

ATOM User Guide - Students 2025

Prepared by
Apprentice Trainee Online Management
System | Federation TAFE

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Contents

Starting Off	3
How to access ATOM.....	3
Dashboard	4
View Training Plan.....	5
Attendance History	6
Training Withdrawal Log	7
Group Information	8
My Uploads	9
Contact Details	11
Notes	12



Starting Off

Welcome to ATOM! This manual will help you find your way around the Federation University Apprenticeship/Traineeship Online Management (ATOM) system.

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

After entering the above URL to access the website (please do not enter www.), the following screen will appear:



ATOM

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

If you are unable to remember your password click on the link *'Federation Teacher and Apprentice password reset'* You will then be redirected to a website page. Click on *'Forgotten your password'* and enter your 8 digit Campus Solutions ID as your username. Click Submit and details will appear for a security code to be sent.

Username

Password

Log in

Forgotten password?

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

Your 8 digit Campus Solutions ID will be used as your username. This will be forwarded to you along with your allocated password via a welcome email from Federation University

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.

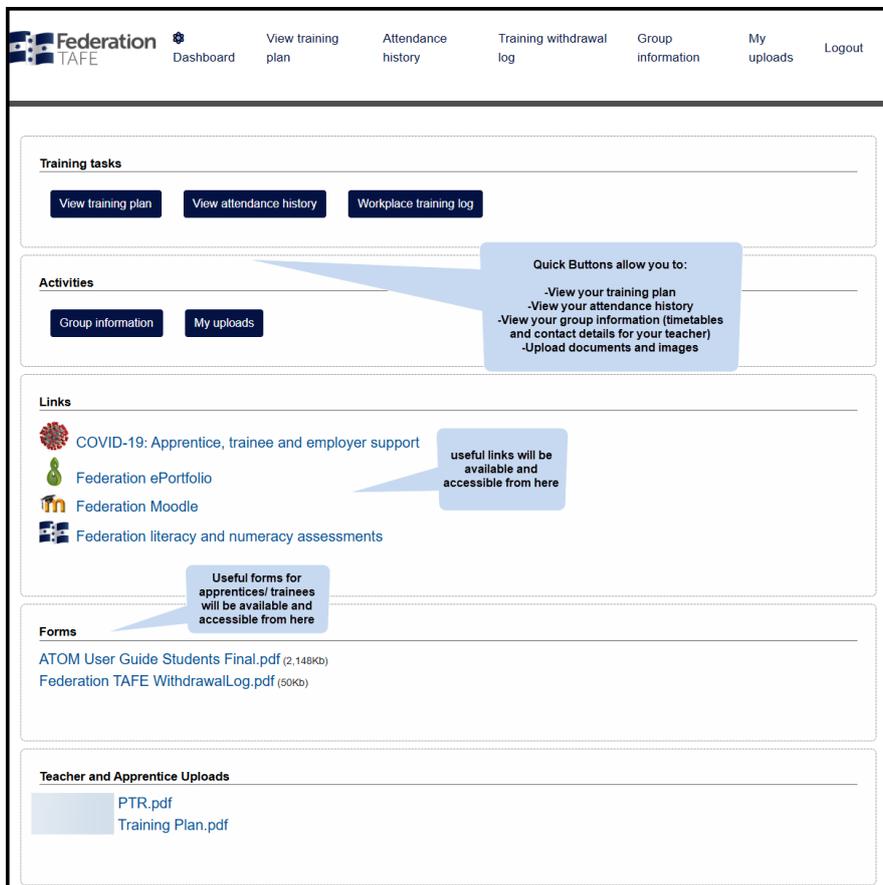
Any data that you extract from ATOM (Apprentice and Trainee Online Management) or access with ATOM (Apprentice and Trainee Online Management), for example pages, results, reports, address labels must be treated as confidential and managed accordingly.

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

Any breach of confidentiality will be taken seriously.

Dashboard

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



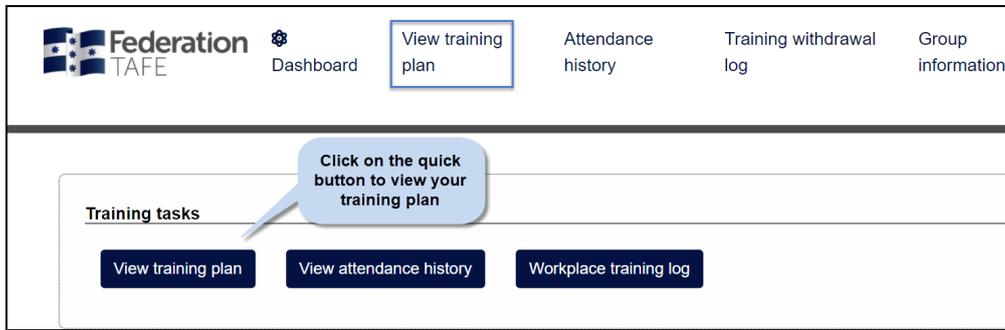
The screenshot shows the ATOM system dashboard with the following sections and callouts:

- Menu Bar:** Federation TAFE, Dashboard, View training plan, Attendance history, Training withdrawal log, Group information, My uploads, Logout.
- Training tasks:** View training plan, View attendance history, Workplace training log.
- Activities:** Group information, My uploads. Callout: "Quick Buttons allow you to: -View your training plan -View your attendance history -View your group information (timetables and contact details for your teacher) -Upload documents and images"
- Links:** COVID-19: Apprentices, trainee and employer support, Federation ePortfolio, Federation Moodle, Federation literacy and numeracy assessments. Callout: "useful links will be available and accessible from here"
- Forms:** ATOM User Guide Students Final.pdf (2,148Kb), Federation TAFE WithdrawalLog.pdf (50Kb). Callout: "Useful forms for apprentices/ trainees will be available and accessible from here"
- Teacher and Apprentice Uploads:** PTR.pdf, Training Plan.pdf.

The screen consists of the follow key areas:

- **Menu bar selections are:**
 - [Dashboard](#) - will direct you back to the original screen for access to all areas
 - [View training plan](#) - will direct you a PDF printout of your training plan to print and review
 - [Attendance history](#) - will direct you a PDF printout of your attendance history recorded by Federation TAFE teacher
 - [Training withdrawal log](#) - will allow you to add/ review any workplace training activity undertaken within your apprenticeship/traineeship.
 - [Group information](#) - will allow you to view timetables and contact details of your teacher
 - [My uploads](#) - will direct you to a view of any documents uploaded into the ATOM system by Federation TAFE. You will have the ability to view and print as well as upload your own documents. These will also be made available to Federation TAFE.
 - [Log out](#) - click to log out of the ATOM system

View Training Plan



By clicking on the quick button, you will be given access to your Training Plan. To print – Press the CTRL + P keys together on your keyboard and use the print options as they appear.



Competency Based Completion Training Plan Part I

Training Plan Details	
Qualification	UEE30820 Certificate III in Electrotechnology Electrician
Qualification Code	UEE30820
Apprenticeship/Traineeship	Apprenticeship
Full Time / Part Time / SSAT	Full time
Approved Training Scheme Duration	48 months
Contract Proposed Start Date	24-01-2022
Contract Proposed Completion Date	22-01-2028

Apprentice / Trainee Details	
Name	
EPSILON No.	
Unique Student Identifier (USI)	
Campus Solutions ID	
Workplace Job Title	APPRENTICE ELECTRICIAN
Current position and/or the broad responsibilities of the apprentice/trainee in the workplace	GENERAL DUTIES

Employer Details	
Name	
Workplace Location	BALLARAT
Contact Person	
Contact Number	(+61) 4
Contact Position	SUPERVISOR

RTO Details	
Name	Federation University Australia
Contact Person	
Contact Number	
Position	Teacher, Electrotechnology
Program Manager	
<small>The Program Manager is responsible for the delivery and/or assessment of each unit of competence.</small>	

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

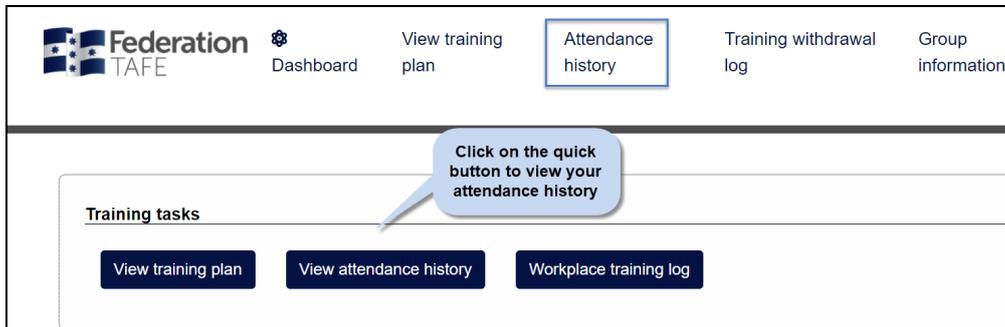
Training	
Training Proposed Start Date	06-03-2023
Training Proposed End Date	22-01-2028
PUSH Hours	862
Expected Supervised PUSH Hours	1000
Next Progression Point	862.5 hours (75%)

Competency Based Completion Training Plan Part II

Employer	Apprentice
RTO Federation University Australia	EPSILON No.
Qualification UEE30820 Certificate III in Electrotechnology Electrician	Qualification code UEE30820
Current Year 1	Date From 6-03-2023
	Date To 22-01-2028

Training and Assessment						
Year	Units of Competence	Core / Elective	Confirmer	Delivery method	Assessment Method(s)	Proposed Date(s)
1	HLTAID009 Provide cardiopulmonary resuscitation	Core	RTO confirmed	Classroom	Practical assessment task Knowledge assessment task	22-01-2028
1	UEEC00016 Document and apply measures to control WHS risks associated with electrotechnology work	Core	Employer confirmed	Classroom	Practical assessment task Knowledge assessment task	22-01-2028
1	UEEC00020 Fit and secure electrotechnology	Core	Employer confirmed	Classroom	Practical assessment task Knowledge assessment task	22-01-2028

Attendance History

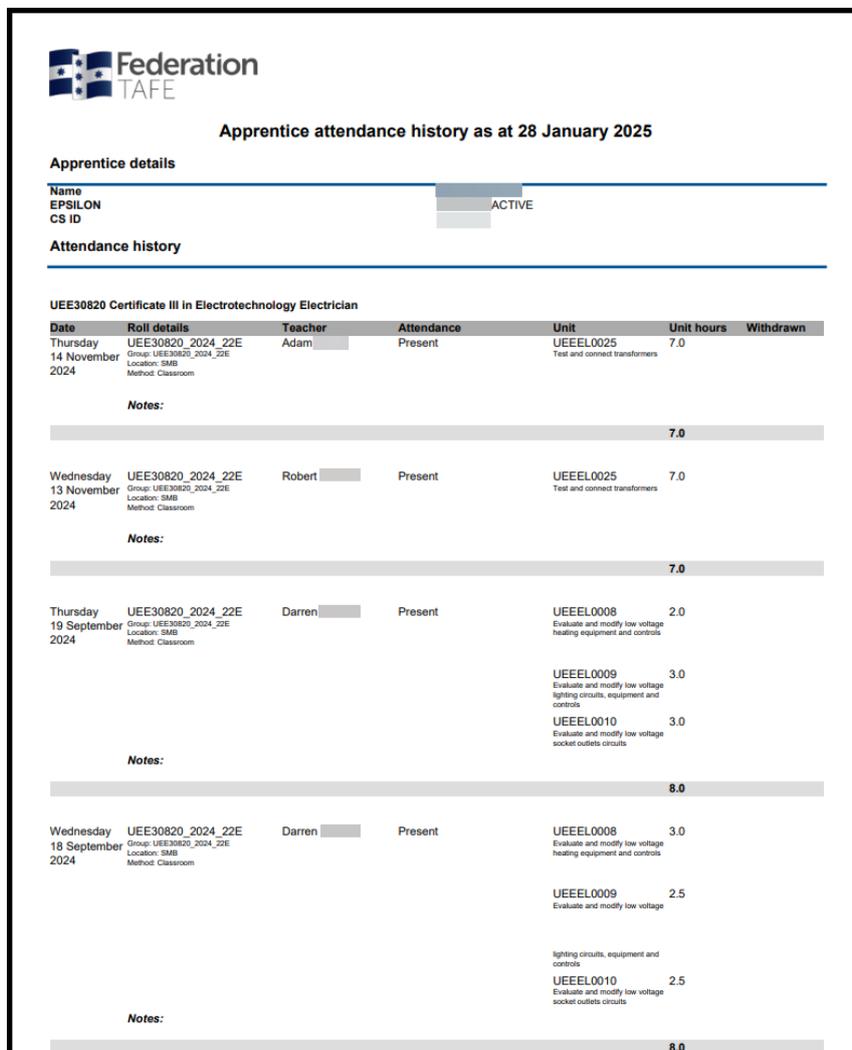


Navigation menu items: Federation TAFE, Dashboard, View training plan, Attendance history, Training withdrawal log, Group information.

Training tasks section: View training plan, View attendance history, Workplace training log.

Callout: Click on the quick button to view your attendance history

By clicking on the Quick button, you will be given access to your Attendance history. To print – Press the CTRL + P keys together on your keyboard and use the print options as they appear.



Apprentice details

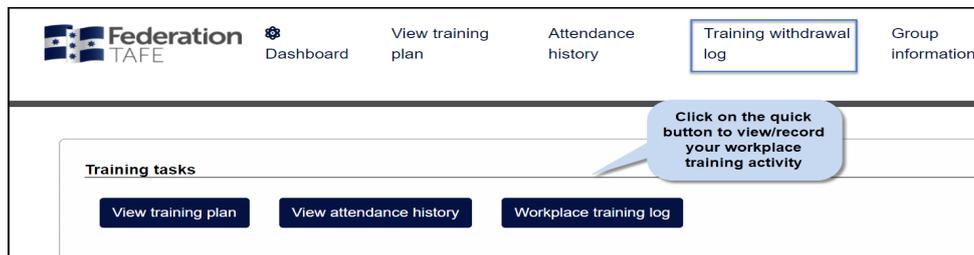
Name: EPSILON
 CS ID: [REDACTED] ACTIVE

Attendance history

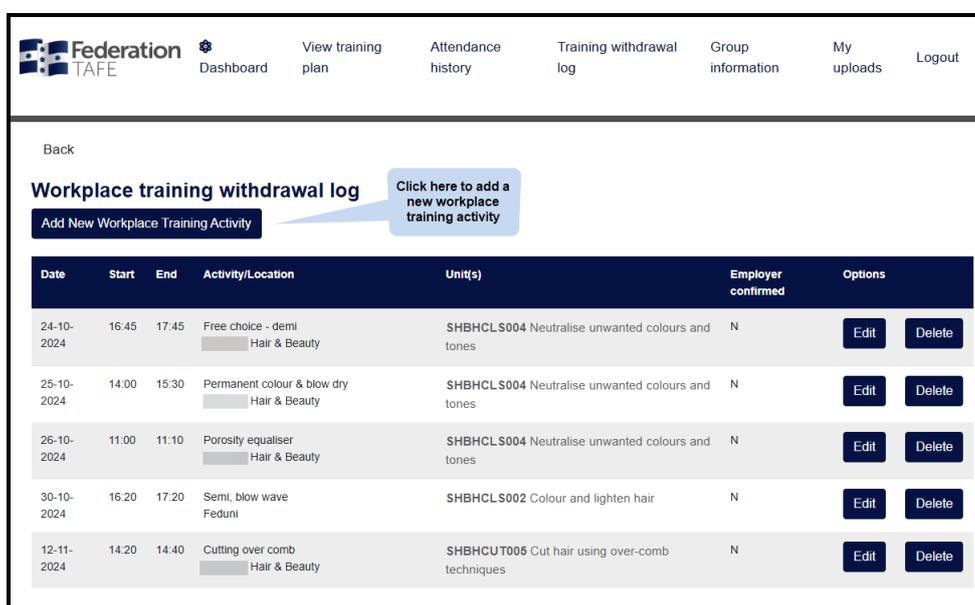
UEE30820 Certificate III in Electrotechnology Electrician

Date	Roll details	Teacher	Attendance	Unit	Unit hours	Withdrawn
Thursday 14 November 2024	UEE30820_2024_22E Group: UEE30820_2024_22E Location: SMB Method: Classroom	Adam	Present	UEEEL0025 Test and connect transformers	7.0	
Notes:					7.0	
Wednesday 13 November 2024	UEE30820_2024_22E Group: UEE30820_2024_22E Location: SMB Method: Classroom	Robert	Present	UEEEL0025 Test and connect transformers	7.0	
Notes:					7.0	
Thursday 19 September 2024	UEE30820_2024_22E Group: UEE30820_2024_22E Location: SMB Method: Classroom	Darren	Present	UEEEL0008 Evaluate and modify low voltage heating equipment and controls	2.0	
Notes:					8.0	
Wednesday 18 September 2024	UEE30820_2024_22E Group: UEE30820_2024_22E Location: SMB Method: Classroom	Darren	Present	UEEEL0008 Evaluate and modify low voltage heating equipment and controls	3.0	
Notes:					8.0	
					2.5	
					2.5	
Notes:					8.0	

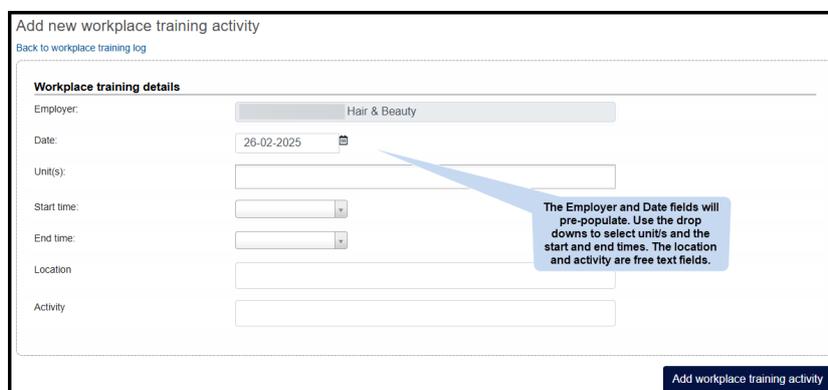
Training Withdrawal Log



- To Add a New Workplace Training Activity log, click on the 'Add New Workplace Training Activity' button



- Proceed to add details as requested, please note your employer is already entered from your ATOM details
- Complete all sections then click on 'Add Workplace Training Activity'.
- Your employer will confirm via their access

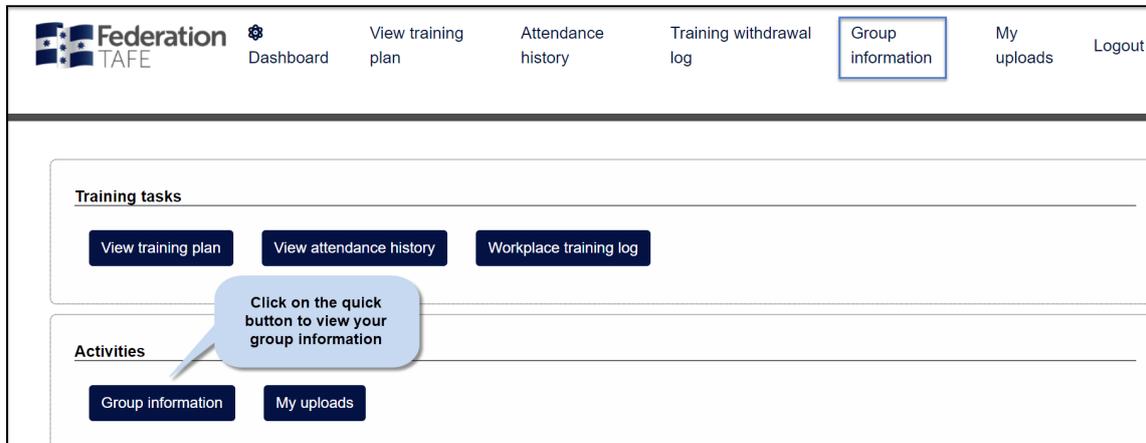


The screenshot shows the 'Add new workplace training activity' form. It includes a 'Back to workplace training log' link and a 'Workplace training details' section with the following fields:

- Employer: (pre-populated with 'Hair & Beauty')
- Date: (pre-populated with '26-02-2025')
- Unit(s): (dropdown menu)
- Start time: (dropdown menu)
- End time: (dropdown menu)
- Location: (text field)
- Activity: (text field)

A callout bubble points to the 'Date' field with the text: 'The Employer and Date fields will pre-populate. Use the drop downs to select unit/s and the start and end times. The location and activity are free text fields.' An 'Add workplaces training activity' button is located at the bottom right.

Group Information

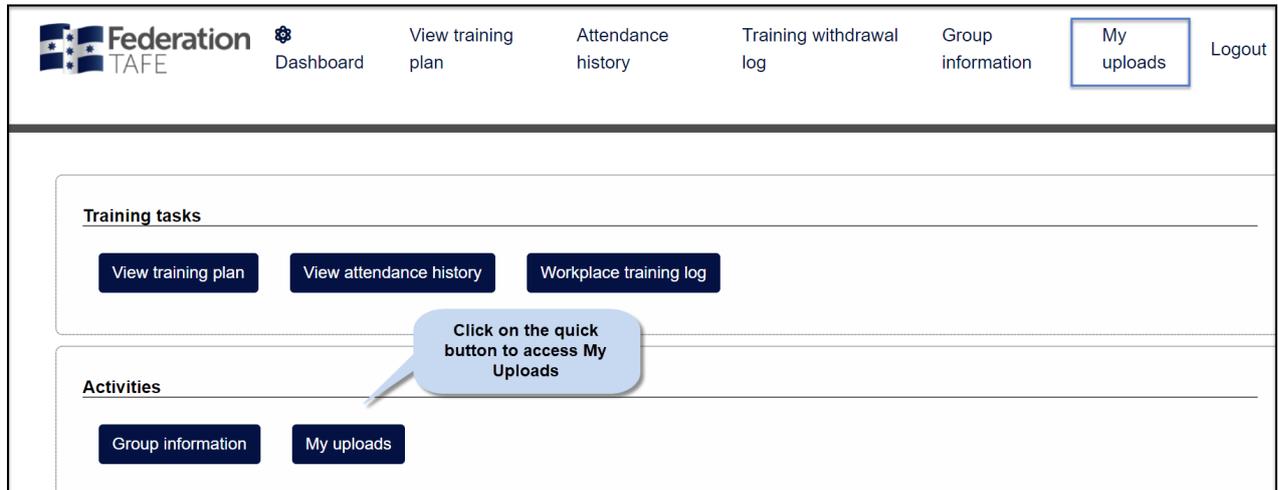


Group Information may display –

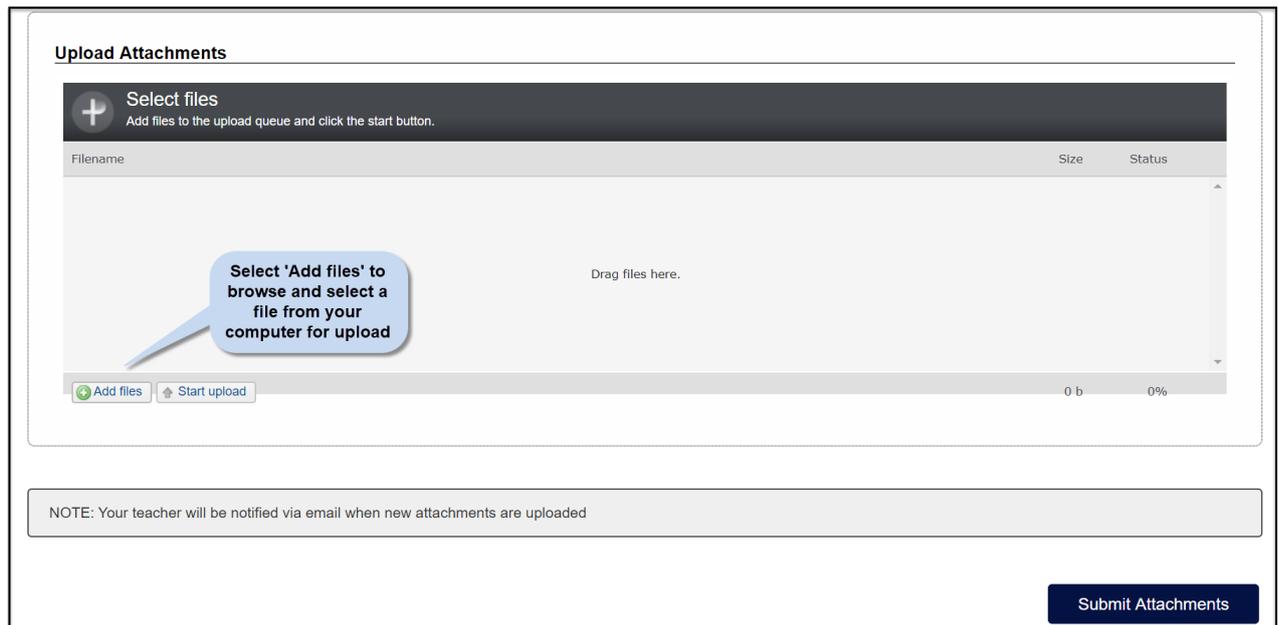
- Timetable
- Information that is important in regards to your apprenticeship/traineeship
- Contact details for your appointed teacher



My Uploads



This section will display documents and image files that have been uploaded to your ATOM profile by you or your teacher. You can access these files at any time from ATOM. You will need a browser such as Chrome or Internet Explorer to utilise this function.



Upload Attachments

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

Filename	Size	Status
sample training plan_AUG2020.docx	18 KB	0%

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

Once file has been selected for upload it will appear with the name of the document, size of the file and its upload status

Click 'Start upload' to begin the upload process

Upload Attachments

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

Filename	Size	Status
sample training plan_AUG2020.docx	18 KB	100%

Uploaded 1/1 files

18 KB 100%

Awaiting Upload:

- sample training plan_AUG2020.docx

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

Your file will wait here until you click on 'Submit Attachments'

Click here to finalise the upload

Once you click on “submit attachment” your file will be uploaded, and your Federation TAFE teacher will receive a notification email indicating there is a new addition to your ATOM profile.

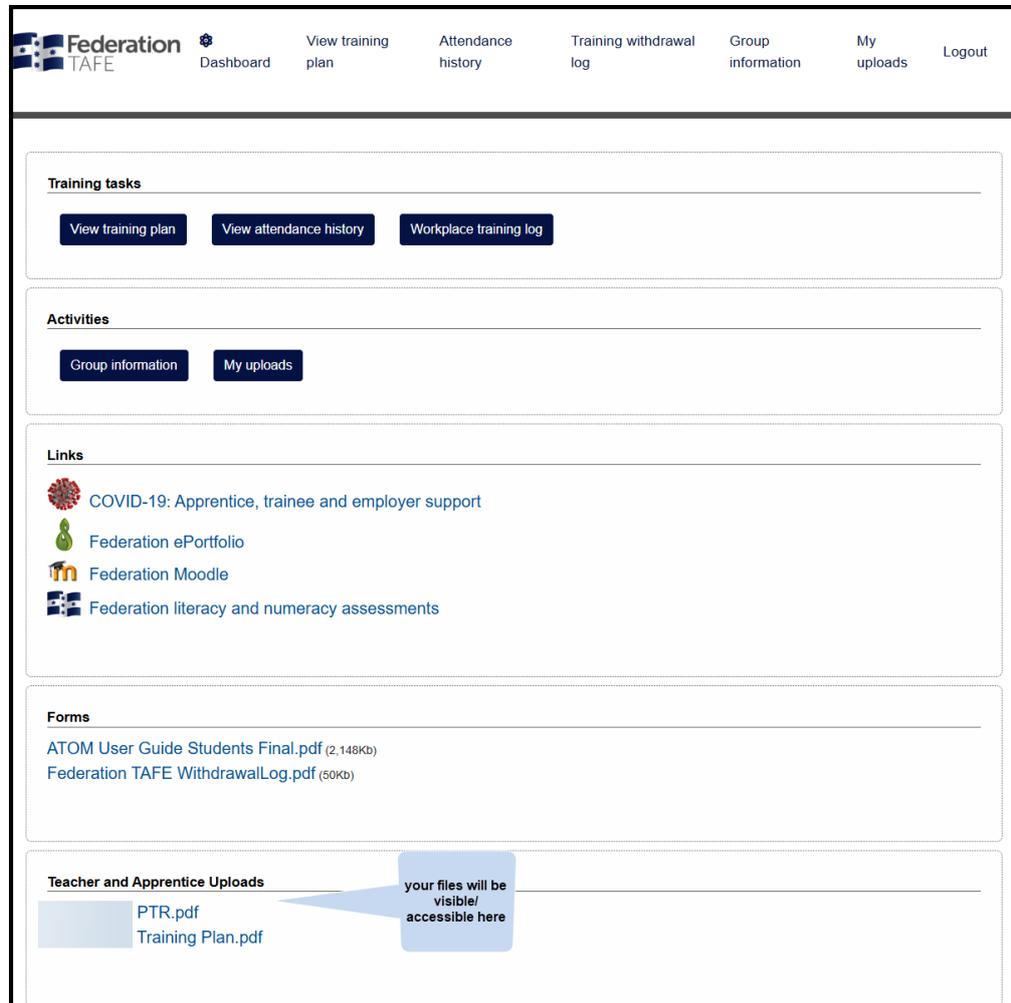
Success
Attachments saved and teacher notified

Attachments

File name	File size	Date added	Added by
sample_training_plan_AUG2020.docx	18Kb		



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



The screenshot shows the Federation TAFE dashboard with the following sections:

- Navigation:** Federation TAFE logo, Dashboard, View training plan, Attendance history, Training withdrawal log, Group information, My uploads, Logout.
- Training tasks:** View training plan, View attendance history, Workplace training log.
- Activities:** Group information, My uploads.
- Links:**
 - COVID-19: Apprentice, trainee and employer support
 - Federation ePortfolio
 - Federation Moodle
 - Federation literacy and numeracy assessments
- Forms:**
 - ATOM User Guide Students Final.pdf (2,148Kb)
 - Federation TAFE WithdrawalLog.pdf (50Kb)
- Teacher and Apprentice Uploads:** PTR.pdf, Training Plan.pdf. A callout box indicates: "your files will be visible/ accessible here".

Contact Details

For any inquiries, please:

- email ATOM Support: atom@federation.edu.au or
- phone: 03 5327 8001



