

# Teaching Staff

## User Guide for

# ATOM

Apprenticeship | Traineeship | Online | Management  
| System

## **VET ATTENDANCE ROLLS**

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# Starting Off

## Logging on to ATOM

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

Use your Novell login details

Username:

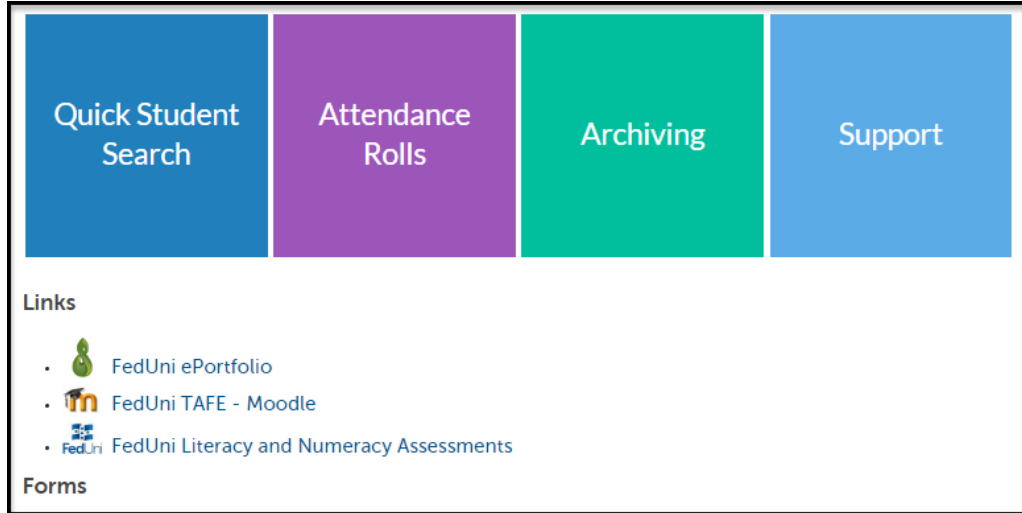
Password:

**Forgotten password?**

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

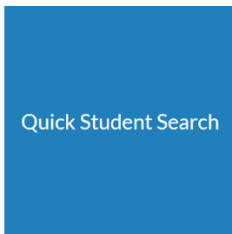
## PART ONE (VET General Students)

Once logged in, your main ATOM dashboard screen will look like this –

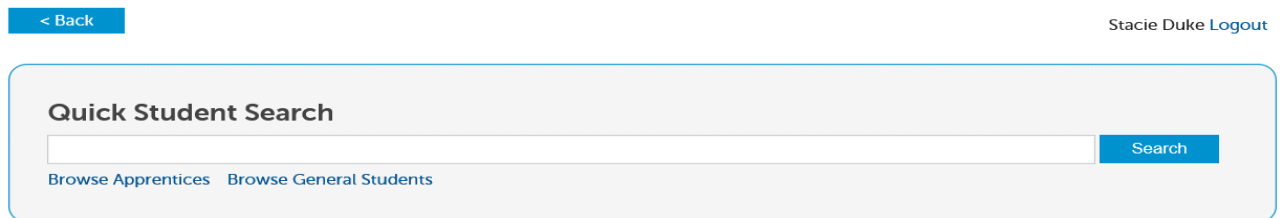


# VET General Student Search

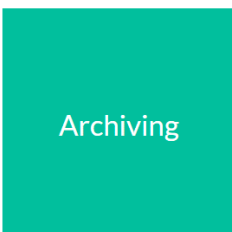
There is now one central student search tile for teachers to look up any VET General student or Apprentice. Click on the **Quick Student Search** tile.



You can search by entering the student's first name or surname or Campus Solutions ID. ATOM will filter records based on what has been entered. Simply select the correct student from the drop down menu.



To view an archived student go back to the Dashboard and select the Archiving tile:



## Archiving

VET Archived General Students

Select VET  
Archived General  
Students

All VET General Students are listed in alphabetical order. You can search using one or more of the options below:

### VET General Student Management

Keywords:	<input type="text"/>
Qualification:	<input type="text"/>
Group:	<input type="text"/>
Unit:	<input type="text"/>
Teacher	<input type="text"/>
Status	<input type="text"/>
Attendance	<input type="text"/>

Search for a VET General Student using any of these search fields

Click on Go

25 results

## New look Student Management view

<p><b>Multiple enrolments will now display if applicable</b></p>	<p>CHC30113  <b>Active in Program</b>            Certificate III in Early Childhood Education and Care  <a href="#">View CHC30113 attendance</a>  <a href="#">Show 18 units</a></p>	<p>CS-Cert III            11-02-2019 - 20-12-2019</p>
	<p>LNSUPPORT  <b>Active in Program</b>            Literacy and Numeracy Support  <a href="#">View LNSUPPORT attendance</a>  <a href="#">Show 3 units</a></p>	<p>LNComm Services DS            14-02-2019 - 30-11-2019</p>

<p><b>The units the student has been enrolled in are displayed along with the unit start and end dates as entered in Campus Solutions</b></p>	<p>CHC30113  <b>Active in Program</b>            Certificate III in Early Childhood Education and Care  <a href="#">View CHC30113 attendance</a>  <a href="#">Show 18 units</a></p>	<p>CS-Cert III            11-02-2019 - 20-12-2019</p>
	<p><a href="#">BSBWOR202</a>            04-11-2019 - 20-12-2019  <a href="#">CHCDIV001</a>            30-10-2019 - 20-12-2019  <a href="#">CHCDIV002</a>            18-09-2019 - 20-12-2019  <a href="#">CHCECE001</a>            16-10-2019 - 20-12-2019  <a href="#">CHCECE002</a>            03-04-2019 - 16-08-2019</p>	

**You can now expand/collapse the view of units your student is enrolled**

## VET General Student Groups

You are not required to create VET General Student groups. These are automatically imported overnight which align with the groups that they are allocated to in Campus Solutions. Along with the groups, the units the VET General Students are enrolled in will also be imported from Campus Solutions into ATOM.

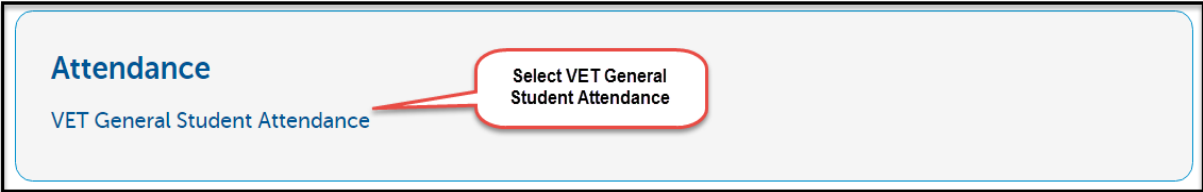
You may find that some VET General Students are set up in more than one group. All groups that they are in will list on the main screen when you search for a student. See below:

<p>CHC30113  <b>Active in Program</b>            Certificate III in Early Childhood Education and Care  <a href="#">View CHC30113 attendance</a>  <a href="#">Show 18 units</a></p>	<p>CS-Cert III            11-02-2019 - 20-12-2019</p>
<p>LNSUPPORT  <b>Active in Program</b>            Literacy and Numeracy Support  <a href="#">View LNSUPPORT attendance</a>  <a href="#">Show 3 units</a></p>	<p>LNComm Services DS            14-02-2019 - 30-11-2019</p>

**Groups will be displayed against each relevant qualification**

# Attendance Rolls

To view an existing or to create a new Attendance Roll click on the Attendance Rolls tile from the main ATOM Dashboard:



## Searching for an existing Attendance Roll


Use this screen to search for existing attendance rolls and to create new ones:

### VET General Student Attendance Rolls

[Add New Attendance Roll](#)

Qualification	<input type="text"/>	
Student group	<input type="text"/>	
Keywords:	<input type="text"/>	
Unit:	<input type="text"/>	
Delivery Location	<input type="text"/>	
Year	2019	
Teacher	<input type="text"/>	
Archived:	No	
Earliest attendance	<input type="text"/>	<input type="text"/>
Latest attendance	<input type="text"/>	<input type="text"/>
No attendance	<input type="checkbox"/>	

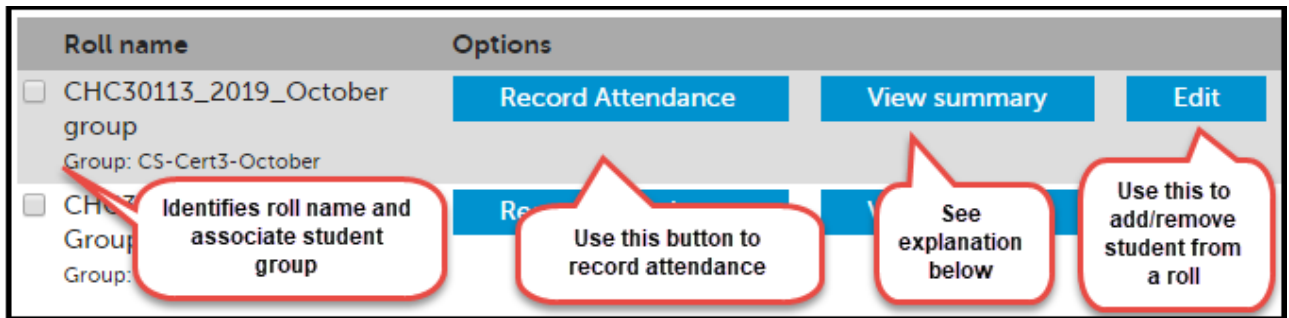
[VIEW ATTENDANCE ROLLS](#)

 [Advanced attendance report](#)

Choose to filter by one or more field to search for an existing roll

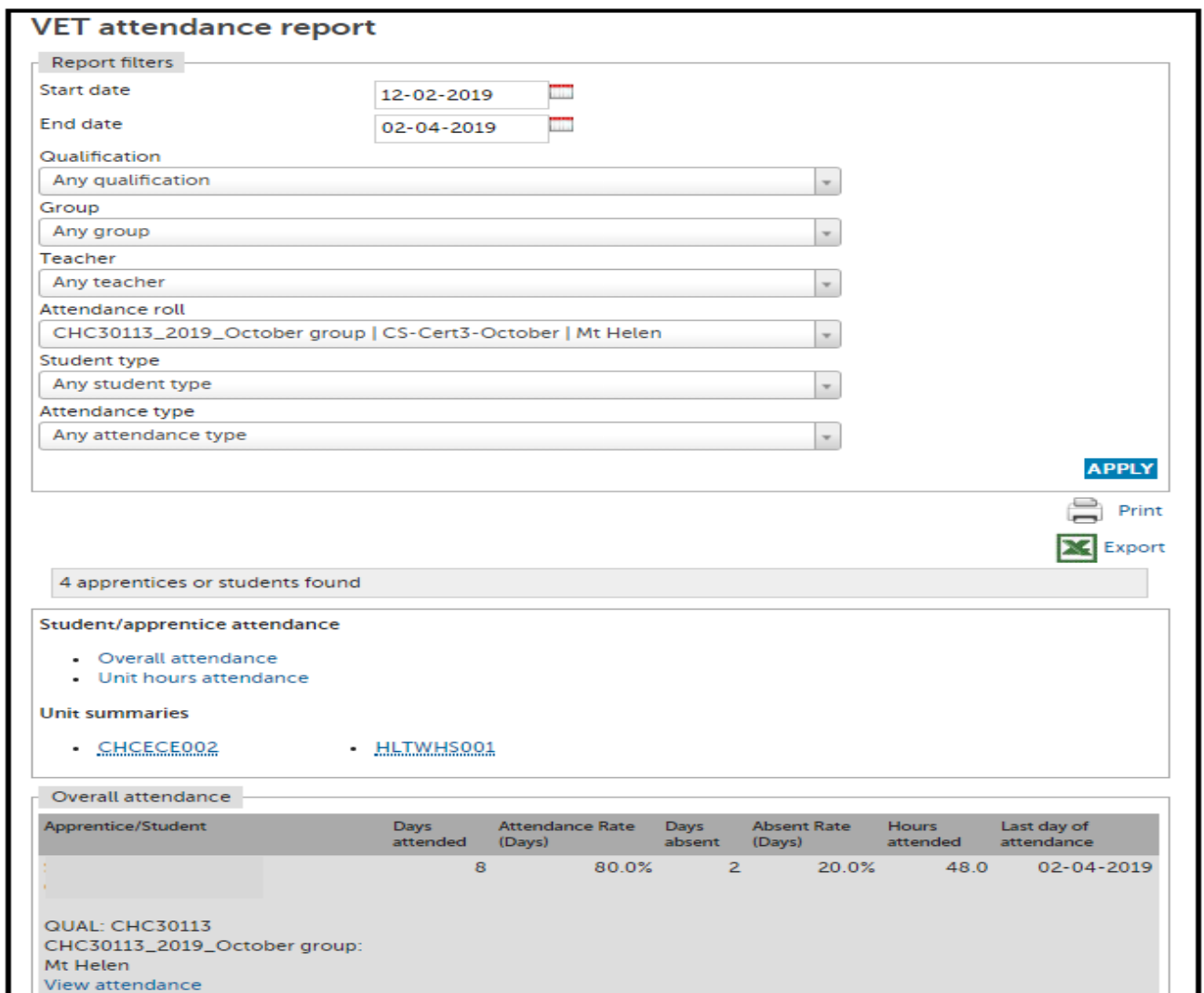
Your name will default but will allow you to search by another teacher name

When you have completed a search for an attendance roll, the screen will display like this:



The screenshot shows a table with two columns: 'Roll name' and 'Options'. The first row contains a checkbox, the roll name 'CHC30113\_2019\_October group', and three buttons: 'Record Attendance', 'View summary', and 'Edit'. Below the roll name, it says 'Group: CS-Cert3-October'. A second row is partially visible. Four red callout boxes provide instructions: 'Identifies roll name and associate student group' points to the roll name; 'Use this button to record attendance' points to the 'Record Attendance' button; 'See explanation below' points to the 'View summary' button; and 'Use this to add/remove student from a roll' points to the 'Edit' button.

**View Summary:** Opens up a VET Attendance Report where at a glance you can see the attendance activity for each student within the roll identifying overall and Unit hour attendance per student. Here you can also identify the last day of attendance. You can print or export this information.



The screenshot shows the 'VET attendance report' interface. It includes a 'Report filters' section with dropdown menus for Start date (12-02-2019), End date (02-04-2019), Qualification (Any qualification), Group (Any group), Teacher (Any teacher), Attendance roll (CHC30113\_2019\_October group | CS-Cert3-October | Mt Helen), Student type (Any student type), and Attendance type (Any attendance type). There is an 'APPLY' button and 'Print' and 'Export' icons. Below the filters, it states '4 apprentices or students found'. The 'Student/apprentice attendance' section has links for 'Overall attendance' and 'Unit hours attendance'. The 'Unit summaries' section lists 'CHCECE002' and 'HLTWHS001'. The 'Overall attendance' section contains a table with the following data:

Apprentice/Student	Days attended	Attendance Rate (Days)	Days absent	Absent Rate (Days)	Hours attended	Last day of attendance
	8	80.0%	2	20.0%	48.0	02-04-2019

Below the table, it shows 'QUAL: CHC30113', 'CHC30113\_2019\_October group:', 'Mt Helen', and a 'View attendance' link.

If you require your roll to be deleted you will need to submit a request to the ATOM inbox – you can do this by clicking on the Support tile located on the Dashboard. Please note an attendance roll will only be deleted if no attendance has ever been recorded in that roll.



### Creating a New Attendance Roll:

To create a new attendance roll, click on 'Add New Attendance Roll'

## VET General Student Attendance Rolls

[Add New Attendance Roll](#)

This following screen will appear (it will be blank until you complete the 'Roll details' fields):

### Add VET General Student Attendance Roll

**Roll details**

Qualification

Student Group

Roll Name

Year

Delivery Location

Delivery Method

**Students**

[Select Active](#)

Name	Type	CS ID	DELTA No	Qualification	Units	Status	
	Student			<a href="#">CHC30113</a>	18	Active in Program	<input type="checkbox"/>
	Student			<a href="#">CHC30113</a>	18	Cancelled	<input type="checkbox"/>
	Student			<a href="#">CHC30113</a>	18	Active in Program	<input type="checkbox"/>
	Student			<a href="#">CHC30113</a>	18	Cancelled	<input type="checkbox"/>
	Student			<a href="#">CHC30113</a>	18	Active in Program	<input type="checkbox"/>
	Student			<a href="#">CHC30113</a>	18	Cancelled	<input type="checkbox"/>
	Student			<a href="#">CHC30113</a>	18	Active in Program	<input type="checkbox"/>

[ADD ATTENDANCE ROLL](#)

**Other Students**

Student Search

All drop down fields need to be completed

Roll name will automatically start with qualification code and current

A list of students will appear once a student group has been selected

See explanation on the next page on how to select students

Authorised by: Document Owner: CRICOS Provider No.	Apprenticeship Compliance Officer Administrative Officer – ATOM Support 00103D	Version 4   Current Version: Review Date:	Page 9 of 40 28/11/2019 30/06/2020
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**Mandatory Fields:**

**Qualification:** Select the Qualification from the drop down menu (this will also list the Qualification code)

**Student/Apprentice Group:** General Student groups will automatically come across from Campus Solutions and Apprentice Groups are set up in ATOM. Select the relevant group from the drop down menu. When you have selected a group, the names that have been set up in the group will become available in a list for selection and will show their current status (Active/Cancelled/Completed). If a student is missing from this group it will most likely be due to their enrolment not yet being processed on Campus Solutions.

**Roll Name:** Will automatically begin with the qualification code and the current year ie SHB30115\_2019\_ The remainder of the name should clearly be related to the group ie SHB30115\_2019\_Eyelash SC. It is recommended that you decide as a department how you name your attendance rolls. Keep them consistent. For example ‘*Cert III Beauty Services – 2019 students*’ **OR** ‘*Group A Beauty students 2019*’

**Year:** A new attendance roll is required for each year. This field will default to the current year, however you can create a roll ready for the next year.

**Delivery Location:** Ararat/Camp St/Gillies St/Horsham/Maryborough/Mt Helen/Mt Rowan/SMB/Stawell/ Other (free text field)

**Delivery Method:** Classroom Face to Face/Workplace/Blended

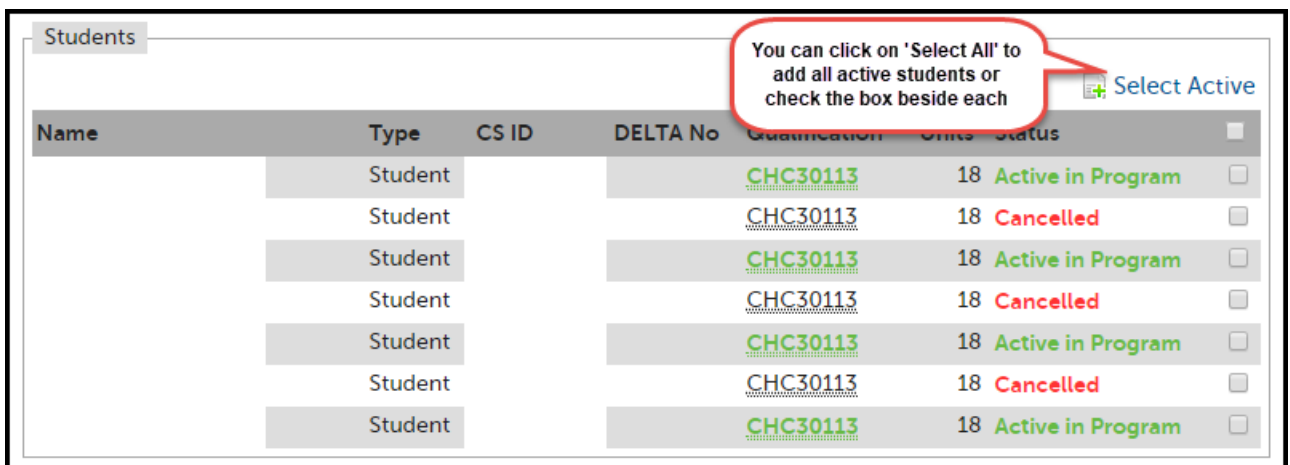
**Selecting Students to add to a roll:**

**Select Active:** This will select all students in the group who are Active

**Select All/Deselect All:** There is a tick box (☐) next to the heading ‘units’ that will allow you to select/deselect all students on the list. If you deselect a student from the list to take out of the roll, they will still be available for re-selection when editing an attendance roll if you need to add them back in again *(please note: This does NOT include students that are not in the group that were added manually to the roll. They will need to be searched for again)*

**Tick individually:** Click on the tick box (☐) next to the individual name

**Search students individually:** Enter the name (first name, surname or full name) into the ‘Student Search’ box and either press enter or click on search. It will display like this with both General Students and Apprentices listed:



The screenshot shows a table titled 'Students' with columns: Name, Type, CS ID, DELTA No, Qualification, Units, Status, and a checkbox. A callout box points to the 'Select Active' button and the checkboxes, stating: 'You can click on 'Select All' to add all active students or check the box beside each'.

Name	Type	CS ID	DELTA No	Qualification	Units	Status	
	Student			CHC30113	18	Active in Program	<input type="checkbox"/>
	Student			CHC30113	18	Cancelled	<input type="checkbox"/>
	Student			CHC30113	18	Active in Program	<input type="checkbox"/>
	Student			CHC30113	18	Cancelled	<input type="checkbox"/>
	Student			CHC30113	18	Active in Program	<input type="checkbox"/>
	Student			CHC30113	18	Cancelled	<input type="checkbox"/>
	Student			CHC30113	18	Active in Program	<input type="checkbox"/>

Once you are finished adding the students/apprentices, click on ‘Add attendance roll’.

A green success banner will appear as well as opening your roll where you can commence recording your attendance.

✔ Success  
 Attendance roll added successfully

**Roll details**

Roll name	CHC30113_2019_October group
Year	2019
Qualification	CHC30113 Certificate III in Early Childhood Education and Care
Student Group	CS-Cert3-October
Delivery Location	Mt Helen
Delivery Method	Classroom

**Add Apprentice/Student**

Student Search	<input type="text"/>	Search	Use this section to add an additional student
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**Attendance**

Date	04-02-2019 <input type="text"/>
Sessions	1 <input type="text"/>

If a student undertakes two or more units concurrently over the course of a training day, then the hours of attendance should not exceed those training hours. This should be a reflection of the time spent on each units training delivery.  
 Example:  
 For an 8 hour day where 3 units are being delivered, this could be recorded as; 4 hrs/ 3hrs / 1hrs = totalling 8 hours of attendance.

## Monday 4 February 2019

### Attendance Sessions

**Do I need to record multiple sessions?**

- If the same teacher runs the class all day, only one session is required.
- When multiple teachers take the same class, each teacher needs to record a different session for the day.

**Session 1**  
 No attendance recorded for this session

This feature is explained more under the Recording Attendance section of this manual

RECORD ATTENDANCE FOR SESSION 1

Rolls can be edited at any time but only by the original creator. Any teacher can add additional students to the roll either here using the Add Apprentice/Student function above or when editing the attendance roll.

### Recording Attendance:

Go back to VET General Student Attendance and find the attendance roll you wish to use. Click on 'Record Attendance'

Roll name	Options
<input type="checkbox"/> CHC30113_2019_October group Group: CS-Cert3-October	<a href="#">Record Attendance</a> <a href="#">View summary</a> <a href="#">Edit</a>
<input type="checkbox"/> CHC30113_2019_October group Group: CS-Cert III	<a href="#">Record Attendance</a> <a href="#">View summary</a> <a href="#">Edit</a>

**Use this button to record attendance**

Click on the blue 'Record Attendance for Session 1' button:

**Roll details**

Roll name	CHC30113_2019_October group
Year	2019
Qualification	CHC30113 Certificate III in Early Childhood Education and Care
Student Group	CS-Cert3-October
Delivery Location	Mt Helen
Delivery Method	Classroom


**The Roll Details section drops all the information you entered at the time of creating your attendance roll**

**Add Apprentice/Student**

Student Search  [Search](#)

**Use can add a student/apprentice to the roll searching for them here**

**Attendance**

Date: 04-02-2019 

Sessions: 1

**The date will default to today's date. To change simply click on the calendar icon**

If a student attends multiple sessions over the course of a training day, then the hours of attendance should be recorded for each session. This should be recorded as individual sessions. If a student has 2 teachers on the one day it allows both teachers to record successfully their own attendance. Example: For an 8 hour training day, if a student attends 4 units training delivery, this could be recorded as; 4 hrs/ 3hrs / 1hrs = totalling 8 hours of attendance.

**Teachers have the ability of recording individual sessions. If a student has 2 teachers on the one day it allows both teachers to record successfully their own**

**Monday 4 February 2019**

**Attendance Sessions**

**Do I need to record multiple sessions?**

- If the same teacher runs the class all day, only one session is required.
- When multiple teachers take the same class, each teacher needs to record a different session for the day.

**Session 1**  
No attendance recorded for this session

**Click here to start recording attendance**

[RECORD ATTENDANCE FOR SESSION 1](#)

**Attendance**

Date:

Sessions:

If a student undertakes two or more units concurrently over the course of a training day, then the hours of attendance should not exceed those training hours. This should be a reflection of the time spent on each units training delivery.

Example:  
For an 8 hour day where 3 units are being delivered, this could be recorded as; 4 hrs/ 3hrs / 1hrs = totalling 8 hours of attendance.

**Monday 4 February 2019**

**Attendance Sessions**

Do I need to record multiple sessions?

- If the same teacher runs the class all day, only one session is required.
- When multiple teachers take the same class, each teacher needs to record a different session for the day.

Session 1  
No attendance recorded for this session

**RECORD ATTENDANCE FOR SESSION 1**

**Session 1**

Session type:

Teacher:

Choose All day, Morning, Afternoon or Evening

Your name will automatically appear and cannot be changed

An attendance type must be selected.  
P = Present  
A = Absent (no notification)  
PA = Partial Attendance  
AN = Absent with notification

Select a unit to add or remove unit hours

Apply units to all | Clear | Remove

Notes:

If all students are working on the same unit for the day, after adding to the first student use this feature to copy all units and hours to

If a student has withdrawn/ cancelled and is no longer attending classes you can use this feature to remove the student from appearing in the foll from this point onwards

Notes can be used to record the progress of a student or why the student may have been late (e.g Doctor's appointment)

Attendance History

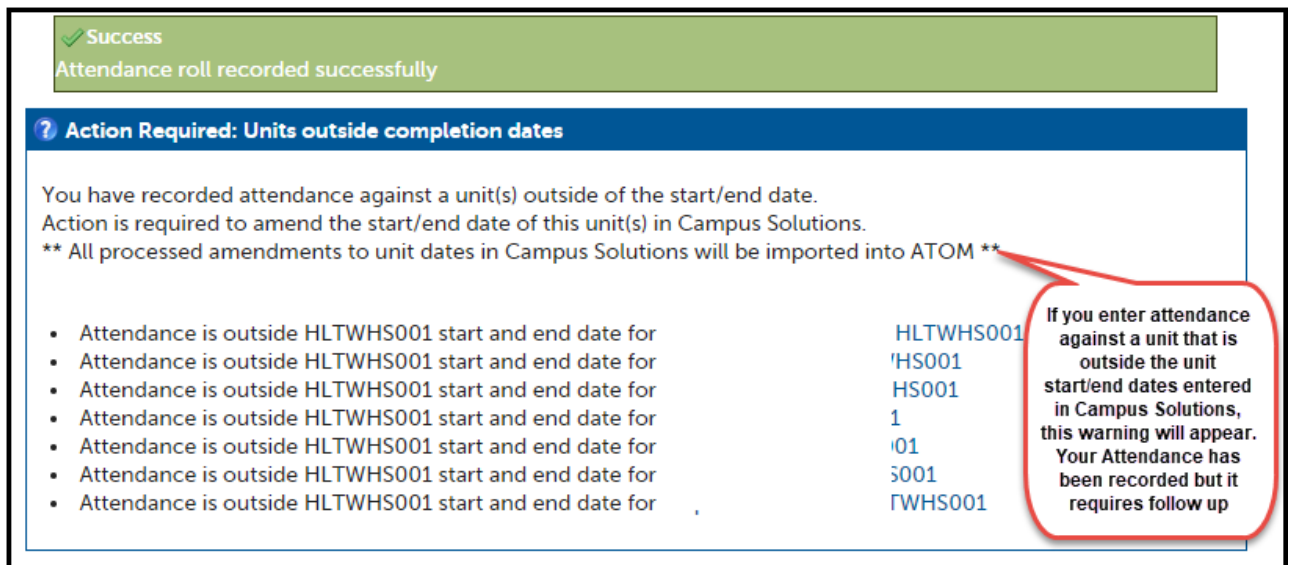
- You can record attendance at any time during the day and change attendance from **Present/Absent** to **Partial Attendance**, should your student not return to class or arrive for half of the day only.
- If you are teaching a number of units for the whole day and some students do not attend all of the day you have the ability to record 0 hours against a unit when selecting **Partial Attendance**.

- **Units: General Students** – Only the units that the student is enrolled in on Campus Solutions will be listed and available for selection. The start and end dates will also display for each individual unit.
- Attendance history can be viewed from the roll for each student by selecting Attendance History under the status of the student on the roll (See ‘Attendance History’ section of this user guide).
- **NB:** Attendance can only be amended by the teacher who entered that attendance, for that particular session on that particular date – teachers no longer have the ability to amend other teacher’s attendance entries or enter attendance on another teacher’s behalf.

Once you have finished entering the attendance for all students, click on ‘Record Session Attendance’ at the bottom of the screen. You should expect to see a green ‘success’ banner.

### Action Required/Errors found alerts

If you see the Blue Action Required alert as shown above this means that the attendance has been recorded but you need to follow up. This alert can arise if an amendment is required in Campus Solutions or if an incorrect unit was accidentally chosen. Please note each time this alert occurs an email is sent to the ATOM inbox which the Administrative Assistant – ATOM Support and Apprenticeship Compliance Officer monitors. If the alert is outstanding you may receive a phone call or an email requesting what follow up action you have taken.



Success  
Attendance roll recorded successfully

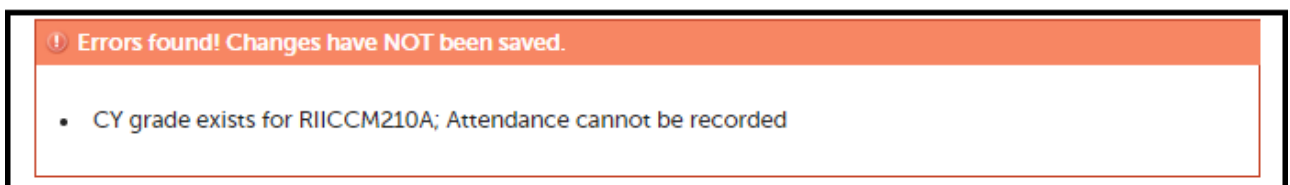
**Action Required: Units outside completion dates**

You have recorded attendance against a unit(s) outside of the start/end date.  
Action is required to amend the start/end date of this unit(s) in Campus Solutions.  
\*\* All processed amendments to unit dates in Campus Solutions will be imported into ATOM \*\*

- Attendance is outside HLTWHS001 start and end date for HLTWHS001
- Attendance is outside HLTWHS001 start and end date for 'HS001
- Attendance is outside HLTWHS001 start and end date for HS001
- Attendance is outside HLTWHS001 start and end date for 1
- Attendance is outside HLTWHS001 start and end date for '01
- Attendance is outside HLTWHS001 start and end date for 5001
- Attendance is outside HLTWHS001 start and end date for TWHS001

If you enter attendance against a unit that is outside the unit start/end dates entered in Campus Solutions, this warning will appear. Your Attendance has been recorded but it requires follow up

An orange Errors found alert will display if you have completed something incorrectly. Attendance will not save if you see an orange alert. You will need to fix the error and then click on the ‘Record Session Attendance’ button again. You should then see the green ‘success’ banner.



**Errors found! Changes have NOT been saved.**

- CY grade exists for RIICCM210A; Attendance cannot be recorded

***If more than one session is required.***

If attendance has already been recorded in a roll you will see the screen display like this:

Attendance

Date

04-02-2019

? Attendance for this date has already been recorded by Harneet Mann

Create additional session

Sessions

1

If a student undertakes two or more units concurrently over the course of a training day, then the hours of attendance should not exceed those training hours.  
 This should be a reflection of the time spent on each units training delivery.  
 Example:  
 For an 8 hour day where 3 units are being delivered, this could be recorded as; 4 hrs/ 3hrs / 1hrs = totalling 8 hours of attendance.

## Monday 4 February 2019

### Attendance Sessions

**Do I need to record multiple sessions?**

- If the same teacher runs the class all day, only one session is required.
- When multiple teachers take the same class, each teacher needs to record a different session for the day.

**Session 1**

Session type: Morning

Date recorded: 8 May 2019 4:46pm

Teacher: Harneet Mann

Anyone can view previously recorded attendance but only the teacher identified for that session can make any changes

VIEW ATTENDANCE FOR SESSION 1

**Do I need to record multiple sessions?**

- If the same teacher runs the class all day, only one session is required.
- When multiple teachers take the same class, each teacher needs to record a different session for the day.

**Session 1**

Session type: Morning

Date recorded: 8 May 2019 4:46pm

Teacher: Harneet Mann

Anyone can view previously recorded attendance but only the teacher identified for that session can make any changes

VIEW ATTENDANCE FOR SESSION 1

To create an additional session simply click on the drop down next to sessions and change to 2, 3 etc and then click on Record Attendance for Session 2

**Attendance**

Date

04-02-2019

Sessions

2

Click here to change the number of sessions

If a student undertakes two or more units concurrently over the course of a training day, then the hours of attendance should not exceed those training hours. This should be a reflection of the time spent on each units training delivery.

**Example:**  
For an 8 hour day where 3 units are being delivered, this could be recorded as; 4 hrs/ 3hrs / 1hrs = totalling 8 hours of attendance.

## Monday 4 February 2019

### Attendance Sessions

**Do I need to record multiple sessions?**

- If the same teacher runs the class all day, only one session is required.
- When multiple teachers take the same class, each teacher needs to record a different session for the day.

**Session 1**

Session type: Morning

Date recorded: 8 May 2019 4:46pm

Teacher: Harneet Mann

VIEW ATTENDANCE FOR SESSION 1

**Session 2**

No attendance recorded for this session

Click here to record the attendance for additional session/teacher

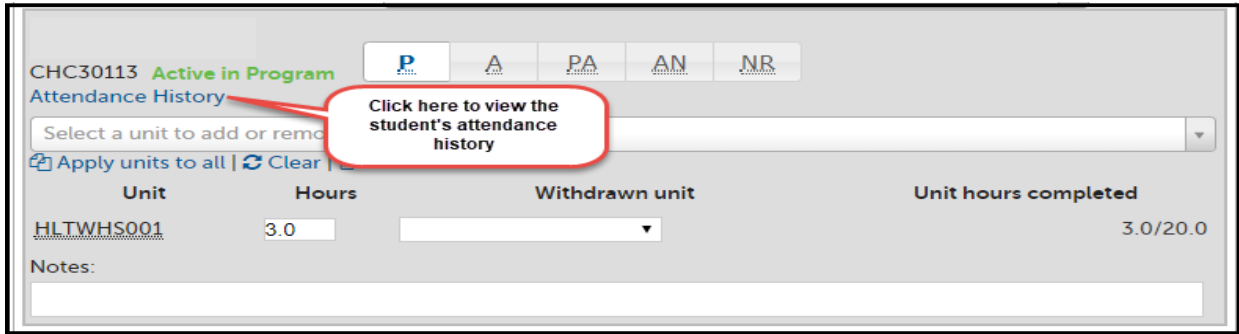
RECORD ATTENDANCE FOR SESSION 2



## Attendance History:

There are two areas within ATOM where you can access student attendance history:

### 1. When working in an attendance roll



CHC30113 **Active in Program** P A PA AN NR

Attendance History

Select a unit to add or remove

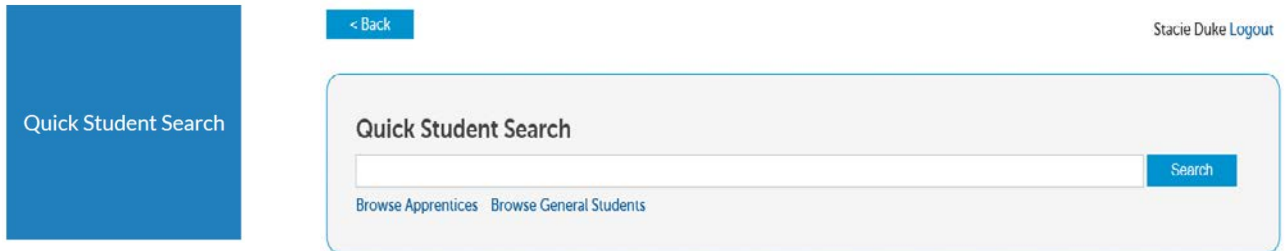
Apply units to all | Clear

Unit	Hours	Withdrawn unit	Unit hours completed
HLTWHS001	3.0		3.0/20.0

Notes:

### 2. When searching for a student

Enter the name of the student in the quick student search and select them from the drop down list.



< Back Stacie Duke Logout

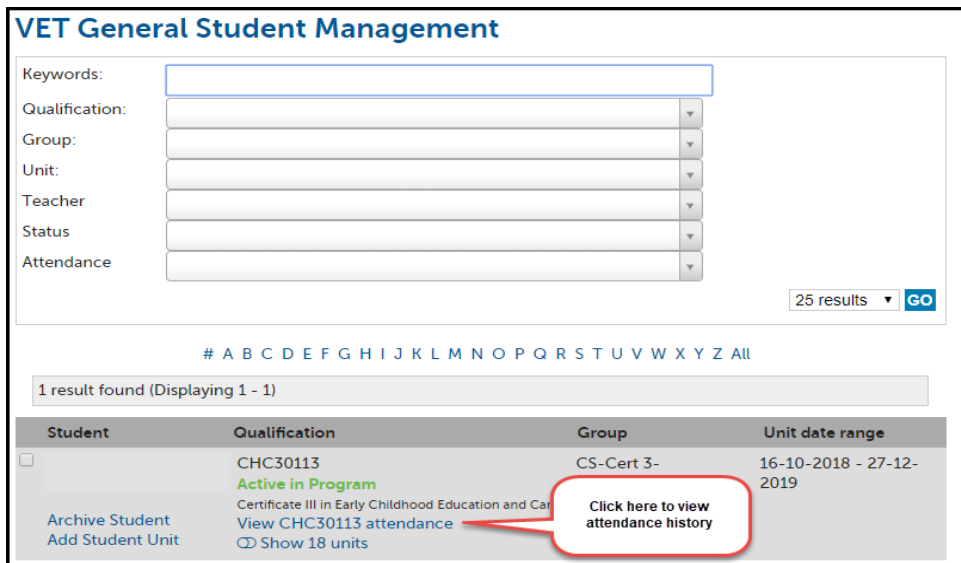
Quick Student Search

Quick Student Search

Search

[Browse Apprentices](#) [Browse General Students](#)

You will then be taken to this screen. Enter the student name or CSID number into the Keywords field and click Go.



### VET General Student Management

Keywords:

Qualification:

Group:

Unit:

Teacher:

Status:

Attendance:

25 results

# 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)

Student	Qualification	Group	Unit date range
<input type="checkbox"/>	CHC30113 <b>Active in Program</b> Certificate III in Early Childhood Education and Care	CS-Cert 3-	16-10-2018 - 27-12-2019

Archive Student  
Add Student Unit

View CHC30113 attendance  Show 18 units

Click here to view attendance history

Whichever of the 2 options you choose to search, the same information and format will display:

**Attendance filters**

Qualification:  Click to print history

Start date:

End date:

**APPLY**

**Student Details**

Name:

CS ID:

Attendance history as at 21 May 2019

**CHC30113 Certificate III in Early Childhood Education and Care**

Details	Teacher	Attendance	Unit	Unit hours	Withdrawn
Monday 20 May 2019 CS-Cert3-October CHC30113_2019_October group Location: Mt Helen Method: Classroom	Jane Patton	Present	CHCECE004 Promote and provide healthy food and drinks	6.0	
Tuesday 2 April 2019 CS-Cert3-October CHC30113_2019_October group Session: Morning Location: Mt Helen Method: Classroom	Harnett Mann	Absent	CHCECE002 Ensure the health and safety of children	0.0	
				<b>0.0</b>	

**Attendance Rate (Days): 85%** 117.0

**Unit attendance totals**

Unit	Attended hours	Nominal unit hours	Completion rate	Last Attendance	Withdrawn
CHCECE002 Ensure the health and safety of children		30.0	63	47.6%	26-03-2019
CHCECE003 Provide care for children		24.0	70	34.3%	15-11-2018
CHCECE004 Promote and provide healthy food and drinks		6.0	35	17.1%	20-05-2019
CHCECE009 Use an approved learning framework to guide practice		24.0	70	34.3%	06-12-2018
CHCLEG001 Work legally and ethically		9.0	55	16.4%	23-10-2018
CHCPRT001 Identify and respond to children and young people at risk		6.0	40	15.0%	27-11-2018
HLTWH001 Participate in workplace health and safety				90.0%	28-02-2019

**Email options**

Email history to:  **Send**

Attendance will display from the most recent to oldest date.

## PART TWO (VET Apprentices)

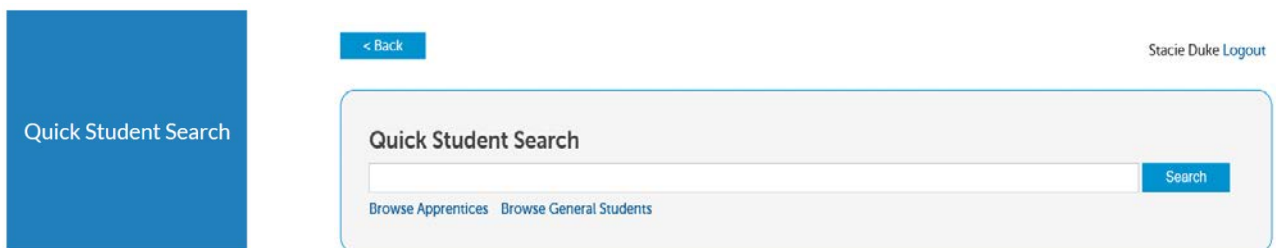
Once logged in, your main ATOM dashboard screen will look like this –



The dashboard features a grid of seven colored tiles: Quick Student Search (blue), Attendance Rolls (purple), Archiving (teal), Compliance (orange), Training Plans (green), Reports (red), and Support (light blue). Below the grid is a 'Links' section with three items: FedUni ePortfolio (green icon), FedUni TAFE - Moodle (orange icon), and FedUni Literacy and Numeracy Assessments (blue icon). A 'Forms' section is also present below the links.

## Apprentice Student Search

There is now one central student search tile for teachers to look up any VET General student or Apprentice. Click on the **Quick Student Search** tile.



The interface shows a blue 'Quick Student Search' tile on the left. To its right is a search form with a '< Back' button at the top left and 'Stacie Duke Logout' at the top right. The form has a search input field with a 'Search' button on the right. Below the input field are two links: 'Browse Apprentices' and 'Browse General Students'.

You can search by entering the student's first name or surname, Campus Solutions ID or DELTA Agreement Number. ATOM will filter records based on what has been entered. Simply select the correct student from the drop down menu.

To view an archived apprentice go back to the Dashboard and select the Archiving tile:



A teal square tile with the word 'Archiving' written in white text.

### Archiving

- VET Archived General Students
- VET Archived Apprentices Select VET Archived Apprentices
- Archived Qualification Templates

All VET Apprentices are listed in alphabetical order.

You can search using one or more of the options below:

### Apprentice Management

Keywords:

Qualification:

Template:

Group:

RTO Contact:

Sales Contact:

Start date:  until

Approval Status:

[Advanced Search Options](#)

Search for an Apprentice using any of these search fields

Click on Go

25 results

You can also search using the Advanced Search Options

### Apprentice Management

Keywords:

Qualification:

Template:

Group:

RTO Contact:

Sales Contact:

Start date:  until

Approval Status:

[Advanced Search Options](#) Click here to reveal more advanced search options

DELTA Status:

CS ID:

Attendance:

Training plan?:  Yes  No

Units selected?:  Yes  No

LLN Score?:  Yes  No

Archived:  Yes  No

25 results

## Search Result View

### Apprentice Management

Keywords:

Qualification: CPC32413 - Certificate III in Plumbing (631) ✕ ▼

Template: ▼

Group: ▼

RTO Contact: ▼

Sales Contact: ▼

Start date:  until

Approval Status: Approval Status ▼

Advanced Search Options

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

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

Delta No	Name	Qualification	Commence Date	Assessment Pending
	<b>ACTIVE</b>	CPC32413 Certificate III in Plumbing	16-03-2015	N/A

Training Plan

- LLN/Pre-Training Review
- Contract
- Unit Completion
- Planning and Assessment
- Contact Schedule
- Attachments
- Contract Completion
- Group info
- Attendance/Workplace Training
- File notes
- Send message

Other options

## Apprentice Management View

Delta No	Name	Qualification	Commence Date	Assessment Pending
	<b>ACTIVE</b>	CPC32413 Certificate III in Plumbing	16-03-2015	N/A

Training Plan

- LLN/Pre-Training Review
- Contract
- Unit Completion
- Planning and Assessment
- Contact Schedule
- Attachments
- Contract Completion
- Group info
- Attendance/Workplace Training
- File notes
- Send message

Other options

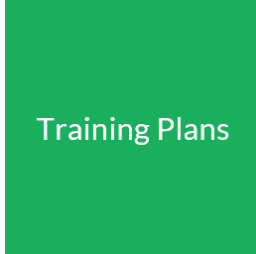
Other

- View DELTA Record
- View Grade Log
- View Message Log
- Reset unit selection
- Reset training plan


This section will be collapsed. Click Other options to open

# VET Apprentice Groups

Go back to the Dashboard and select:



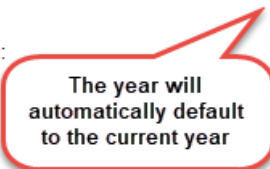
### Training Plans

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

### Groups Management

[Add New Group](#)

Qualification:

Year: 2019 

Archived: No

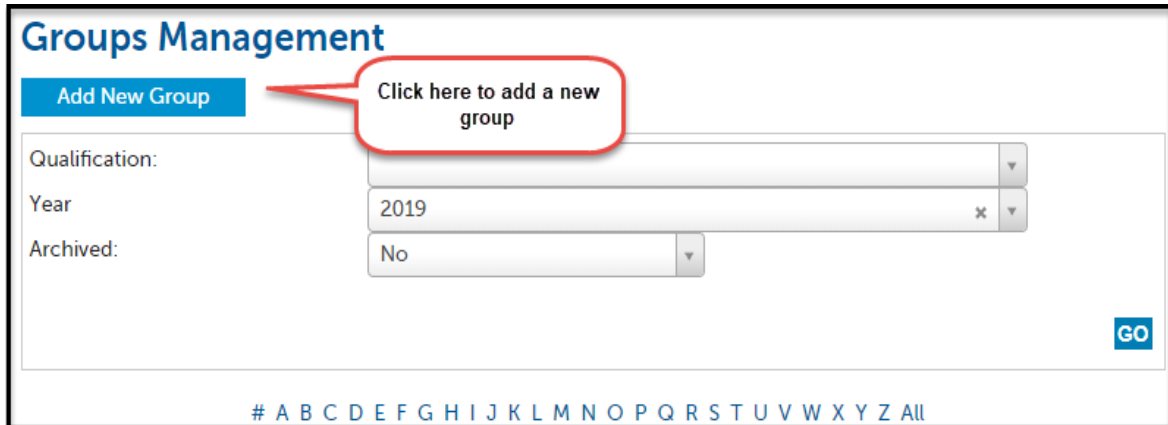
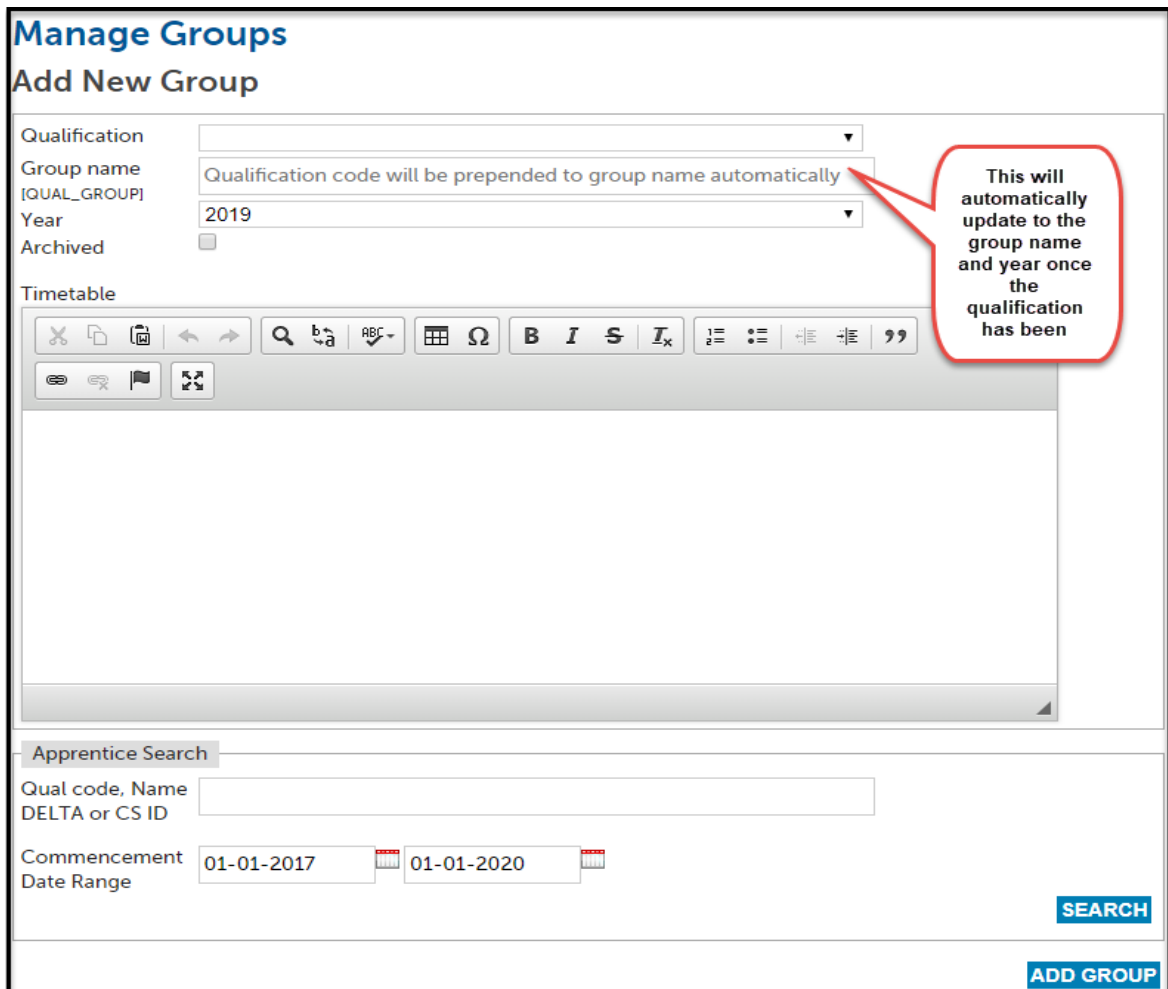
[GO](#)

# 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

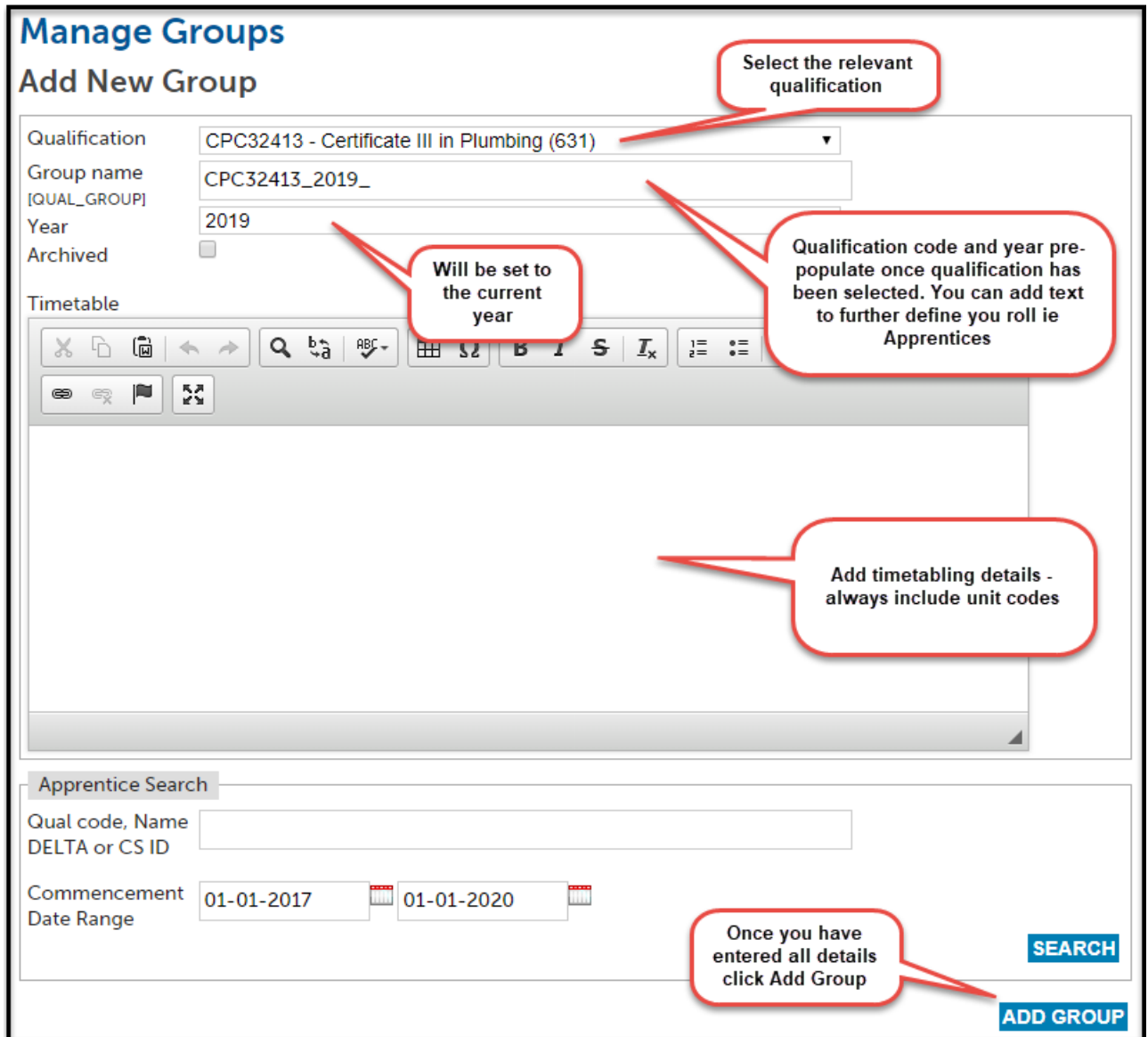
## How to Add a New VET Apprentice Group

In order for you to create your attendance rolls you first need to create your apprentice group.

Click on 'Add New Group':

Fill in the required information:



**Manage Groups**  
**Add New Group**

Qualification: CPC32413 - Certificate III in Plumbing (631) *Select the relevant qualification*

Group name: CPC32413\_2019\_

[QUAL\_GROUP]

Year: 2019 *Will be set to the current year*

Archived:

Timetable

*Qualification code and year pre-populate once qualification has been selected. You can add text to further define your roll ie Apprentices*

*Add timetabling details - always include unit codes*

Apprentice Search

Qual code, Name: [ ]

DELTA or CS ID: [ ]

Commencement Date Range: 01-01-2017 [ ] 01-01-2020 [ ]

*Once you have entered all details click Add Group*

SEARCH

ADD GROUP

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

Once you have added a new group, you will get a ‘Success’ green banner, and the new group will be added to the list:



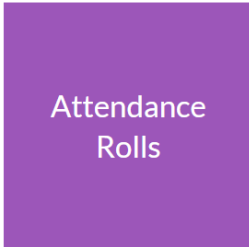
This group will now be available to select when creating your attendance rolls.



# Attendance Rolls

## Searching for an existing Attendance Roll

Log in to ATOM and select the Attendance Rolls tile



**Attendance**

- VET Apprentice Attendance Click on VET Apprentice Attendance
- VET General Student Attendance

### VET Apprentice Attendance Rolls

[Add New Attendance Roll](#)

Qualification:

Apprentice group:

Keywords:

Unit:

Delivery Location:

Year: 2019

Teacher: Kristofer Wilkie Your name will default but will allow you to search by removing or adding another teacher name

Archived: No

Earliest attendance:

Latest attendance:

No attendance:

[VIEW ATTENDANCE ROLLS](#)

[Advanced attendance report](#)

7 results found (Displaying 1 - 7) Any roll created by you will automatically appear

Roll name	Options
<input type="checkbox"/> CPC32413_2019_ Group: CPC32413_2019_18E	<a href="#">Record Attendance</a> <a href="#">View summary</a> <a href="#">Edit</a>

Choose to filter by one or more fields to search for an existing roll

Search results will display like this:

Roll name	Options		
<input type="checkbox"/> CPC32413_2019_ Group: CPC32413_2019_18E	<a href="#">Record Attendance</a>	<a href="#">View summary</a>	<a href="#">Edit</a>
<input type="checkbox"/> CPC32413_2019_ Group: CPC32413_2019_18E	<a href="#">Record Attendance</a>	<a href="#">View summary</a>	<a href="#">Edit</a>
<input type="checkbox"/> CPC32413_2019_ Group: CPC32413_2019_18A	<a href="#">Record Attendance</a>	<a href="#">View summary</a>	<a href="#">Edit</a>
<input type="checkbox"/> CPC32413_2019_ Group: CPC32413_2019_15E	<a href="#">Record Attendance</a>	<a href="#">View summary</a>	<a href="#">Edit</a>
<input type="checkbox"/> CPC32413_2019_ Group: Plumbing 18 B	<a href="#">Record Attendance</a>		<a href="#">Edit</a>
<input type="checkbox"/> CPC32413_2019_16E Group: Plumbing 16E	<a href="#">Record Attendance</a>	<a href="#">View summary</a>	<a href="#">Edit</a>

Click here to record attendance

Click here to view a summary of attendance for the roll. See further explanation below

Click Edit if you need to add/remove an apprentice from

**View Summary:** Opens up a VET Attendance Report where at a glance you can see the attendance activity for each student within the roll identifying overall and Unit hour attendance per student. Here you can also identify the last day of attendance. You can print or export this information.

### Creating a New Attendance Roll:

To create a new attendance roll,

## VET Apprentice Attendance Rolls

Add New Attendance Roll

Click here to create a new attendance roll

Qualification	<input type="text"/>	▼
Apprentice group	<input type="text"/>	▼
Keywords:	<input type="text"/>	
Unit:	<input type="text"/>	▼
Delivery Location	<input type="text"/>	▼
Year	2019	▼
Teacher	Kristofer Wilkie	x ▼
Archived:	No	▼
Earliest attendance	<input type="text"/>	📅
Latest attendance	<input type="text"/>	📅
No attendance	<input type="checkbox"/>	

VIEW ATTENDANCE ROLLS

  
[Advanced attendance report](#)

## Add VET Apprentice Attendance Roll

**Roll details**

Qualification

Apprentice Group

Roll Name

Year 2019 x ▼

Delivery Location

Delivery Method

**Apprentices**  Select Active

Name	Type	CS ID	DELTA No	Qualification	Units	Status	❑
<div style="background-color: #0056b3; color: white; padding: 2px 10px; font-weight: bold;">ADD ATTENDANCE ROLL</div>							

**Other Apprentices**

Student Search

The year will default to the current year.

You will need to populate the blank fields as per below.

### Add VET Apprentice Attendance Roll

**Roll details**

Qualification  
 CPC32413 - Certificate III in Plumbing (78 groups) x v

Apprentice Group  
 CPC32413 - CPC32413\_2019\_16B 2019 (2 apprentices) x v

Roll Name  
 CPC32413\_2019\_Apprentices

Year  
 2019 x v

Delivery Location  
 Camp St x v

Delivery Method  
 Classroom/Face to Face x v

**Apprentices** Select Active

Name	Type	CS ID	DELTA No	Qualification	Units	Status	
	Apprentice			CPC32413 LNSUPPORT	72 10	ACTIVE	<input type="checkbox"/>
	Apprentice			CPC32413 22216VIC 22236VIC LNSUPPORT	78 24 9 8	ACTIVE	<input type="checkbox"/>

**ADD ATTENDANCE ROLL**

**Other Apprentices**

Student Search

**Mandatory Fields:**

**Qualification:** Select the Qualification from the drop down menu (this will also list the Qualification code)

**Apprentice Group:** Apprentice Groups are set up in ATOM and must be done prior to adding a new attendance roll. Select the relevant group from the drop down menu. When you have selected a group the names that have been set up in the group will become available in a list for selection and will show their current status (Active/Cancelled/ Completed).

**Roll Name:** Will automatically prefill with Qualification Code\_ Year. You will then be required to add a clearly identified Roll Name. It is recommended that you decide as a department how you name your attendance rolls. Keep them consistent.

For example Qual\_Year\_Group\_Group A\_Group Name: ie *CPC32413\_2019\_16B Plumbing or AUR30616\_2019\_Tuesday Auto Grp*

**Year:** A new attendance roll is required for each year. This field will default to the current year, however you can create a roll ready for the next year.

**Delivery Location:** Ararat/ Gillies Street/ Horsham/ Maryborough/ Mt Helen/ Mt Rowan/ SMB/ Stawell? OTHER \_free text field)

**Delivery Method:** Classroom Face to Face/ Workplace/ Blended

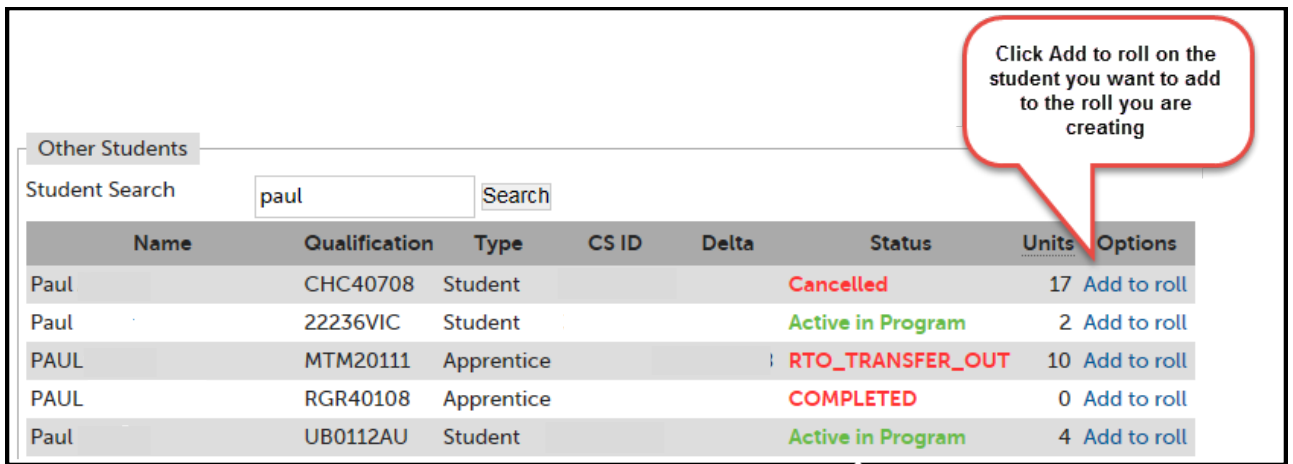
**Selecting Apprentices to add to a roll:**

**Select Active:** This will select all apprentices/students in the group who are Active

**Select All/Deselect All:** There is a tick box (☐) next to the heading ‘Units’ that will allow you to select/deselect all apprentices on the list. If you deselect an apprentice from the list to take out of the roll, they will be available for re-selection when editing an attendance roll if you need to add them back in again (please note: This does NOT include apprentices that are not in the group that were added manually to the roll. They will need to be searched for again)

**Tick individually:** Click on the tick box (☐) next to the individual name

**Search apprentices individually:** Enter the name (first name, surname or full name) into the ‘Student Search’ box and either press enter or click on search.



Other Students

Student Search

Name	Qualification	Type	CS ID	Delta	Status	Units	Options
Paul	CHC40708	Student			Cancelled	17	Add to roll
Paul	22236VIC	Student			Active in Program	2	Add to roll
PAUL	MTM20111	Apprentice			RTO_TRANSFER_OUT	10	Add to roll
PAUL	RGR40108	Apprentice			COMPLETED	0	Add to roll
Paul	UB0112AU	Student			Active in Program	4	Add to roll

Click Add to roll on the student you want to add to the roll you are creating

Once you are finished adding the apprentices, click on ‘Add attendance roll’.

A green success banner will appear as well as opening your roll where you can commence recording your attendance as shown on the next page.

✓ **Success**  
Attendance roll added successfully

**Roll details**

Roll name	CPC32413_2019_GROUP A_TEST2019
Year	2019
Qualification	CPC32413 Certificate III in Plumbing
Apprentice Group	CPC32413_2019_PLUMBING19A
Delivery Location	SMB
Delivery Method	Blended

[View attendance summary](#)

**Add Apprentice/Student**

Student Search

**Attendance**

Date

Sessions

If a student undertakes two or more units concurrently over the course of a training day, then the hours of attendance should not exceed those training hours. This should be a reflection of the time spent on each units training delivery.

Example:  
For an 8 hour day where 3 units are being delivered, this could be recorded as; 4 hrs/ 3hrs / 1hrs = totalling 8 hours of attendance.

## Tuesday 26 November 2019

### Attendance Sessions

**Do I need to record multiple sessions?**

- If the same teacher runs the class all day, only one session is required.
- When multiple teachers take the same class, each teacher needs to record a different session for the day.

**Session 1**  
No attendance recorded for this session

[RECORD ATTENDANCE FOR SESSION 1](#)

You can use this section to add an additional student/apprentice

Rolls can be edited at any time. The roll details can only be edited by the original creator whilst any teacher can add additional apprentices to the roll either when editing the roll or by using the Add Apprentice/Student function when recording attendance (see section on recording attendance).

## Recording Attendance:

Go back to the main attendance search screen to find your attendance roll.

Roll name	Options
<input type="checkbox"/> CPC32413_2019_GROUP A_TEST2019 Group: CPC32413_2019_PLUMBING19A	<a href="#">Record Attendance</a> <a href="#">View summary</a> <a href="#">Edit</a>

**Click here to start recording your attendance**

**Roll details**

Roll name	CPC32413_2019_GROUP A_TEST2019
Year	2019
Qualification	CPC32413 Certificate III in Plumbing
Apprentice Group	CPC32413_2019_PLUMBING19A
Delivery Location	SMB
Delivery Method	Blended

[View attendance summary](#)

**The Roll details section drops all the information you entered at the time of creating your attendance roll**

**Add Apprentice/Student**

Student Search  [Search](#)

**You can use this section to add an additional student/apprentice**

**Attendance**

Date: 21-10-2019

Sessions: 1

**The date will default to today's date. To change click on the calendar icon**

If a student undertakes two or more units concurrently over the course of a training day, then the hours of attendance should not exceed those training hours. This should be a reflection of the time spent on each units training delivery.  
 Example:  
 For an 8 hour day where 3 units are being delivered, this could be recorded as; 4 hrs/ 3hrs / 1hrs = totalling 8 hours of attendance.

**Monday 21 October 2019**

**Attendance Sessions**

Do I need to record multiple sessions?

- If the same teacher runs the class all day, only one session is required.
- When multiple teachers take the same class, each teacher needs to record a different session for the day.

Session 1  
 No attendance recorded for this session

**Click here to commence recording attendance**

[RECORD ATTENDANCE FOR SESSION 1](#)

Click on the blue 'Record Attendance for Session 1' button:

The following screen will appear:

**Attendance**

Date:

Sessions:

If a student undertakes two or more units concurrently over the course of a training day, then the hours of attendance should not exceed those training hours. This should be a reflection of the time spent on each units training delivery.

Example:  
For an 8 hour day where 3 units are being delivered, this could be recorded as; 4 hrs/ 3hrs / 1hrs = totalling 8 hours of attendance.

## Monday 21 October 2019

### Attendance Sessions

**Do I need to record multiple sessions?**

- If the same teacher runs the class all day, only one session is required.
- When multiple teachers take the same class, each teacher needs to record a different session for the day.

**Session 1**  
No attendance recorded for this session

**RECORD ATTENDANCE FOR SESSION 1**

### Session 1

Session type:

Teacher:

P
A
PA
AN
NR

Attendance History

Select a unit to add or remove unit hours

[Apply units to all](#) | [Clear](#) | [Remove](#)

Notes:

**P**

[Apply units to all](#) | [Clear](#) | [Remove](#)

Select All Day, Morning, Afternoon or Evening

If an error has been made you can use this selection to clear the attendance just for this apprentice

An attendance type must be selected:  
P = Present  
A = Absent (no notification)  
PA = Partial Attendance  
AN = Absent with Notification  
NR = Not Required to attend

If all apprentices were working on the same unit for the day, after adding to the first apprentice you can use this feature to copy all units and hours to the remaining apprentices

If an apprentice is no longer attending classes you can use this option to completely remove them from the roll. This does not remove any attendance recorded prior to this date

Notes can be used to track the progress of an apprentice or to record details if they were late etc

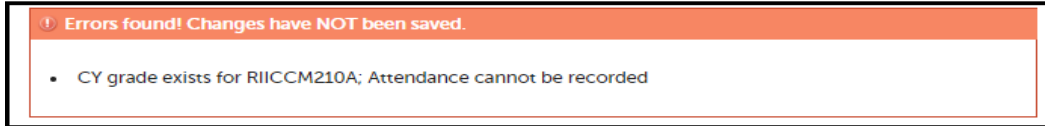


- You can record attendance at any time during the day and change attendance from **Present/Absent** to **Partial Attendance**, should your student not return to class or attend for half of the day only.
- **Units:** All units linked to the Apprentice Training plan in ATOM will list in the unit drop down menu. Unit start and end dates will now display beside those units that the apprentice is currently enrolled on Campus Solutions in a section labelled Current Unit Enrolments as at (today's date) provided that the correct CS ID has been saved in Part 1 of the Training Plan.
- Attendance history can be viewed from this roll for each student by selecting Attendance History under the DELTA/CS ID number and status of the student on the roll (See 'Attendance History' section of this user guide).
- **NB:** If attendance needs to be amended then this can only be amended by the teacher who entered that attendance, for that particular session on that particular date – teachers can no longer have the ability to amend other teacher's attendance entries or enter attendance on another teacher's behalf.

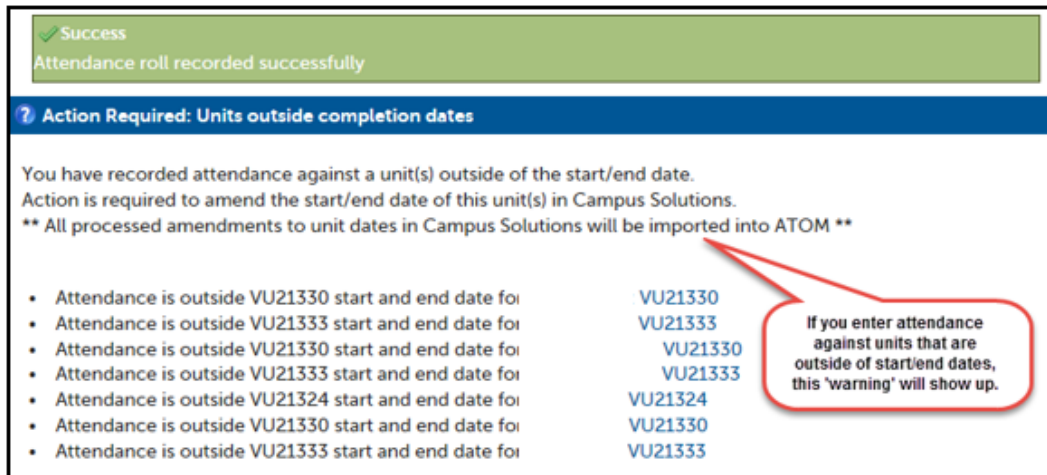
Once you have finished entering the attendance for all students, click on 'Record Session Attendance' at the bottom of the screen. You should expect to see a green 'success' banner:

### Action Required/Errors found alerts

An orange Errors found alert will display if you have completed something incorrectly. Attendance will not save if you see a red/orange alert. You will need to fix the error and then click on the 'Record Attendance' button again. You should then see the green 'success' banner.



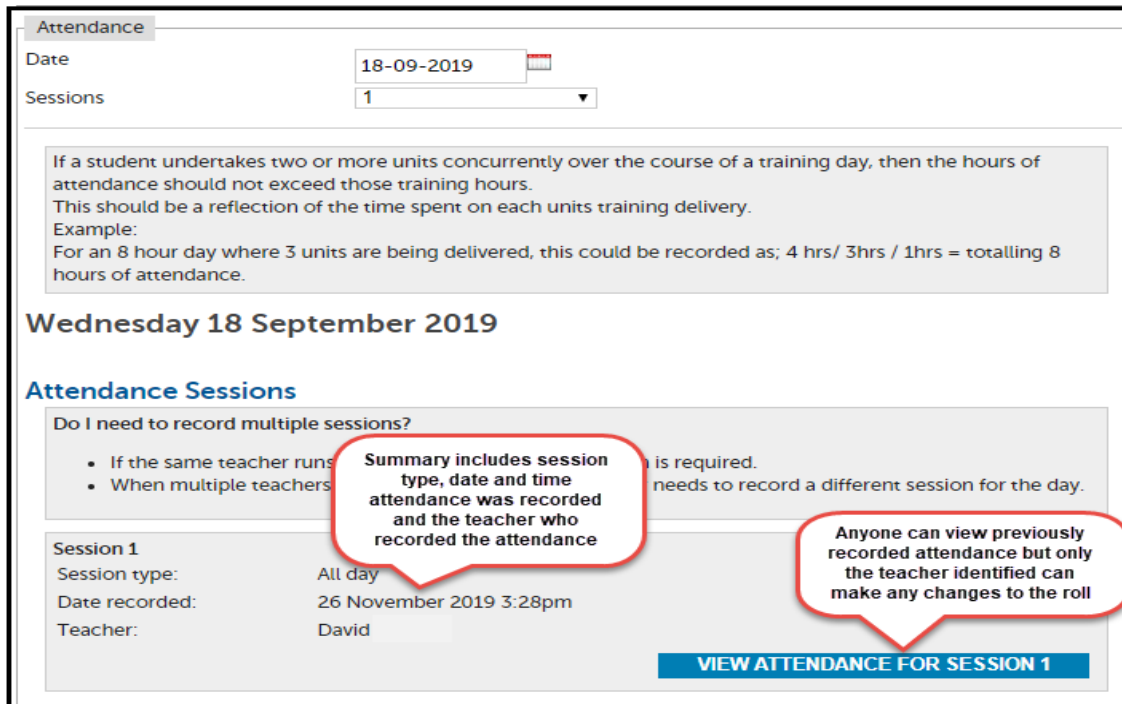
If you see the Blue Action Required alert as shown above this means that the attendance has been recorded but you need to follow up. This alert can arise if an amendment is required in Campus Solutions or if an incorrect unit was accidentally chosen in ATOM. Please note an email is sent to the ATOM inbox each time this alert occurs. This is monitored by both the Administrative Officer – ATOM Support and Apprenticeship Compliance Officer.



If the alert is outstanding you may receive a phone call or an email requesting what follow up action you have taken. A monthly report is provided to each departments Education Manager highlighting any "out of range" notifications for follow up on.

**If more than one session is required.**

If attendance has already been recorded in a roll you will see the screen display like this:



**Attendance**

Date: 18-09-2019

Sessions: 1

If a student undertakes two or more units concurrently over the course of a training day, then the hours of attendance should not exceed those training hours. This should be a reflection of the time spent on each units training delivery.  
 Example:  
 For an 8 hour day where 3 units are being delivered, this could be recorded as; 4 hrs/ 3hrs / 1hrs = totalling 8 hours of attendance.

**Wednesday 18 September 2019**

**Attendance Sessions**

Do I need to record multiple sessions?

- If the same teacher runs the class all day, only one session is required.
- When multiple teachers take the same class, each teacher needs to record a different session for the day.

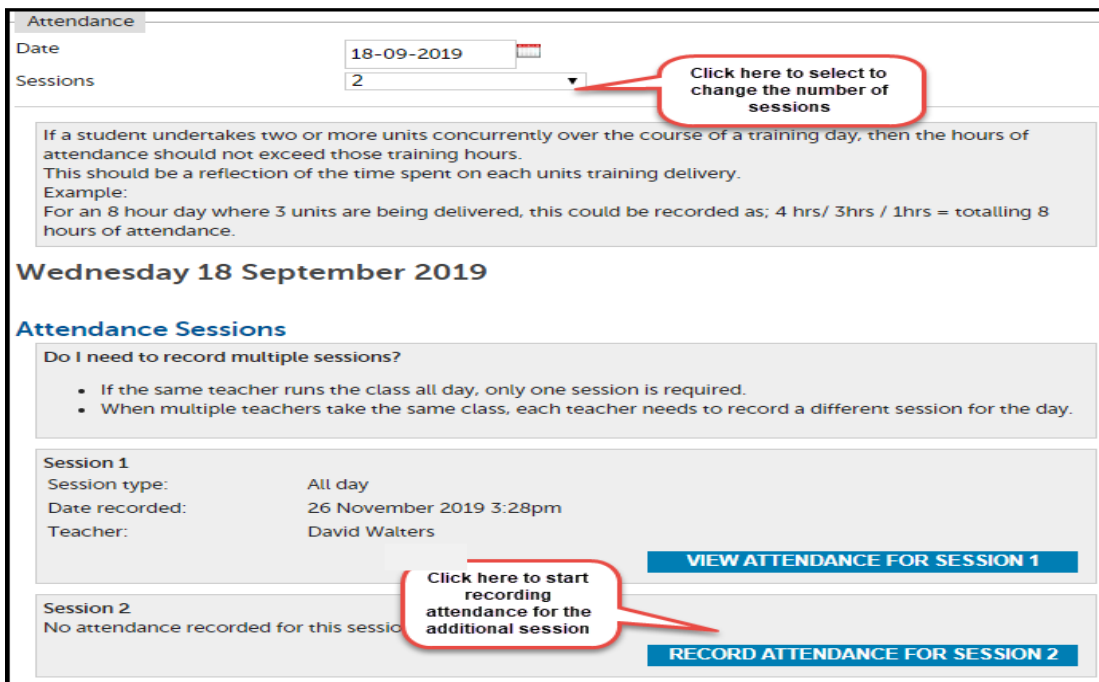
**Session 1**  
 Session type: All day  
 Date recorded: 26 November 2019 3:28pm  
 Teacher: David

**VIEW ATTENDANCE FOR SESSION 1**

Summary includes session type, date and time attendance was recorded and the teacher who recorded the attendance

Anyone can view previously recorded attendance but only the teacher identified can make any changes to the roll

To create an additional session simply click on the drop down next to sessions and change to 2 and then click on Record Attendance for Session 2.



**Attendance**

Date: 18-09-2019

Sessions: 2

If a student undertakes two or more units concurrently over the course of a training day, then the hours of attendance should not exceed those training hours. This should be a reflection of the time spent on each units training delivery.  
 Example:  
 For an 8 hour day where 3 units are being delivered, this could be recorded as; 4 hrs/ 3hrs / 1hrs = totalling 8 hours of attendance.

**Wednesday 18 September 2019**

**Attendance Sessions**

Do I need to record multiple sessions?

- If the same teacher runs the class all day, only one session is required.
- When multiple teachers take the same class, each teacher needs to record a different session for the day.

**Session 1**  
 Session type: All day  
 Date recorded: 26 November 2019 3:28pm  
 Teacher: David Walters

**VIEW ATTENDANCE FOR SESSION 1**

**Session 2**  
 No attendance recorded for this session

**RECORD ATTENDANCE FOR SESSION 2**

Click here to select to change the number of sessions

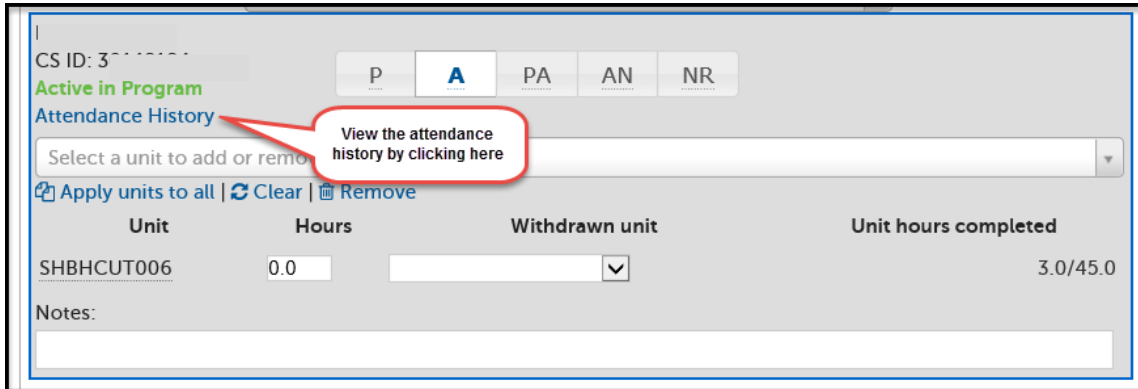
Click here to start recording attendance for the additional session

You can now follow the steps for 'Recording Attendance'.

## Attendance History:

There are two areas within ATOM where you can access student attendance history:

### 1. When working in an attendance roll



CS ID: 30337557

Active in Program

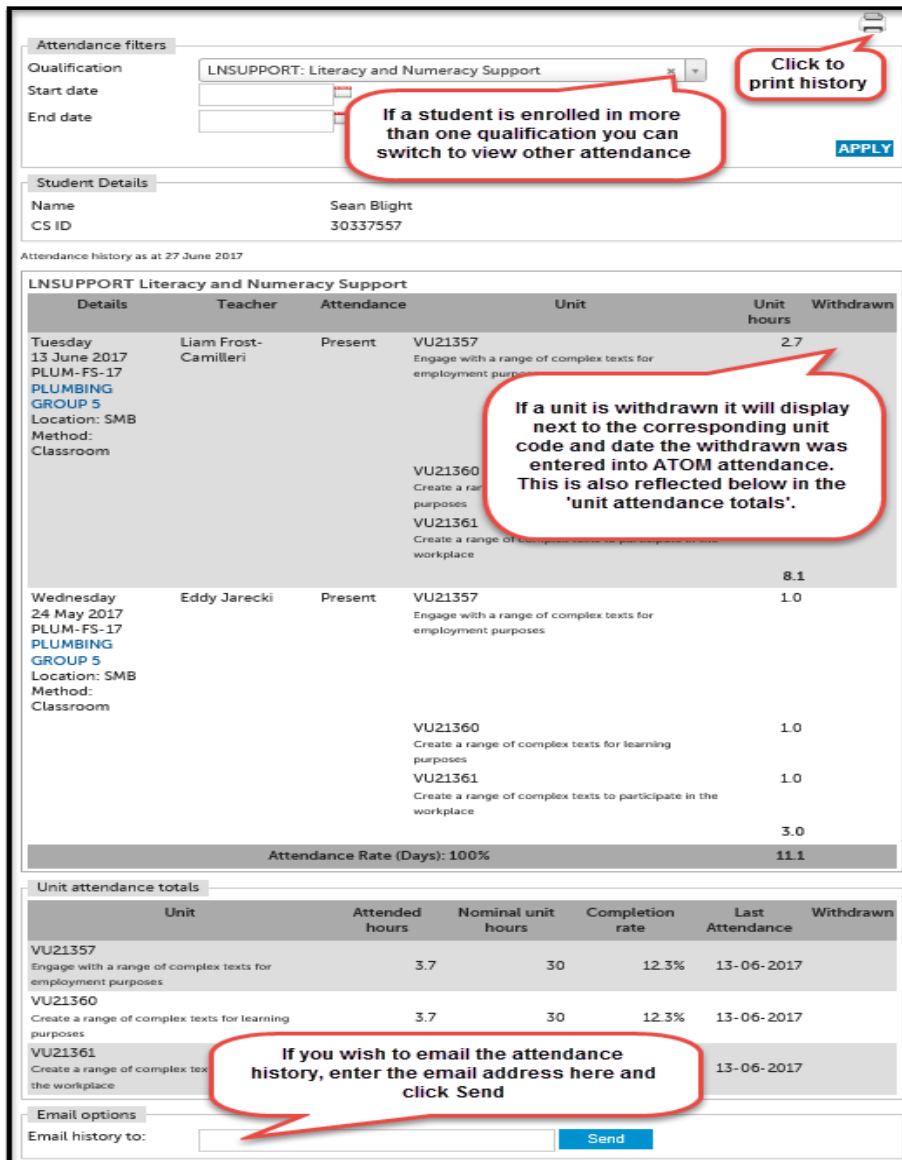
Attendance History

Select a unit to add or remove

Apply units to all | Clear | Remove

Unit	Hours	Withdrawn unit	Unit hours completed
SHBHCUT006	0.0		3.0/45.0

Notes:



Attendance filters

Qualification: LNSUPPORT: Literacy and Numeracy Support

Start date: [ ]

End date: [ ]

Click to print history

APPLY

Student Details

Name: Sean Blight

CS ID: 30337557

Attendance history as at 27 June 2017

LNSUPPORT Literacy and Numeracy Support

Details	Teacher	Attendance	Unit	Unit hours	Withdrawn
Tuesday 13 June 2017 PLUM-FS-17 PLUMBING GROUP 5 Location: SMB Method: Classroom	Liam Frost-Camilleri	Present	VU21357 Engage with a range of complex texts for employment purposes	2.7	
			VU21360 Create a range of complex texts for learning purposes		
			VU21361 Create a range of complex texts to participate in the workplace		
				8.1	
Wednesday 24 May 2017 PLUM-FS-17 PLUMBING GROUP 5 Location: SMB Method: Classroom	Eddy Jarecki	Present	VU21357 Engage with a range of complex texts for employment purposes	1.0	
			VU21360 Create a range of complex texts for learning purposes		
			VU21361 Create a range of complex texts to participate in the workplace		
				3.0	
Attendance Rate (Days): 100%				11.1	

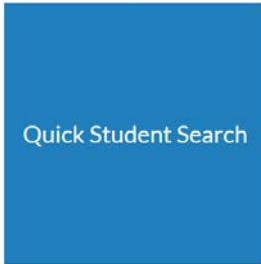
Unit attendance totals

Unit	Attended hours	Nominal unit hours	Completion rate	Last Attendance	Withdrawn
VU21357 Engage with a range of complex texts for employment purposes	3.7	30	12.3%	13-06-2017	
VU21360 Create a range of complex texts for learning purposes	3.7	30	12.3%	13-06-2017	
VU21361 Create a range of complex texts to participate in the workplace				13-06-2017	

Email options

Email history to: [ ] Send

## 2. When searching for a student



Enter the name of the apprentice in the quick student search and hit Search.

[< Back](#)

Stacie Duke Logout

### Quick Student Search



[Browse Apprentices](#) [Browse General Students](#)

You will then be taken to this screen:

### Apprentice Management

Keywords:

Qualification:  x v

Template:  v

Group:  v

RTO Contact:  v

Sales Contact:  v

Start date:  until

Approval Status:  v

[Advanced Search Options](#)

25 results

# [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](#)

11 results found (Displaying 1 - 11)

Delta No	Name	Qualification	Commence Date	Assessment Pending
41936564	BRIGGS, SAMUEL <span style="color: green;">ACTIVE</span>	FBP30117 Certificate III in Food Processing	17-04-2019	N/A

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 here to view the apprentice attendance history

## Edit Training Plan



Employer:		Apprentice:	
RTO:	FEDERATION UNIVERSITY AUSTRALIA	DELTA No.:	
Qualification:	Certificate III in Food Processing	DELTA Status:	ACTIVE
PUSH Hours:	145	Campus Solutions ID:	
Expected Supervised PUSH Hours:	144	Unique Student Identifier (USI):	
Completed Hours:	160	Qualification Code:	FBP30117
		Next Progression Point:	175

**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

Click here to print history



Attendance history as at 26 November 2019

### FBP30117 Certificate III in Food Processing

Details	Teacher	Attendance	Unit	Unit hours	Withdrawn hours
Tuesday 16 July 2019 FBP30117_2018_ASAHI FBP30117_2019_ Location: Gillies St Method: Workplace	Donna Leslie	Present	FDFOHS3001A Contribute to OHS processes	4.0	
Monday 10 June 2019 FBP30117_2018_ASAHI FBP30117_2019_ Location: Gillies St Method: Workplace	Donna Leslie	Present	MSMENV272 Participate in environmentally sustainable work practices	4.0	
				<b>4.0</b>	
Thursday	Donna	Present	FDFFS2001A	8.0	

If a unit is withdrawn it will display next to the corresponding unit code and date the withdrawn was entered in ATOM attendance. This is also reflected below in the 'unit attendance totals'

### Unit attendance totals

Unit	Attended hours	Nominal unit hours	Completion rate	Last Attendance	Withdrawn
FDFFS2001A Implement the food safety program and procedures	8.0	30	26.7%	09-05-2019	
FDFFS3001A Monitor the implementation of quality and food safety programs	8.0	70	11.4%	07-05-2019	
FDFOHS3001A Contribute to OHS processes	4.0	40	10.0%	16-07-2019	
FDFOP2064A Provide and apply workplace information	4.0	30	13.3%	08-05-2019	
FDFPPL2001A					

Whichever of the 2 options you choose, the same information will display.

Attendance will display from the most recent to oldest date.

## Definitions and Acronyms

ATOM	Apprenticeship Trainee Online Management
ASQA	Australian Skills Quality Authority
CS	Campus Solutions. The Federation University’s student management system
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)
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

## Important Information

- 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 run 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 (ATOM system related)
  - Forward your query from Outlook by sending an email to [atom@federation.edu.au](mailto:atom@federation.edu.au)
  - Forward your query from ATOM by going to the dashboard and clicking on the Support tile

