRMER002	Merchandise food products	25	Core		Remove
SITXHRM001	Coach others in job skills	20	Core		Remove

Total hours: 1445
 Year hours: 1445

The selected units for this course reach the qualification maximum of 0 hours.

ADD TEMPLATE

Select the units you require.

Remove any units that will not be required.

Selected Units

Unit Code	Unit Name	Hours	Core	Default Year	Options
FBPRBK2002	Use food preparation equipment to prepare fillings	40	Core	1	Remove
FBPRBK3001	Produce laminated pastry products	100	Core	1	Remove
FBPRBK3002	Produce non laminated pastry products	80	Core	1	Remove
FDFFS2001A	Implement the food safety program and procedures	30	Core	1	Remove
FDFOHS2001A	Participate in OHS processes	40	Core	1	Remove
FDFOP2061A	Use numerical applications in the workplace	30	Core	1	Remove
SIRRMER002	Merchandise food products	25	Elective	1	Remove
SITXHRM001	Coach others in job skills	20	Elective	1	Remove
FBPRBK3005	Produce basic bread products	120	Core	2	Remove
FBPRBK3006	Produce savoury bread products	100	Core	2	Remove
FBPRBK3007	Produce specialty flour bread products	100	Core	2	Remove
FBPRBK3008	Produce sponge cake products	80	Core	2	Remove
FBPRBK3009	Produce biscuit and cookie products	80	Core	2	Remove
FBPRBK3010	Produce cake and pudding products	120	Core	2	Remove
FBPRBK3014	Produce sweet yeast products	100	Core	3	Remove
FBPRBK3015	Schedule and produce bakery production	120	Core	3	Remove
FBPRBK3016	Control and order bakery stock	40	Elective	3	Remove
FBPRBK3018	Produce basic artisan products	100	Core	3	Remove
FBPRBK4001	Produce artisan	20	Elective	3	Remove

Total hours: 1445
 Year 1 hours: 365
 Year 2 hours: 600
 Year 3 hours: 480

The selected units for this course r...ours.

UPDATE TEMPLATE

A good indicator of each Year's delivery will appear here and should match the TAS part A (Apprenticeship/ Trainee) cohort version

When you have updated the template you will be given the below screen to indicate success

Template Management

Success
 Template added successfully

Edit a Qualification Template

If you need to **edit a template** you need to click on **edit** in the options menu at the above screen.

Template Management

Add New Template

Search

Qualification: FBP30517 - Certificate III in Baking (6)

Keywords:

Year: 2018

Status: Active

Per page: 25 results

Go

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

1 result found (Displaying 1 - 1)

Qualification	Template	Options
FBP30517	FBP30517_2018_BAKING	Edit Delete Archive

Contact Schedule

This is the Contact Schedule for teachers to make contact with students and employers. The **Proposed Dates** are dates set between the commencement and the nominal completion dates from the DELTA registration.

A reminder email will be automatically sent to teachers and students one week prior to each proposed date scheduled in this section.

Contact Schedule
Attachments
Group Information
Contract Completion

Attendance/Workplace Training
File Note

Contact Schedule

(Please save the training plan before printing the contact schedule to avoid losing changes)

SBAT Apprenticeship Contact Requirements

- 1 x Face to face meeting per year.
- 3 x Other contact types per year.
- Additional visits for on the job training:
 - 25% on the job = 1 visit per year.
 - 50% on the job = 2 visits per year.
 - 75% on the job = 3 visits per year.
 - 100% on the job = 4 visits per year.

An email reminder will be sent to teacher and apprentice one week before each date

Visit signatures

NOTE: An online signature is only required below if no other signature was obtained during the visit

Scheduled meetings

#	Proposed Date	Completed	Actual Date	Contact Type	Teacher	Signature required
1	Tuesday Jan 22 2019	<input checked="" type="checkbox"/>	30-10-2018	Email	Iaian Fricker	<input type="checkbox"/>

Teachers

Please include the unit code/s to which your contact schedule notes apply, doing this will qualify your notes as evidence of participation.

Notes

B
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I_x
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☷
☰
☷
☰
☷
☰
☷

Contract Requirements information will be displayed here. ie Full time contracts/ Part-time contracts

Visit signatures

NOTE: An online signature is only required below if no other signature was obtained during the visit

Scheduled meetings

#	Proposed Date	Completed	Actual Date	Contact Type	Teacher	Signature required
1	Tuesday Jan 22 2019	<input checked="" type="checkbox"/>	30-10-2018	Email	Ia [redacted]	<input type="checkbox"/>
2	Monday Apr 22 2019	<input type="checkbox"/>		Contact T...		<input type="checkbox"/>

Teachers

Please include the unit code/s to which your contact schedule notes apply, doing this will qualify your notes as evidence of participation.

Notes

Units discussed

- UEENECC020B Participate in Electrical Work and Competency Development Activities

Choose contact type

Once the contact has taken place, the teacher will then mark this as completed and insert the actual date meeting was held

When using a tablet and a signature is required, click the tick box and a signature panel will display for signing

Click within the section headed "units discussed", this will provide you a list from the training plan to select from

The contact schedule has now been fitted with the option to capture an electronic signature for a face to face meeting or a visit using a tablet device.

If you have any meetings that sit outside the "scheduled meetings", you can record them in this section by clicking on 'New unscheduled meeting' located at the bottom of the page.

Unscheduled meetings

[New unscheduled meeting](#)

New meeting details

Update training plan to add unscheduled meeting

Date: [input]

Contact type: [dropdown]

Teacher: [input]

Notes: [rich text editor]

Date	Contact Type	Teacher

UPDATE

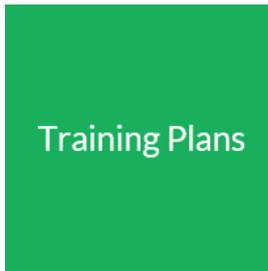
UPDATE AND CLOSE

Click here each time you need to add a new 'unscheduled meeting'

Ensure you click on "UPDATE" each time you have entered a new contact for the system to update

Training Contact Schedule (per Teacher)

You can run a report in ATOM that will allow you to check the contacts that have been assigned to you as the teacher of the apprentices.



Training Plans

- VET Current Apprentices
- VET Apprentice Groups
- Training Contact Schedule
- Qualification Templates

Dashboard

Apprentice Training

- VET Current Apprentices
- VET Archived Apprentices
- VET Apprentice Groups
- **Training Contact Schedule**
- Meeting Records
- Qualification Templates
- Archived Qualification Templates
- Workplace training log

General Students

- VET General Students
- VET Archived General Students

Contact Meeting Schedule

Start Date:

End Date:

Teacher:

No completed meetings found for the specified date range

Upcoming or Incomplete Meetings

Apprentice	DELTA	Status	Recommended Date
		ACTIVE	17 October 2018
		ACTIVE	30 November 2018
		ACTIVE	11 November 2018
		ACTIVE	21 November 2018
		ACTIVE	24 November 2018

Click here to access

Click here to access

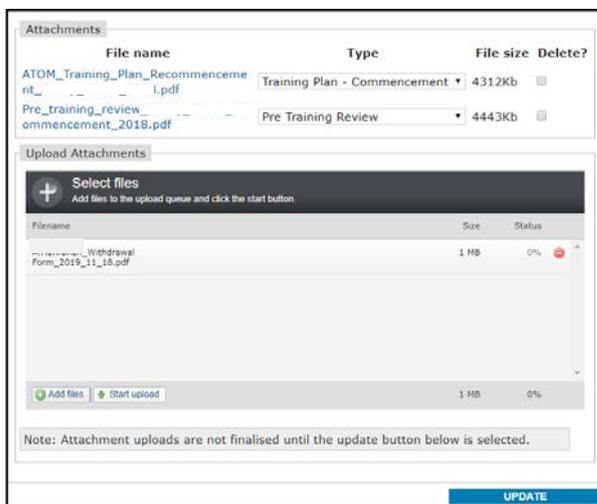
Choose a date range and select your name from the teacher drop down. Click Search

Attachments

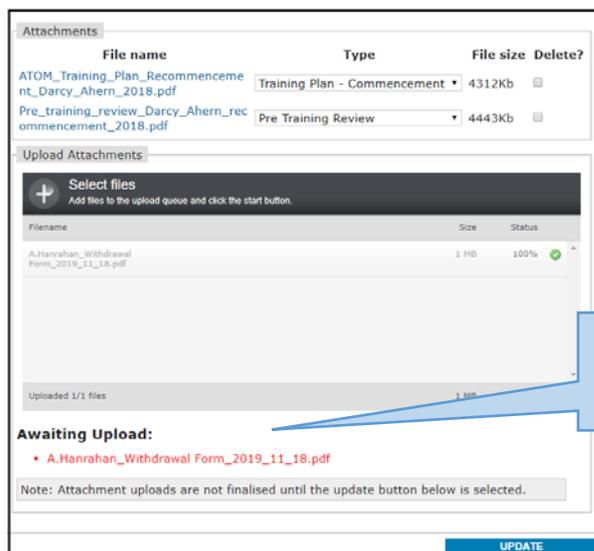
- The intended attachment is to be scanned to your desktop
- Attachments to be named with a correct naming convention
ie **Document Name _ Apprentice Full Name _ Date**
(Commencement Signed Training Plan_JoSMITH_2018)

To **Add attachments** to the Training Plan in ATOM:

- Step 1: Click on Add Files
 Step 2: locate via your computer the file you require, click on its name
 Step 3: click on Open
 Step 4: click on Start Upload



Step 5: Click on Update



Step 6: Click on drop down beside your document to update the Type.

Employer:	Apprentice:
RTO:	DELTA No.
Qualification:	DELTA Status: ACTIVE - RECOMMENCEMENT
PUSH Hours: N/A	Campus Solutions ID:
Expected Supervised PUSH Hours: 990	Unique Student Identifier (USI):
Completed Hours: 710	Qualification Code:
	Next Progression Point: 727

UPDATE

LLN/PTR Contract Part 1 Planning Part 2 Assessment Part 3 Unit Completion Part 4

Contact Schedule **Attachments** Group Information Contract Completion

Attendance/Workplace Training File Note

File name	Type	File size	Delete?
	Training Plan - Commencement	4312Kb	
	Pre Training Review	4443Kb	<input type="checkbox"/>

Upload Attachments

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

Filename	Size	Status
Drag files here.		

0 b 0%

Note: Attachment uploads are not finalised until the update button below is selected.

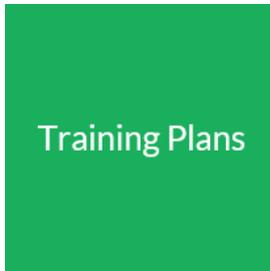
UPDATE
UPDATE AND CLOSE

TYPE
Please select from the following list against each attachment.
 Training Plan – Commencement
 Training Plan – Completion
 Language, Literacy & Numeracy
 Pre-Training Review
 File Note
 Photo
 Other
 This will ensure ATOM can report accurately.

Click update to ensure the attachment saves

Please note: only a Super User can delete an attachment. If you have uploaded an incorrect document please contact the ATOM Helpdesk via email (atom@federation.edu.au) to request for the attachment to be removed.

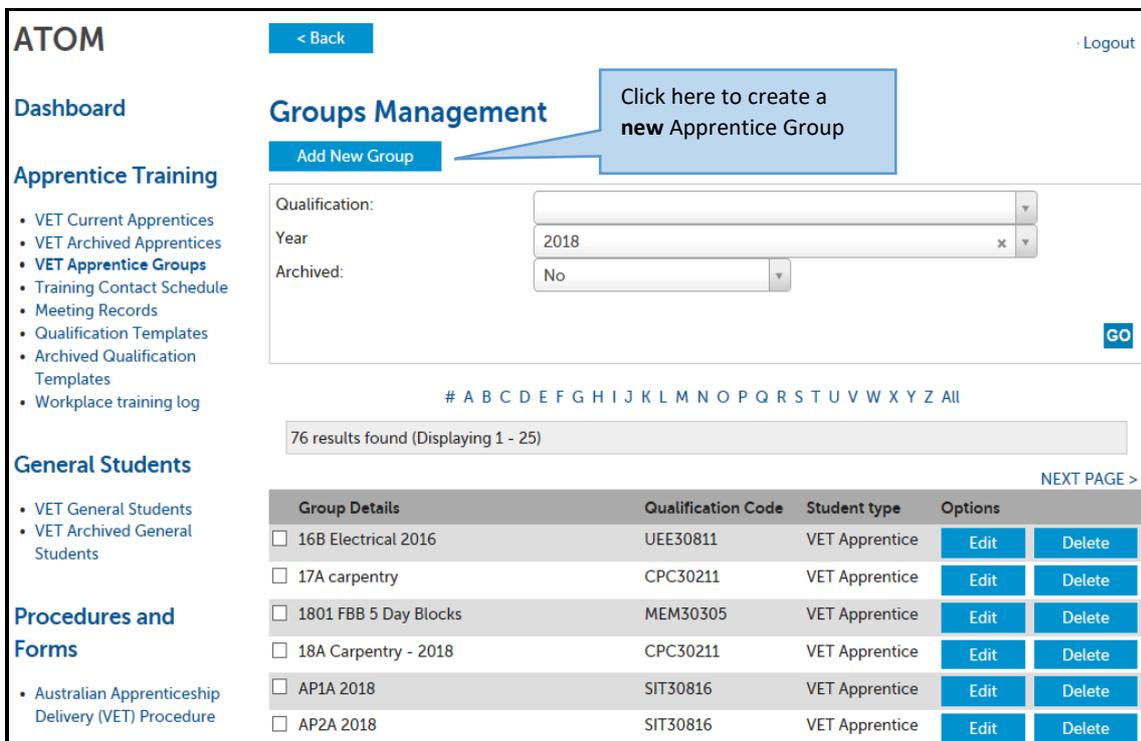
Apprentice Groups



- Training Plans**
- VET Current Apprentices
 - VET Apprentice Groups
 - Training Contact Schedule
 - Qualification Templates

Groups are created to enable pre-population into attendance rolls.

To access existing groups you can select the Qualification code and the year it was created. The groups will appear in the list below



ATOM < Back Logout

Dashboard

Apprentice Training

- VET Current Apprentices
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- Workplace training log

General Students

- VET General Students
- VET Archived General Students

Procedures and Forms

- Australian Apprenticeship Delivery (VET) Procedure

Groups Management Click here to create a new Apprentice Group

Add New Group

Qualification:

Year:

Archived:

GO

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

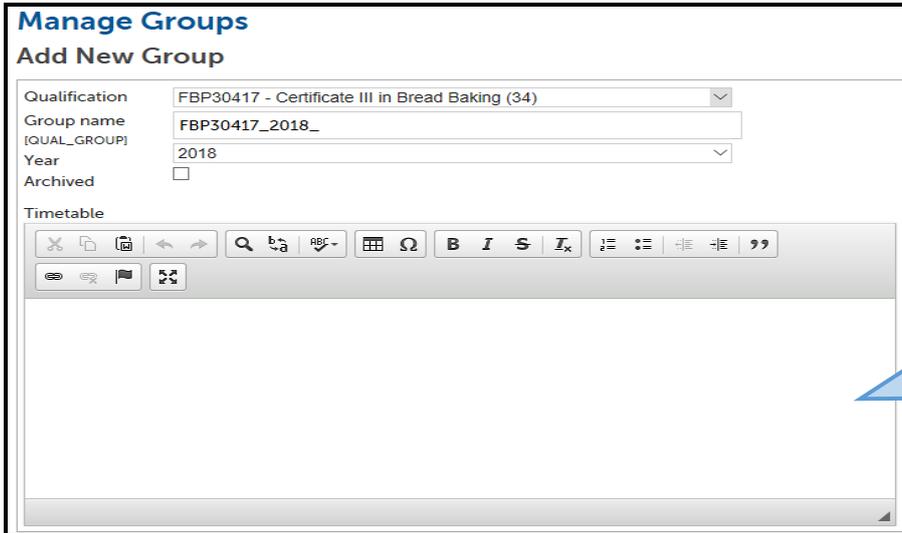
76 results found (Displaying 1 - 25)

Group Details	Qualification Code	Student type	Options	
<input type="checkbox"/> 16B Electrical 2016	UEE30811	VET Apprentice	Edit	Delete
<input type="checkbox"/> 17A carpentry	CPC30211	VET Apprentice	Edit	Delete
<input type="checkbox"/> 1801 FBB 5 Day Blocks	MEM30305	VET Apprentice	Edit	Delete
<input type="checkbox"/> 18A Carpentry - 2018	CPC30211	VET Apprentice	Edit	Delete
<input type="checkbox"/> AP1A 2018	SIT30816	VET Apprentice	Edit	Delete
<input type="checkbox"/> AP2A 2018	SIT30816	VET Apprentice	Edit	Delete

NEXT PAGE >

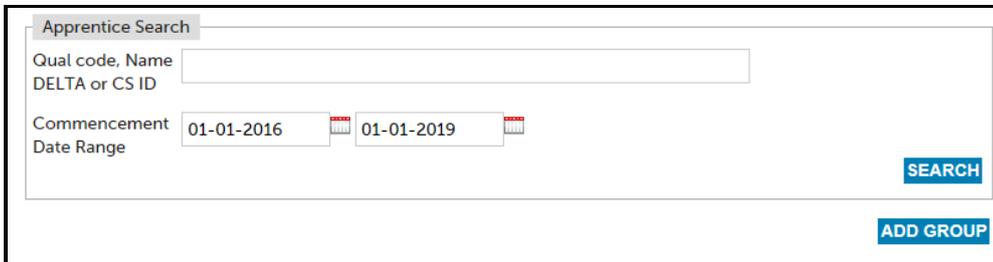
To create a New apprentice group

- Click on Add New Group
- From the Qualification drop down menu – type in the Qual Code and it will appear to click on.
- Group Name will need to be added, all group names will provide the **Qualification Code/ Year/** then you will add a specific group name

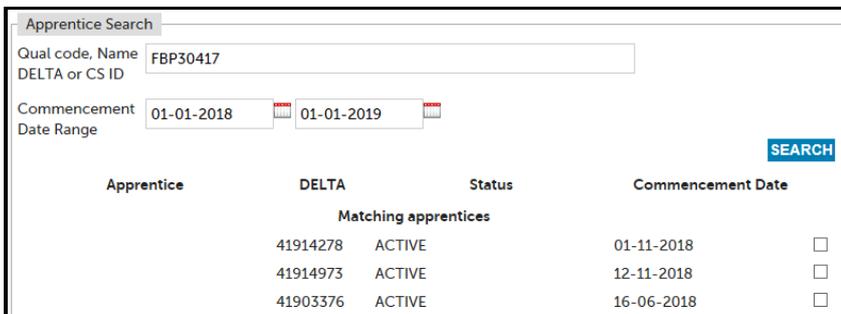


Whilst adding a new group, or editing an existing group, you are able to add information in the “free text area” such as block release dates.

Adding apprentice names to apprentice group



- Add Qualification Code
- Add a date range to search within – by adding a start date and end date
- Click on Search



Apprentice	DELTA	Status	Commencement Date
Matching apprentices			
	41914278	ACTIVE	01-11-2018
	41914973	ACTIVE	12-11-2018
	41903376	ACTIVE	16-06-2018

- Place a tick next to each apprentice you wish to add
- Click on Add Group

Meeting Records

Meeting records include both meetings planned and recorded in the contact schedule as part of the contact requirements, and unplanned/ adhoc meetings outside those requirements.



Click here to access

Compliance

- Meeting Records
- Workplace Training Log
- Australian Apprenticeship Delivery (VET) Procedure

Dashboard

Apprentice Training

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- Workplace training log

General Students

Attendance

- VET Apprentice Attendance
- VET Attendance Roll Report
- VET General Attendance Roll Report

Procedures and

Meeting records

Meeting records include both meetings planned and recorded in the contact schedule as part of the contact requirements, and unplanned/adhoc meetings outside those requirements

[Add New Meeting](#)

Keywords:

Teacher:

Student Name/DELTA:

Start date: 01-01-2018

End date: 31-12-2018 25 results [Go](#)

981 results found (Displaying 1 - 25) [NEXT PAGE >](#)

Date	Teacher	Apprentice	Unscheduled	Contact type	Options
08-01-2018			N	Face	Edit Delete
FDFRB3014A, FDFRB3002A, FDFRB3010A, FDFRB3005A, FDFRB3011A-ENROLLED AND ISSUED RESOURCES FOR 2018					

Click here to access

Click here to access

- Complete all fields when adding a new meeting

Add New Meeting

Meeting details

Date: 06-12-2018

Contact type:

Teacher:

Student:

Notes:

[ADD MEETING](#)

Workplace Training Withdrawal Log

This can be used by the apprentice/ trainee to log workplace training activities.



- Compliance**
- Meeting Records
- Workplace Training Log
- Australian Apprenticeship Delivery (VET) Procedure

ATOM
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Logout

Dashboard

Apprentice Training

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- **Workplace training log**

General Students

- VET General Students
- VET Archived General Students

Procedures and Forms

- Australian Apprenticeship Delivery (VET) Procedure

Admin

- Reports Dashboard

Logout

Workplace Training Withdrawal Log

Workplace training activity pending confirmation

Employer:

Start date:

End date:

Confirmed: Pending confirmation Go

[Select all](#)

CONFIRM SELECTED DATES

Apprentice	DELTA	Date	Start	End	Unit	Location	Confirm
Medium blow wave		21-05-2016	12:00	12:30	SIHHHDS304A	Work place	<input type="checkbox"/>
Chingon		24-05-2016	13:30	16:30	SIHHHDS304A	Trade school	<input type="checkbox"/>
Upstyle		26-05-2016	16:30	17:30	SIHHHDS304A	Workplace	<input type="checkbox"/>
Ombre on maniquine		27-05-2016	11:30	12:15	SIHHCLS303A	Work place	<input type="checkbox"/>
Full head of foils		31-05-2016	16:30	17:30	SIHHCLS303A	Work place	<input type="checkbox"/>
		02-06-	11:00	12:00	SIHHCLS302A	Workplace	<input type="checkbox"/>

Extra Features

Send message

- Click on send message

Delta No	Name	Qualification	Commence Date	Assessment Pending
		SHB30416 Certificate III in Hairdressing	18-01-2016	N/A
Training Plan <ul style="list-style-type: none"> • Contract • Unit Completion • Other options 				
<ul style="list-style-type: none"> • Planning and Assessment • Contact Schedule • Attachments • Contract Completion • Group info • Attendance/Workplace Training • File notes • Send message 				
Other <ul style="list-style-type: none"> • View DELTA Record • View Grade Log • View Message Log 				

- When you click on 'send message', the below screen will appear
- Enter details and click on Preview message

Send student message

Message details

Subject:

Message

B I I_x [List Icons] [Link Icon] [Send Icon]

Recipient

Recipient:

PREVIEW MESSAGE

Preview student message

Message details

Subject:

Message

B I I_x [List Icons] [Link Icon] [Send Icon]

Absent from class on Monday, please provide details

Recipients

1 matches found

Apprentice	DELTA	Email	Include?
Molly Aberdeen	41625048	<input type="text" value="molly.aberdein@gmail.com"/>	<input checked="" type="checkbox"/>

SEND MESSAGE

Send message; ensure the correct email address appears

[View message log \(per Apprentice/ Trainee\)](#)

- Click on send message

Delta No	Name	Qualification	Commence Date	Assessment Pending
		SHB30416 Certificate III in Hairdressing	18-01-2016	N/A
Training Plan <ul style="list-style-type: none"> Contract Unit Completion Planning and Assessment Contact Schedule Attachments Contract Completion Group info Attendance/Workplace Training File notes Send message 				
<ul style="list-style-type: none"> Other options 				
Other <ul style="list-style-type: none"> View DELTA Record View Grade Log View Message Log 				

Message log					
Recipient	Subject	Message	Date	User	
	FedUni VET login details	Show message	16-10-2015 08:44		
	uFedUni VET login details -	Show message	16-10-2015 08:44		

[View grade log \(per Apprentice/ Trainee\)](#)

This shows you the date the Assessment Confirmation was sent and the date it was confirmed by the employer.

Apprentice grade confirmation log						
Unit	Cycle	Grade	Status	Email date	Confirm date	Log
MEM03001B	1	CY	Completed	08-10-2015 03:00	13-10-2015 10:46	• 13-10-2015 10:46 Confirmed CY
MEM05005B	1	CY	Completed	04-06-2015 08:28	13-10-2015 10:46	• 13-10-2015 10:46 Confirmed CY
MEM05050B	1	CY	Completed	21-05-2015 09:20	13-10-2015 10:46	• 13-10-2015 10:46 Confirmed CY
MEM09002B	1	CY	Completed	28-05-2015 11:29	13-10-2015 10:46	• 13-10-2015 10:46 Confirmed CY

[Back Button](#)



At the top of each page there is now a back button to help navigate back to previous pages. Please note that if you have not saved a change to the page the back button will not work.

Attendance Rolls

Please refer to the **'ATOM Attendance Roll User Guide for Teachers'** for full instructions and explanation.

Important Information

- Education Manager/Department Managers, have the authority to enter attendance if a sessional teacher has no access to ATOM.
- All VET teachers are required to use ATOM to enter/record attendance for all VET General Students and VET Apprentices
- A student signature is not required on the attendance roll
- A teacher signature is not required on the attendance roll. Your acceptance of the 'ATOM Conditions of Use' and your individual staff login, is your endorsement
- ATOM training (new users & refresher training) is conducted throughout each year. Please refer to http://webapps.federation.edu.au/apps/ict_training/ for a full list of available training sessions
- Assistance/queries – Please email atom@federation.edu.au
 - User Assistance
 - IT Support (ATOM system related)

Definitions and Acronyms

Acronym	Definition
AA	Australian Apprentice
AASN	Australian Apprenticeship Support Network
AC	Awaiting Employer Confirmation
AFO	Apprenticeship Field Officer
ATOM	Apprenticeship Trainee 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 AASN)
CN	Not Competent
CS	Campus Solutions. The Federation University's student management system
CT	Credit Transfer
CY	Competent
DELTA Registration	Notification that a training contract has been signed by the Employer and Apprentice/Trainee and that the Federation University Australia has been chosen as the training provider
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 a requirement of the University's Agreement with the State Government.
POL	Place of Learning (Term used on Delta 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

Acronym	Definition
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)

