

# ATOM User Guide – Teaching Staff

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2020

Prepared by  
ATOM Apprentice Traineeship Online  
Management System | Federation TAFE

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# Starting Off

How to access ATOM: Go to [atom.federation.edu.au](http://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)



Federation TAFE Apprentice and Trainee Online Management System

Enter your login details to access ATOM

- Teachers and Apprentices: Login with your Federation ID
- Employers and Schools: Login with your email address and ATOM password

Username

Password

Forgotten password?  

- [Federation Teacher and Apprentice password reset](#)
- [Employer and School password reset](#)

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

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 and 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 and Trainee Online Management) or access with ATOM (Apprentice and Trainee Online Management), for example pages, results, reports, address labels must be treated as confidential and managed accordingly.

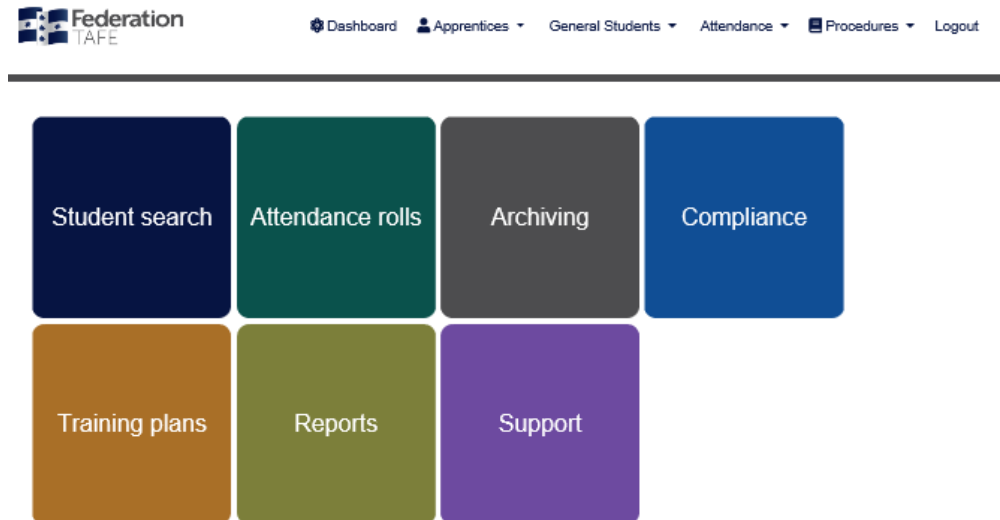
Your username and password are unique and must not be divulged to any third party.

Any breach of confidentiality will be taken seriously.

# Dashboard View – Apprentice access only

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.



#### Links

-  [Federation ePortfolio](#)
-  [Federation Moodle](#)
-  [Federation literacy and numeracy assessments](#)

#### Forms

- [2020 Apprentice Contacts.docx \(848Kb\)](#)
- [2020 Apprentice Employer Checklist.docx \(71Kb\)](#)
- [2020 Apprentice Introduction Letter.docx \(28Kb\)](#)
- [2020 Australian Apprenticeship Network Services.pdf \(151Kb\)](#)
- [2020 Displaced Unemployed Apprentice letter.docx \(994Kb\)](#)
- [2020 Employer Introduction letter.docx \(20Kb\)](#)
- [2020 Employer Units of Competency not performed in the Workplace Acknowledgement.docx \(845Kb\)](#)
- [2020 FedU VET TAFE EnrolForm PDF.pdf \(1,148Kb\)](#)
- [2020 Initial Visit Pack Information Checklist.docx \(871Kb\)](#)
- [2020 Notification Apprentice Change of EPSILON Details.docx \(850Kb\)](#)
- [2020 Notification of Non Completion Australian Apprentice at RTO.docx \(842Kb\)](#)
- [2020 Outstanding results Displaced unemployed Apprentice.docx \(852Kb\)](#)
- [2020 Pre Training Review Form PDF.pdf \(948Kb\)](#)
- [2020 TAFE Variation to Enrolment Form PDF.pdf \(595Kb\)](#)
- [Apprentice Teacher User Guide 2019.docx \(3,897Kb\)](#)
- [Apprentice Trainee ATOM User Guide Aug2019.docx \(1,427Kb\)](#)
- [ATOM integration to Campus FactSheet 2017.pdf \(74Kb\)](#)
- [ATOM Student User Guide Version 5 April 2016.pdf \(1,040Kb\)](#)
- [Child Safety Policy.pdf \(129Kb\)](#)
- [Employer ATOM User Guide Sept2018.docx \(2,575Kb\)](#)
- [Employer CBC Fact sheet doc .pdf \(60Kb\)](#)
- [FedUni VET Absence Non Compliance Notification 2018.pdf \(48Kb\)](#)
- [FedU TAFE AppTrainee FileNote 2018.pdf \(48Kb\)](#)
- [FedU TAFE WithdrawalLog 2018 V2.pdf \(50Kb\)](#)
- [Pre Training Review Instructions for Staff.pdf \(78Kb\)](#)
- [VET Attendance Roll Teacher User Guide 2019.docx \(4,208Kb\)](#)

## Procedures and Forms

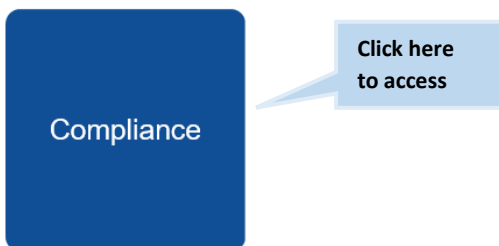
Forms are made available based on your level of access. Simply click on the link for each document to view/ print the selected document.

**Forms**

- [2020 Apprentice Contacts.docx](#) (848Kb)
- [2020 Apprentice Employer Checklist.docx](#) (71Kb)
- [2020 Apprentice Introduction Letter.docx](#) (28Kb)
- [2020 Australian Apprenticeship Network Services.pdf](#) (151Kb)
- [2020 Displaced Unemployed Apprentice letter.docx](#) (994Kb)
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- [FedUni VET Absence Non Compliance Notification 2018.pdf](#) (48Kb)
- [FedU TAFE AppTrainee FileNote 2018.pdf](#) (46Kb)
- [FedU TAFE WithdrawalLog 2018 V2.pdf](#) (50Kb)
- [Pre Training Review Instructions for Staff.pdf](#) (76Kb)
- [VET Attendance Roll Teacher User Guide 2019.docx](#) (4,208Kb)

Also to access the Australian Apprenticeship Delivery (VET) Procedure

- Click on the below dark blue tile; **Compliance**



**Compliance**

- Meeting records
- Workplace Training log
- Australian apprenticeship delivery (VET) procedure

# 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 dark blue tile; **Student Search**,

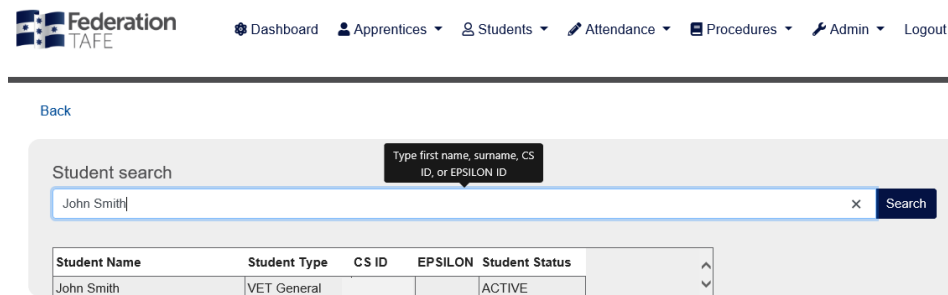
You can search any students profile details whether an apprentice/ trainee or VET General Student.



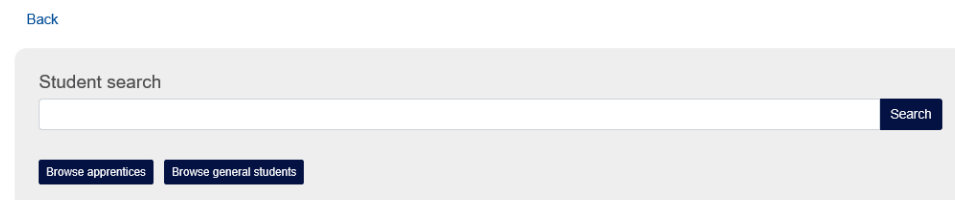
You can search by the following options:

- 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



OR



Click on either “browse apprentices” or “browse general students” depending on the cohort your student is enrolled within

## Training Plans

### OPTION 2

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



Click here to access

**Training plans**

- VET current apprentices
- VET apprentice groups
- Training contact schedule
- Qualification templates

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**

**Apprentice management**

Type student first name or surname

Keywords:

Qualification:

Template:

Group:

RTO contact:

Sales contact:

Start date:  until

Approval status:

# 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

85 results found (Displaying 1 - 25)

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

< 1 2 3 4 >

Name	Qualification
DELTA: 42002805   CS ID: 30379034	FBP30417 CERTIFICATE III IN BREAD BAKING
	ACTIVE   CONTRACT START: 24-07-2019   CONTRACT COMPLETION: 22-07-2022
LLN/Pre-training review	Unit completion
Contract	Contact schedule
Planning	Attachments
Assessment	Contract completion
Advanced options	



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

**Apprentice management**

Keywords:

Qualification:

Template:

Group:

RTO contact:

Sales contact:

Start date:  until

Approval status:

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](#)

Name		Qualification	
<input type="checkbox"/> <b>FBP30417 CERTIFICATE III IN BREAD BAKING</b>			
EPSILON: 42002805 CS ID: 30379034		ACTIVE	CONTRACT START: 24-07-2019 CONTRACT COMPLETION: 22-07-2022
LLN/Pre-training review	Unit completion	Group info	
Contract	Contact schedule	Attendance/Workplace Training	
Planning	Attachments	File notes	
Assessment	Contract completion	Send message	
Advanced options			
View EPSILON record	Reset unit selection	Delete apprentice	
View grade log	Reset training plan	Login as apprentice	
View message log	Archive Apprentice	Login as employer	
	Switch to training plan format 1	Training plan audit log	

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

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

<input type="checkbox"/> <b>AUR30616 CERTIFICATE III IN LIGHT VEHICLE MECHANICAL TECHNOLOGY</b>			
EPSILON: 41819175 CS ID: 30351280		ACTIVE	CONTRACT START: 11-12-2017 CONTRACT COMPLETION: 09-12-2021
<b>Pending units</b>			
AURETR029 - 17/03/2020			
LLN/Pre-training review	Planning and Assessment	Group info	
Contract	Contact schedule	Attendance/Workplace Training	
Unit Completion	Attachments	File notes	
Advanced options	Contract completion	Send message	
View EPSILON record	Reset unit selection	Delete apprentice	
View grade log	Reset training plan	Login as apprentice	
View message log	Archive Apprentice	Login as employer	
	Switch to training plan format 2	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.

Edit training plan

<b>Employer:</b>		<b>Apprentice:</b>	
<b>RTO:</b>	FEDERATION UNIVERSITY AUSTRALIA	<b>EPSILON No.</b>	42019407
<b>Qualification:</b>	Certificate III in Baking	<b>EPSILON Status:</b>	ACTIVE
<b>PUSH Hours:</b>	N/A	<b>Campus Solutions ID:</b>	N/A
<b>Expected Supervised PUSH Hours:</b>	N/A	<b>Unique Student Identifier (USI):</b>	N/A
<b>Completed Hours</b>	0	<b>Qualification Code:</b>	FBP30517
		<b>Next Progression Point</b>	361.25

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			

- Training Contact Details
- Employer Details
- Host Employer
- Apprentice Details
- RTO Details

- Training
- FedUni Specific
- Agreement
- Completion

- Email Plan to Apprentice
- Send message
- Email Plan to Employer
- Email School Login
- Email Employer Login

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**

[Andrew Orr](#)

[a.orr@federation.edu.au](mailto:a.orr@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 – 2020 Pre Training Review Form PDF.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.

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					

**Language, Literacy and Numeracy**

**NOTE:** The pre-training review process has changed.  
Follow the link below to complete the new pre-training review form and upload as an attachment to the apprentice's training plan.  
[FedUni Pre-Training Review Form](#)  
LLN scores are still recorded below.

LL&N Literacy Score  /15

LL&N Numeracy Score  /15

LL&N Action Required?

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

- LLN/ 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

**Forms**

[2020 Apprentice Contacts.docx](#) (848Kb)

[2020 Apprentice Employer Checklist.docx](#) (71Kb)

[2020 Apprentice Introduction Letter.docx](#) (28Kb)

[2020 Australian Apprenticeship Network Services.pdf](#) (151Kb)

[2020 Displaced Unemployed Apprentice letter.docx](#) (994Kb)

[2020 Employer Introduction letter.docx](#) (20Kb)

[2020 Employer Units of Competency not performed in the Workplace Acknowledgement.docx](#) (845Kb)

[2020 FedU VET TAFE EnrolForm PDF.pdf](#) (1,148Kb)

[2020 Initial Visit Pack Information Checklist.docx](#) (871Kb)

[2020 Notification Apprentice Change of EPSILON Details.docx](#) (850Kb)

[2020 Notification of Non Completion Australian Apprentice at RTO.docx](#) (842Kb)

[2020 Outstanding results Displaced unemployed Apprentice.docx](#) (852Kb)

[2020 Pre Training Review Form PDF.pdf](#) (946Kb)

[Pre Training Review Instructions for Staff.pdf](#) (76Kb)

**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.

Name		Qualification	
DELTA: 42019407		FBP30517 CERTIFICATE III IN BAKING	
ACTIVE		CONTRACT START: 06-01-2020	CONTRACT COMPLETION: 05-07-2023
<a href="#">LLN/Pre-training review</a>	<a href="#">Unit completion</a>	<a href="#">Group info</a>	
<a href="#">Contract</a>	<a href="#">Contact schedule</a>	<a href="#">Attendance/Workplace Training</a>	
<a href="#">Planning</a>	<a href="#">Attachments</a>	<a href="#">File notes</a>	
<a href="#">Assessment</a>	<a href="#">Contract completion</a>	<a href="#">Send message</a>	
<a href="#">Advanced options</a>			

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.

[Back](#)

### Edit training plan



<b>Employer:</b>		<b>Apprentice:</b>	
<b>RTO:</b>	FEDERATION UNIVERSITY AUSTRALIA	<b>EPSILON No.</b>	42019407
<b>Qualification:</b>	Certificate III in Baking	<b>EPSILON Status:</b>	ACTIVE
<b>PUSH Hours:</b>	N/A	<b>Campus Solutions ID:</b>	N/A
<b>Expected Supervised PUSH Hours:</b>	N/A	<b>Unique Student Identifier (USI):</b>	N/A
<b>Completed Hours</b>	0	<b>Qualification Code:</b>	FBP30517
		<b>Next Progression Point</b>	361.25

**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					

- [Training Contact Details](#)
- [Employer Details](#)
- [Host Employer](#)
- [Apprentice Details](#)
- [RTO Details](#)

- [Training](#)
- [FedUni Specific](#)
- [Agreement](#)
- [Completion](#)

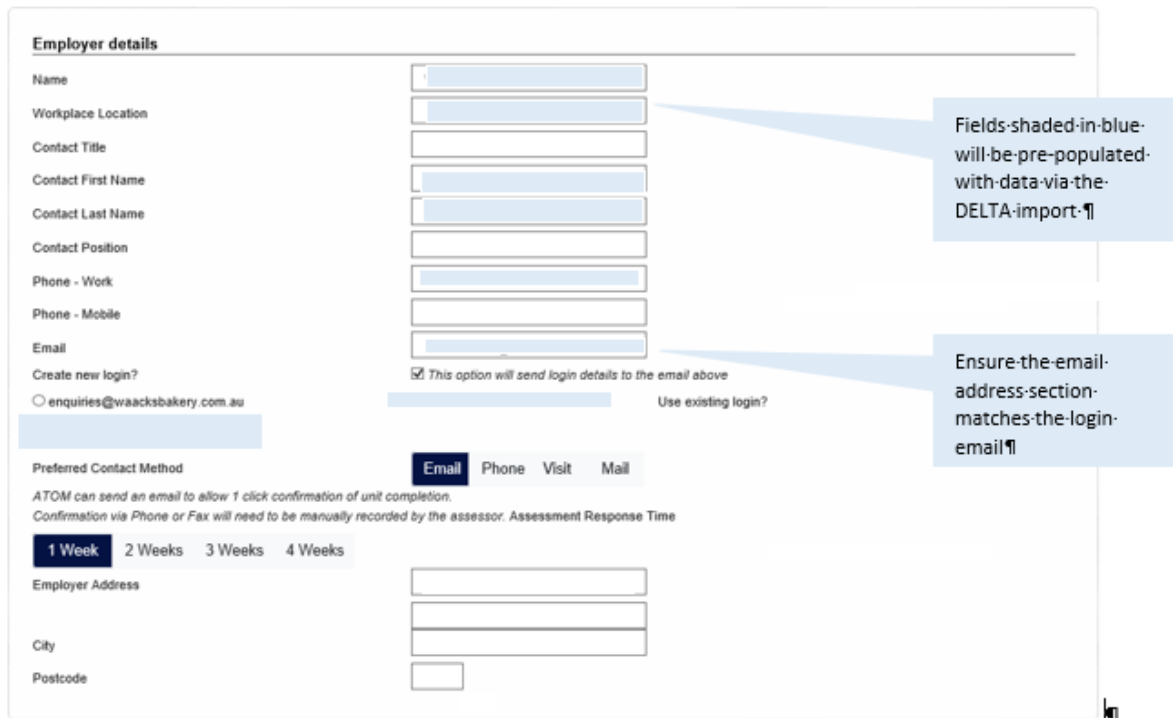
- [Email Plan to Apprentice](#)
- [Send message](#)
- [Email Plan to Employer](#)
- [Email School Login](#)
- [Email Employer Login](#)

#### Training plan details

<b>Qualification</b>	CERTIFICATE III IN BAKING
<b>Qualification Code</b>	FBP30517
<b>Template</b>	FBP30517_2018_BAKING
<b>Apprenticeship/Traineeship</b>	Apprenticeship
<b>Full Time / Part Time / SBAT</b>	Full time
<b>Approved Training Scheme Duration</b>	42 months
<b>Contract Proposed Start Date</b>	06-01-2020
<b>Contract Proposed Completion Date</b>	05-07-2023
<b>Group</b>	FBP30517 - FBP30517_2020_MWIN... x

## 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.



The screenshot shows the 'Employer details' form. Fields for Name, Workplace Location, Contact First Name, Contact Last Name, and Phone - Work are shaded in light blue. Callouts indicate that these fields are pre-populated via the DELTA import and that the email address section must match the login email. The form includes sections for 'Create new login?' (with a checked box), 'Preferred Contact Method' (with 'Email' selected), and 'Confirmation via Phone or Fax' (with '1 Week' selected). Address fields (Employer Address, City, Postcode) are also visible.

Please note: Employer logins

**New Employer** – leave the ‘create new login’ box ticked

**EXISTING Employer** – select from the options listed. Always make sure 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	<input type="text"/>
Workplace Location	<input type="text"/>
Contact Title	<input type="text"/>
Contact First Name	<input type="text"/>
Contact Last Name	<input type="text"/>
Contact Position	<input type="text"/>
Contact Number	<input type="text"/>
Email	<input type="text"/>
Fax	<input type="text"/>

## 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.

Apprentice details	
First Name	<input type="text"/>
Last Name	<input type="text"/>
Contact Number	<input type="text"/>
Mobile Number	<input type="text"/>
Email	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
Postcode	<input type="text"/>
EPSILON	<input type="text"/>
EPSILON Status	<input type="text" value="Active"/>
Trainee ID	<input type="text"/>
Job Title	<input type="text"/>
Job Role	<input type="text"/>
CS ID	<input type="text"/> <input type="button" value="Lookup CS ID"/>
APTUS ID (Pre Sep 2014)	<input type="text"/>

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.



## Federation ID lookup

- Enter the first name and last name below to search for the student
- Apprentices must have a Federation account.

First name

Last name

## 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 and 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 could indication of the proposed duration of the training contract

Training	
Training proposed start date	<input type="text"/>
Training proposed completion date	<input type="text"/>

### 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	<input type="text"/>
Enrolment date	<input type="text"/>

### Agreement Signatures

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

Agreement	
<p><b>Agreement signatures are no longer recorded in part 1</b>            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.</p>	

### 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.

School based apprenticeships	
School	<input type="text"/>
School contact title	<input type="text"/>
School first name	<input type="text"/>
School last name	<input type="text"/>
School position	<input type="text"/>
School contact number	<input type="text"/>
School contact email	<input type="text"/>
Create new login?	<input type="checkbox"/>
School contact signed	<input type="checkbox"/>
Date	<input type="text"/>

## 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 TIO 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.

Add New Unit   Select All   Clear All

Unit	Nominal Hours	Core/Elective	Default Year	Contractor
FBPRB0302 Use food preparation equipment to prepare fillings	40	Core	1	Employer to Confirm
FBPRB0301 Produce laminated pastry products	100	Core	1	Employer to Confirm
FBPRB0302 Produce non-laminated pastry products	80	Core	1	Employer to Confirm
FBPRB0305 Produce basic bread products	120	Core	1	Employer to Confirm
FBPRB0306 Produce savoury bread products	100	Core	1	Employer to Confirm
FBPRB0307 Produce specialty flour bread products	100	Core	1	Employer to Confirm
FBPRB0308 Produce sponge cake products	80	Core	1	Employer to Confirm
FBPRB0309 Produce biscuit and cookie products	80	Core	1	Employer to Confirm
FBPRB0310 Produce cake and pudding products	120	Core	1	Employer to Confirm
FBPRB0314 Produce sweet yeast products	100	Core	1	Employer to Confirm
FBPRB0315 Schedule and produce bakery production	120	Core	1	Employer to Confirm
FBPRB0316 Control and order bakery stock	40	Elective	1	Employer to Confirm
FBPRB0318 Produce basic artisan products	100	Core	1	Employer to Confirm
FBPRB0401 Produce artisan bread products	120	Elective	1	Employer to Confirm
FDPP2001A Implement the food safety program and procedures	30	Core	1	Employer to Confirm
FDPC15001A Participate in QMS processes	40	Core	1	Employer to Confirm
FDPC2001A Use mathematical applications in the workplace	30	Core	1	Employer to Confirm
SPRWER02 Merchandise food products	25	Elective	1	Employer to Confirm
STOHRM031 Coach others in job skills	20	Elective	1	Employer to Confirm

Core Units: 0  
Elective Units: 0  
Total Hours: 0

**Confirmation required**  
Unit selection must be confirmed to proceed to Part 2 - Planning  
 Unit Selection Complete?

**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.

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

**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

**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

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

Add New Unit Select All Clear All

Unit	Nominal Hours	Core/Elective	Default Year	Confirmer	
FBPRBK2002 Use food preparation equipment to prepare fillings	40	Core	1	Employer to Confirm	<input type="checkbox"/>
FBPRBK3001 Produce laminated pastry products	100	Core	1	Employer to Confirm	<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.

**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

Add New Unit Select All Clear All

Unit	Nominal Hours	Core/Elective	Confirmer	
FBPRBK2002 Use food preparation equipment to prepare fillings	40	Core	<div style="border: 1px solid black; padding: 2px;">                     1 2 3 4 5 6 <b>CT</b> CY PE                 </div> Employer to Confirm	<input type="checkbox"/>

### 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.

**Units from other training plans or employers**

Employer:  
Location:  
Contact:  
EPSILON: CANCELLED

Unit	Nominal Hours	Cycle No.	Current Status	Assess Date Confirm date	Assessor
<span style="background-color: red; color: white; padding: 2px;">UEENEEC020B</span> Participate in Electrical Work and Competency Development Activities	20	1	Completed <span style="color: green;">CY</span>	30-05-2017 05-11-2017	<u>D Ballard</u>
<span style="background-color: red; color: white; padding: 2px;">UEENEED101A</span> Use computer applications relevant to a workplace	20	1	Completed <span style="color: green;">CY</span>	31-05-2017 05-11-2017	<u>D Ballard</u>

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

Core Units: 0

Elective Units: 0

Total Hours: 0

**Confirmation required**  
Unit selection must be confirmed to proceed to Part 2 - Planning

Unit Selection Complete?

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

**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 –**  
when all selections have been completed click on this button to progress to the Planning tab.

Update and proceed to part 2

### 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.

[Back](#)

**Success**  
Training Plan added successfully

## Planning – Part 2

You will be provided with an addition page to review unit selection. Please review and when satisfied click on “update”.

[Back](#)

**Success**  
Training Plan added successfully

### Edit training plan

<b>Employer:</b>	SOVEREIGN CITY ELECTRICS PTY LTD	<b>Apprentice:</b>	
<b>RTO:</b>	FEDERATION UNIVERSITY AUSTRALIA	<b>EPSILON No.</b>	
<b>Qualification:</b>	Certificate III in Electrotechnology Electrician	<b>EPSILON Status:</b>	<b>ACTIVE - RECOMMENCEMENT</b>
<b>PUSH Hours:</b>	1000	<b>Campus Solutions ID:</b>	30314222
<b>Expected Supervised PUSH Hours:</b>	960	<b>Unique Student Identifier (USI):</b>	N/A
<b>Completed Hours</b>	640	<b>Qualification Code:</b>	UEE30811
		<b>Next Progression Point</b>	140

[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					

**Unit selection confirmation required**  
Confirm unit selection and update the training plan to begin unit planning.

#### Current units

Unit	Hours	Year	Core
UEENEEG108A Trouble-shoot and repair faults in low voltage electrical apparatus and circuits	80	CT	Elective
UEENEEC020B Participate in Electrical Work and Competency Development Activities	20	1	Elective
UEENEE137A Document and apply measures to control OHS risks associated with electrotechnology work	20	4	Elective
UEENEEG103A Install low voltage wiring and accessories	20	4	Elective

**NOTE:** Unit years can still be changed at any time after confirming unit selection.

[Update](#)

## 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.**

Proposed assessment date	<input type="text"/>
Unit type	Core
Confirmer	Employer to Confirm - Workplace RTO to Confirm - Non Workplace
Delivery method	<input type="text"/>
Assessment methods	Assessment methods
Resource provided	<input type="text"/>
Date provided	<input type="text"/>

- **Delivery Method** – use dropdown menu to choose; Classroom/ Workplace/ Blended

Proposed assessment date	<input type="text"/>
Unit type	Core
Confirmer	Employer to Confirm - Workplace
Delivery method	Delivery Classroom Workplace Blended
Assessment methods	<input type="text"/>
Resource provided	<input type="text"/>
Date provided	<input type="text"/>

- **Assessment Methods** – use dropdown menu to choose:
  - Practical Assessment Task
  - Knowledge Assessment Task
  - Project/ Portfolios Assessment Task

Proposed assessment date	<input type="text"/>
Unit type	Core
Confirmer	Employer to Confirm - Workplace
Delivery method	Delivery
Assessment methods	1 - Practical assessment task 2 - Knowledge assessment task 3 - Project / Portfolios assessment task
Resource provided	<input type="text"/>
Date provided	<input type="text"/>

Edit training plan

Employer:	SOVEREIGN CITY ELECTRICS PTY LTD	Apprentice:	BRODIE CLARKE
RTO:	FEDERATION UNIVERSITY AUSTRALIA	EPSILON No.	42012119
Qualification:	Certificate III in Electrotechnology Electrician	EPSILON Status:	ACTIVE - RECOMMENCEMENT
PUSH Hours:	1000	Campus Solutions ID:	30314222
Expected Supervised PUSH Hours:	960	Unique Student Identifier (USI):	N/A
Completed Hours	720	Qualification Code:	UEE30811
		Next Progression Point	140

[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](#)

**Changes to unit planning**

All selected units for each year of delivery within the training plan are required to have applied to each unit; a proposed assessment date and a delivery method prior to the agreement being signed by all parties.

[Record Signatures](#)

**Structured Training outside routine work duties**

Please refer to your timetable for your dates to attend Structured Training.

Year 1 - 1 unit

Year start date

Year end date

**UEENECC020B - Participate in Electrical Work and Competency Development Activities**

Proposed assessment date

Unit type

Confirmer

Delivery method

Assessment methods

Resource provided

Date provided

[Apply to year 1](#) [Apply to all years](#)

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.

- Click on “Update” button when all units have been supplied with planning information.
- If completed successfully the below banner will appear.
  - **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.

[Back](#)

**Success**  
Training Plan added successfully



**Record Signatures**

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**
- Proceed to the end of the page

Signature method  Online  Offline

---

**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

John Smith

Date

Signature

Clear

### Offline signatures

- Click on Offline

Signature method Online Offline

Please scan and upload the signed training plan

<input checked="" type="checkbox"/> Employer signed	Date	<input type="text" value="26-02-2020"/>	
<input checked="" type="checkbox"/> Apprentice signed	Date	<input type="text" value="26-02-2020"/>	
<input checked="" type="checkbox"/> RTO signed	Date	<input type="text" value="26-02-2020"/>	

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. If you are not able to access and are provided with the below image you must complete Planning Part 2 for all units and you must attach and complete offline/ online signatures.

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			
Current assessment year		Completed assessment years					
<b>Assessment locked</b>							
All planning must be completed in Part 2 before assessment is enabled for this apprentice.							
<b>Planned units</b>				19/19			
<b>Apprentice Signed</b>				Pending			
<b>Employer Signed</b>				Pending			
<b>RTO Signed</b>				Pending			

When this has been completed you will be able to access both **Current assessment year** and **Completed assessment years** tabs

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			
Current assessment year		Completed assessment years					
<b>Grade confirmation</b>							
Confirmed grades will be posted automatically to Campus Solutions as a <b>final</b> grade at 11:00pm daily.							
This will occur after:							
<ul style="list-style-type: none"> <li>An employer confirms a CY via email or via ATOM.</li> <li>A teacher manually sets a grade to CY.</li> </ul>							

Year 1 Feb 10 2020 - Feb [26 2021](#) 1 unit

Contact method

Contact date

Year 1 notes

**B I Ix** [Rich text editor icons]

**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

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.

## 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**

**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*

- 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

**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*

- **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*

**FBPRBK3001 - Produce laminated pastry products**

Enrolled

Prelim outcome

Final Outcome **Pending Employer Confirmation**

Assessor

Proposed date

Assessment date

Confirmer

Confirmation method

Confirm date

Status  Completed  Ongoing

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

- 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.

**Success**

- Employer has been sent email requesting confirmation for 'FBPRBK3002'
- 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

Assessor

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

Preferred Contact Method Email Phone Visit Mail

*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”**

**FBPRBK3006 - Produce savoury bread products**

Enrolled

Prelim outcome CY - Competent Yes

Assessor Dean Baker

Proposed date 20-07-2022

Assessment date 26-02-2020

Confirmer Employer to Confirm

Confirmation method Verbal/Written/Other (Scan and ...) Attach scanned confirmation

Confirm date 26-02-2020

Status Completed Ongoing

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

Reset unit assessment Apply to year 1

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.

**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.

**SITXHRM001 - Coach others in job skills**

Enrolled

Prelim outcome

Assessor

Proposed date

Assessment date

Confirmer

Confirmation method

Confirm date

Status

**RTO confirmed unit**

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



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

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.

**SITXHRM001 - Coach others in job skills**

Enrolled	<input type="checkbox"/>
Prelim outcome	CY
Final Outcome	Completed - RTO CY
Assessor	Dean Baker
Proposed date	20-07-2022 
Assessment date	26-02-2020 
Confirmer	RTO to Confirm
Confirmation method	Not Required
Confirm date	26-02-2020
Status	Completed

CY grade has been posted to Campus Solutions. For incorrect grades, please follow the relevant [Campus Solutions procedure](#)

**RTO confirmed unit**

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

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

**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.

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			
Current assessment year		Completed assessment years					

Year 1 Feb 6 2019 - Dec 31 2019 - 9 units

Contact method:

Contact date:

Year 1 notes

**B I T**

**AHCWHS301 - Contribute to work health and safety processes**

Enrolled

Prelim outcome

Final Outcome **Completed - RTO CY**

Assessor

Proposed date

Assessment date

Confirmer

Confirmation method

Confirm date

Status

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

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.

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			
<b>Units to be completed</b>							
Unit details		Year	Current Status		Assessment		
FBPRBK2002 Use food preparation equipment to prepare fillings		1	Completed		Assessor	M.Windsor	
Type	Core		ATOM Grade	CY	Assess date	29-11-2019	
Hours	40		CS Grade	CY	Confirm date	29-11-2019	
Confirmer	Employer						
Unit start date	15-06-2019						
Unit end date	29-11-2019						
FBPRBK3005 Produce basic bread products		1	Completed		Assessor	M.Windsor	
Type	Core		ATOM Grade	CY	Assess date	18-10-2019	
Hours	120		CS Grade	CY	Confirm date	18-10-2019	
Confirmer	Employer						
Unit start date	15-05-2019						
Unit end date	29-11-2019						

## 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

<b>Units that will be undertaken and assessed again</b>							
Unit details		Cycle	Previous Status		Assessment		CS Posted Grade
MSAENV272B Participate in environmentally sustainable work practices		2	Not yet competent		Assessor	M.Windsor	
Hours	30		Grade	CN	Assess date	22-11-2017	
Confirmer	Employer						
Class Number*	10172						
Unit Start*	06-02-2017						
Unit End*	30-11-2017						
* 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

Unit	Cycle	Current Status	Assessment
FDFOHS3001A Contribute to OHS processes	1	Completed <u>CY</u>	Assessor <u>D Baker</u>
Hours	40		Assess date 14-11-2016
Confirmer	RTO to Confirm		Confirm date 14-11-2016

### 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 AHC30116**

Unit	Start date	End date	Term	Posted Grade
AHCCHM303 Prepare and apply chemicals	10-09-2019	30-11-2019	1901	
Hours	70			
AHCMOM212 Operate quad bikes	16-09-2019	30-11-2019	1901	
Hours	60			

### 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	CT	
Hours	30	
FDFOP2061A Use numerical applications in the workplace	CT	
Hours	30	

### Total hours

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

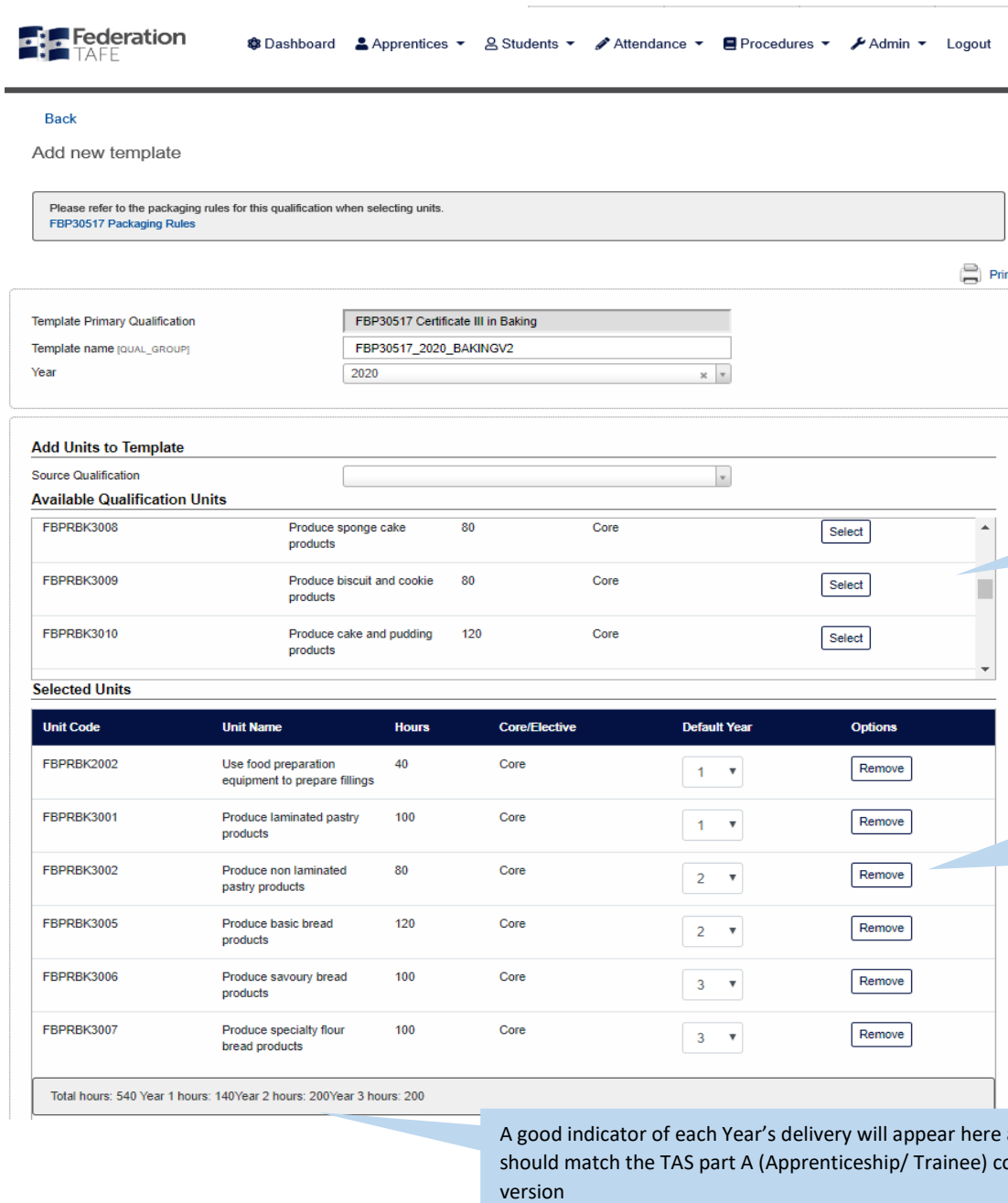
Total hours	
Completed Hours	325
Next Progression Point	361
Required Hours	1445

## 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



Back

Add new template

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

Print

Template Primary Qualification: FBP30517 Certificate III in Baking

Template name [QUAL\_GROUP]: FBP30517\_2020\_BAKINGV2

Year: 2020

**Add Units to Template**

Source Qualification: [Dropdown]

**Available Qualification Units**

Unit Code	Unit Name	Hours	Core/Elective	Options
FBPRBK3008	Produce sponge cake products	80	Core	Select
FBPRBK3009	Produce biscuit and cookie products	80	Core	Select
FBPRBK3010	Produce cake and pudding products	120	Core	Select

**Selected Units**

Unit Code	Unit Name	Hours	Core/Elective	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	2	Remove
FBPRBK3005	Produce basic bread products	120	Core	2	Remove
FBPRBK3006	Produce savoury bread products	100	Core	3	Remove
FBPRBK3007	Produce specialty flour bread products	100	Core	3	Remove

Total hours: 540 Year 1 hours: 140 Year 2 hours: 200 Year 3 hours: 200

Select the units you require.

Remove any units that will not be required.

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


Qualification template management

**Success**  
Template added successfully

[Add New Template](#)

### [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.


⚙ Dashboard
👤 Apprentices ▾
👤 Students ▾
📅 Attendance ▾
📄 Procedures ▾
🔑 Admin ▾
Logout

---

[Back](#)

Qualification template management

[Add New Template](#)

Qualification	<input type="text" value="FBP30517 - Certificate III in Baking (35)"/>
Keywords	<input type="text"/>
Year	<input type="text" value="2018"/>
Status	<input type="text" value="Active"/>

[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	<div style="display: flex; justify-content: space-around; gap: 10px;"> <div style="background-color: #003366; color: white; padding: 5px 10px; border-radius: 3px;">Edit</div> <div style="background-color: #003366; color: white; padding: 5px 10px; border-radius: 3px;">Delete</div> <div style="background-color: #003366; color: white; padding: 5px 10px; border-radius: 3px;">Archive</div> </div>

# 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.

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			

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

## Contact Schedule

### Full time 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.

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

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 7 2020	<input checked="" type="checkbox"/>	07-11-2019	Face to Fac	Dean Baker	<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 I U** [List Icons] [Link Icon]

JAYANTHI INFORMED ME TODAY THAT SHE WAS MORE THAN LIKELY LEAVING IN DEC/JANUARY AND TO NOT BOTHER SIGNING HER UP. I TOLD ASH AND HE SAID HE WOULD TALK TO HER AND KEEP ME INFORMED

### Units discussed

**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 7 2020	<input checked="" type="checkbox"/>	07-11-2019	Face to Fac	Dean Baker	<input type="checkbox"/>

Choose contact type

**Teachers**

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

**Teachers**

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

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

**Units discussed**

**Units discussed**

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

2	Tuesday Apr 7 2020	<input type="checkbox"/>				<input type="checkbox"/>
---	-----------------------	--------------------------	--	--	--	--------------------------

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:

Contact type:

Teacher:

Notes

**B I Ix** [Rich text editor icons]

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

**Update**  
**Update and close**

# 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.



Click here to access

**Training plans**

- VET current apprentices
- VET apprentice groups
- Training contact schedule
- Qualification templates

## Contact meeting schedule

Start Date:

End Date:

Teacher:

[Search](#)

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

## Completed meetings

No completed meetings found for the specified date range

## Upcoming or Incomplete Meetings

Apprentice	EPSILON	Status	Recommended Date
	41538756	ACTIVE	2 March 2020
	41613660	ACTIVE	28 March 2020

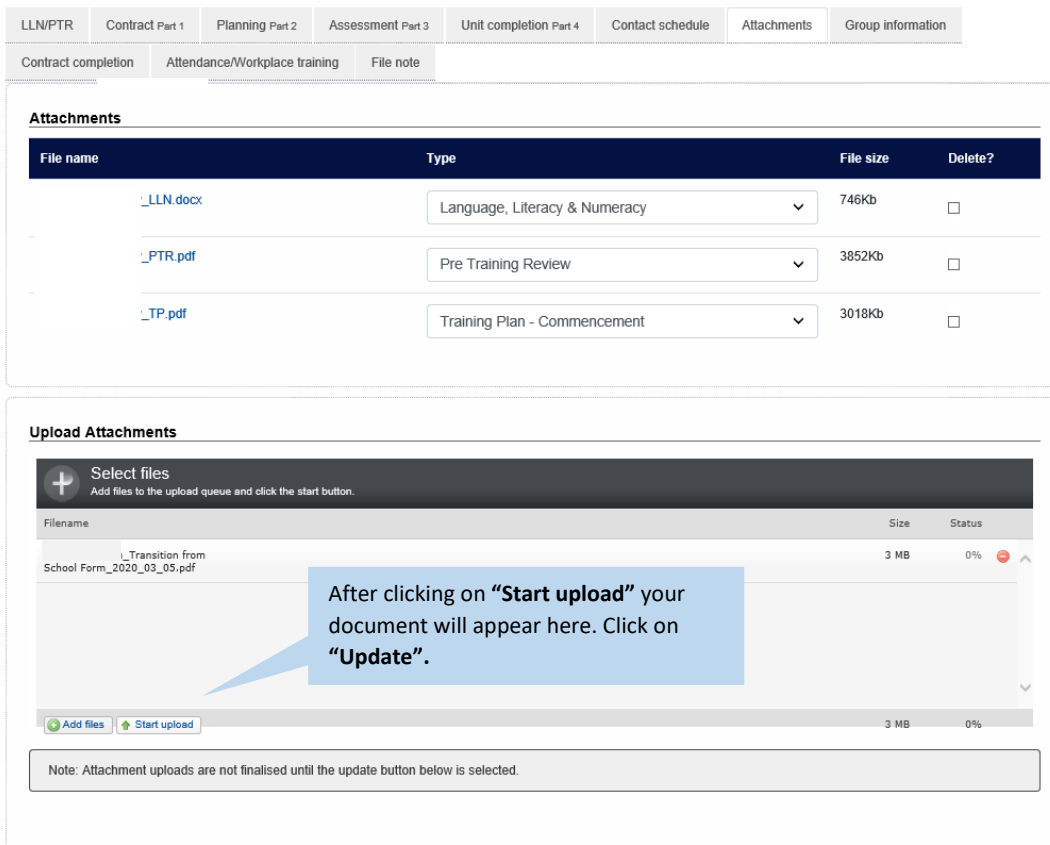


# Attachments

- 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



The screenshot shows the 'Attachments' section of the ATOM system. At the top, there are navigation tabs: LLN/PTR, Contract Part 1, Planning Part 2, Assessment Part 3, Unit completion Part 4, Contact schedule, Attachments (selected), and Group information. Below these are sub-tabs: Contract completion, Attendance/Workplace training, and File note. The main content area is titled 'Attachments' and contains a table with the following data:

File name	Type	File size	Delete?
<a href="#">_LLN.docx</a>	Language, Literacy & Numeracy	746Kb	<input type="checkbox"/>
<a href="#">_PTR.pdf</a>	Pre Training Review	3852Kb	<input type="checkbox"/>
<a href="#">_TP.pdf</a>	Training Plan - Commencement	3018Kb	<input type="checkbox"/>

Below the table is the 'Upload Attachments' section. It features a 'Select files' button and a text prompt: 'Add files to the upload queue and click the start button.' A table below shows the upload queue with one file: 'Transition from School Form\_2020\_03\_05.pdf' (3 MB, 0% complete). A blue callout box points to the file with the text: 'After clicking on "Start upload" your document will appear here. Click on "Update".' At the bottom of the queue are 'Add files' and 'Start upload' buttons. A note at the bottom states: 'Note: Attachment uploads are not finalised until the update button below is selected.'

Update

Update and close

- Step 5: Click on Update

### Attachments

File name	Type	File size	Delete?
<a href="#">_LLN.docx</a>	Language, Literacy & Numeracy	746Kb	<input type="checkbox"/>
<a href="#">_PTR.pdf</a>	Pre Training Review	3852Kb	<input type="checkbox"/>
<a href="#">_TP.pdf</a>	Training Plan - Commencement	3018Kb	<input type="checkbox"/>

### Upload Attachments

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

Filename	Size	Status
K. Transition from School Form_2020_03_05.pdf	3 MB	100% <span style="color: green;">✔</span>

Uploaded 1/1 files 3 MB 100%

**Awaiting Upload:**

\_Transition from School Form\_2020\_03\_05.pdf

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

**Update**

**Update and close**

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

[Back](#)

## Edit training plan

<b>Employer:</b>	FEDERATION UNIVERSITY AUSTRALIA	<b>Apprentice:</b>	
<b>RTO:</b>	Certificate III in Carpentry	<b>EPSILON No.</b>	
<b>Qualification:</b>	118	<b>EPSILON Status:</b>	ACTIVE - RECOMMENCEMENT
<b>PUSH Hours:</b>	1248	<b>Campus Solutions ID:</b>	30366362
<b>Expected Supervised PUSH Hours:</b>	60	<b>Unique Student Identifier (USI):</b>	Z3P2W5FDKK
<b>Completed Hours</b>		<b>Qualification Code:</b>	CPC30211
		<b>Next Progression Point</b>	268

Update

- LLN/PTR
- Contract Part 1
- Planning Part 2
- Assessment Part 3
- Unit completion Part 4
- Contact schedule
- Attachments
- Group information

### Attachments

File name	Type	File size	Del
v_LLN.docx	Language, Literacy & Numeracy	748Kb	<input type="checkbox"/>
v_PTR.pdf	Pre Training Review	3852Kb	<input type="checkbox"/>
v_TP.pdf	Training Plan - Commencement	3018Kb	<input type="checkbox"/>

### 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.

### Upload Attachments

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

Filename	Size	Status
Transition from School Form_2020_03_05.pdf	3 MB	100%

Uploaded 1/1 files 3 MB 100%

### Awaiting Upload:

Transition from School Form\_2020\_03\_05.pdf

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

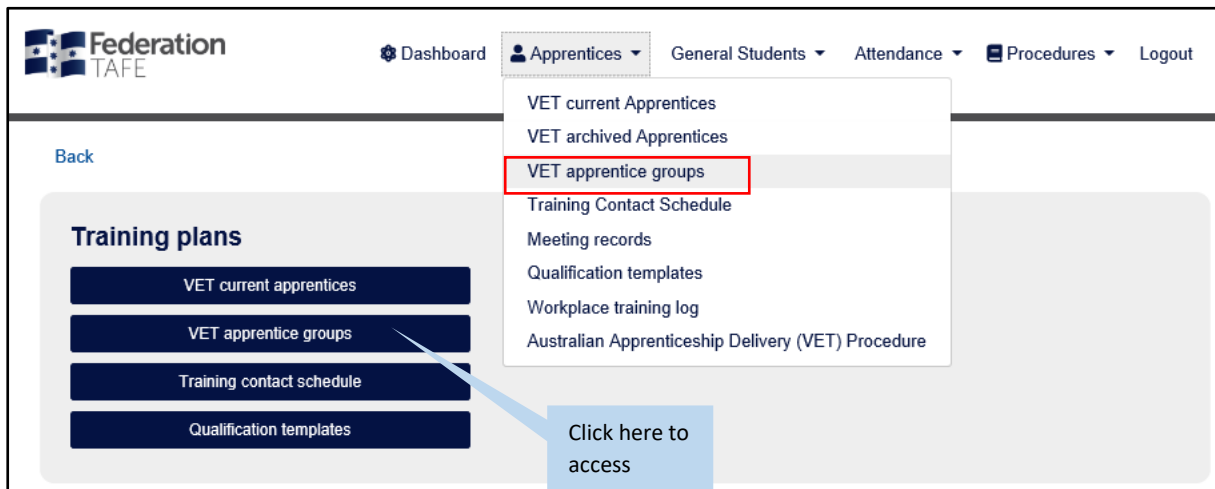
Click update to ensure the attachment saves

Update

Update and close

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](mailto:atom@federation.edu.au)) to request for the attachment to be removed.

# Apprentice Groups



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

[Back](#)

## Group management

[Add New Group](#)

Click here to create a **new** Apprentice 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

66 results found (Displaying 1 - 25)

< 1 2 3 >

Group Details	Qualification Code	Student type	Options	
<input type="checkbox"/> AHC30116_2020_TRAINEES	AHC30116	VET Apprentice	<a href="#">Edit</a>	<a href="#">Delete</a>
<input type="checkbox"/> AHC30916_2020_2019	AHC30916	VET Apprentice	<a href="#">Edit</a>	<a href="#">Delete</a>
<input type="checkbox"/> AUR30616_2020_GROUP	AUR30616	VET Apprentice	<a href="#">Edit</a>	<a href="#">Delete</a>


### 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

## Add New Group

Qualification	FBP30517 - Certificate III in Baking (35)
Group name (QUAL_GROUP)	FBP30517_2020_ADD GROUP NAME for EASY Reference
Year	2020
Archived	<input type="checkbox"/>

Timetable



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.

**Apprentice Search**

Qual code, Name  
EPSILON or CS ID

Commencement  
Date Range

### Adding apprentice names to apprentice group

**Apprentice Search**

Qual code, Name  
EPSILON or CS ID

Commencement  
Date Range

Apprentice	EPSILON	Status	Commencement Date
<b>Matching apprentices</b>			
		ACTIVE	23-04-2018 <input type="checkbox"/>

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

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.



- Compliance
  - Meeting records
  - Workplace Training log
  - Australian apprenticeship delivery (VET) procedure

Click here to access

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/EPSILON:

Start date:

End date:

[Go](#)

Click here to access

304 results found (Displaying 1 - 25)

[<](#)
[1](#)
[2](#)
[3](#)
[4](#)
[5](#)

Date	Teacher	Apprentice	Unscheduled	Contact type	Options
02-01-2020				Email	<a href="#">Edit</a> <a href="#">Delete</a>
Good morning Jess. Happy New Year. Thank you for emailing through assessment task 1 for the unit on BSBITU309 Produce desktop published documents.					

- Complete all fields when adding a new meeting

Add new meeting

**Meeting details**

Date:

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

Click here to access

## Workplace training withdrawal log

Workplace training activity pending confirmation

Employer:   
 Start date:    
 End date:    
 Confirmed:

**Go**

**Confirm selected dates**

Apprentice	EPSILON	Date	Start	End	Unit	Location	Confirm
		18-04-2019	11:15	13:00	<u>BSBWOR301</u>	Ballarat Neighbourhood centre	<input type="checkbox"/>
activity book							
		29-05-2019	10:00	13:30	<u>BSBCUS301</u>	Ballarat Neighbourhood centre	<input type="checkbox"/>
activity book							
		30-05-2019	12:55	16:30	<u>BSBCUS301</u>	Ballarat Neighbourhood centre	<input type="checkbox"/>
activity book							



# Extra Features

## Send message

- Click on send message

Name		Qualification	
<b>FBP30517 CERTIFICATE III IN BAKING</b>			
ACTIVE		CONTRACT START: 06-01-2020	CONTRACT COMPLETION: 05-07-2023
LLN/Pre-training review	Unit completion	Group info	
Contract	Contact schedule	Attendance/Workplace Training	
Planning	Attachments	File notes	
Assessment	Contract completion	Send message	
Advanced options			
View EPSILON record		Reset unit selection	
View grade log		Reset training plan	
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 U** [bulleted list] [numbered list] [link] [image]

Recipient

[Preview message](#)

### Preview student message

**Message details**

Subject

Message

**B I U** [bulleted list] [numbered list] [link] [image]

Todays test

Recipients

1 matches found

Apprentice  EPSILON Email  Include?

[Send message](#)

Send message; ensure the correct email address appears

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

- Click on send message

Name		Qualification	
		<b>FBP30517 CERTIFICATE III IN BAKING</b>	
		ACTIVE	CONTRACT START: 06-01-2020 CONTRACT COMPLETION: 05-07-2023
LLN/Pre-training review	Unit completion	Group info	
Contract	Contact schedule	Attendance/Workplace Training	
Planning	Attachments	File notes	
Assessment	Contract completion	Send message	
Advanced options			
View EPSILON record		Reset unit selection	
View grade log		Reset training plan	
View message log			

**Message log**



12-02-2020 12:17 FedUni TAFE login details - i
<p>Recipient: s.duke@federation.edu.au,j.reid@federation.edu.au,c.carrigg@federation.edu.au</p> <p>Date :12-02-2020 12:17</p> <p>User:</p> <p>Welcome to FedUni TAFE.</p> <p>Our Apprenticeship/Traineeship Online Management system allows you complete access to finalise student assessment in one handy location.</p> <p>To access the system visit <a href="https://atom.federation.edu.au/">https://atom.federation.edu.au/</a> and login with the following details:</p> <p>Username</p> <p>Default Password</p> <p>Set Password</p>
12-02-2020 12:17 FedUni TAFE login details

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

Name		Qualification	
		<b>FBP30517 CERTIFICATE III IN BAKING</b>	
		ACTIVE	CONTRACT START: 06-01-2020   CONTRACT COMPLETION: 05-07-2023
LLN/Pre-training review	Unit completion	Group info	
Contract	Contact schedule	Attendance/Workplace Training	
Planning	Attachments	File notes	
Assessment	Contract completion	Send message	
Advanced options			
View EPSILON record	Reset unit selection		
<b>View grade log</b>	Reset training plan		
View message log			

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

 [Print](#)

Apprentice grade confirmation log

Unit	Cycle	Grade	Status	Email date	Confirm date	Log
<a href="#">MEM09002B</a>	1	CY	Completed	19-09-2019 09:40	19-09-2019 09:55	• 19 u
<a href="#">MEM11011B</a>	1	CY	Completed	21-11-2019 09:45	21-11-2019 09:49	• 21-11-2019 09:49   Confirmed   CY   s.krezlik@federation.edu.au
<a href="#">MEM12023A</a>	1	CY	Completed	18-07-2019 13:34	18-07-2019 14:00	• 18 u
<a href="#">MEM12024A</a>	1	CY	Completed	21-11-2019 09:45	21-11-2019 09:49	• 21-11-2019 09:49   Confirmed   CY   s.krezlik@federation.edu.au
<a href="#">MEM13014A</a>	1	CY	Completed	04-04-2019 09:50	04-04-2019 10:05	• 0 au
<a href="#">MEM16007A</a>	1	CY	Completed	19-09-2019 09:40	19-09-2019 09:56	• 19-09-2019 09:56   Confirmed   CY   s.krezlik@federation.edu.au
<a href="#">MEM18001C</a>	1	CY	Completed	04-04-2019 09:50	04-04-2019 10:06	• 04-04-2019 10:06   Confirmed   CY   s.krezlik@federation.edu.au
<a href="#">MEM18002B</a>	1	CY	Completed	20-06-2019 10:36	20-06-2019 10:39	• 20-06-2019 10:39   Confirmed   CY   s.krezlik@federation.edu.au

[Back Button](#)

[PRINT ICON](#)

[DASHBOARD](#)

[Back](#)

 [Print](#)

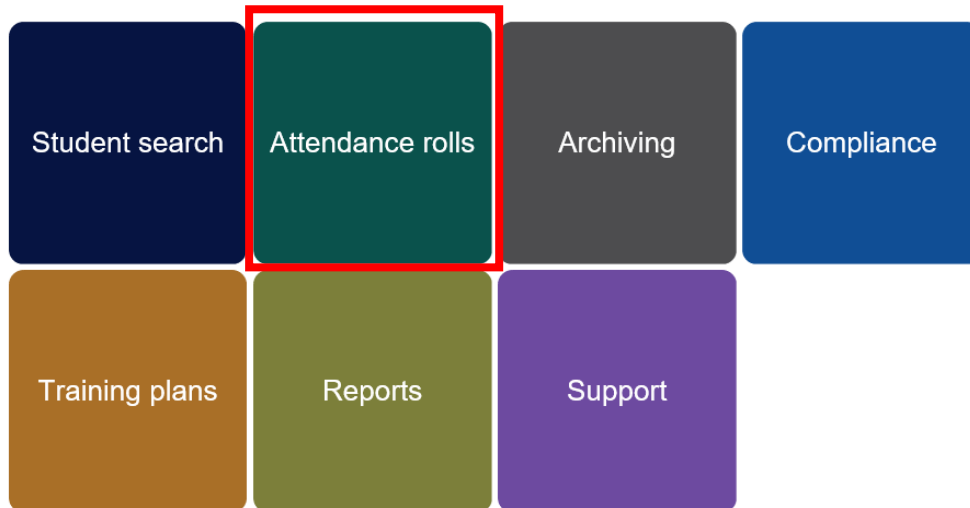
 [Dashboard](#)

Takes you back to the home page

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/](http://webapps.federation.edu.au/apps/ict_training/) for a full list of available training sessions
- Assistance/queries – Please email [atom@federation.edu.au](mailto: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
Epsilon 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)

