

ATOM User Guide -Students 2025

Prepared by Apprentice Trainee Online Management System | Federation TAFE

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CRICOS Provider No. 0013D | RTO Code 4909 | TESQA No. PRV12151 (Australian University)



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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:

S ATOM	
Federation TAFE Apprentice and Traine	e Online Management System
Enter your login details to access ATOM	
Teachers and Apprentices: Login with your Federa Employers and Schools: Login with your email add	tion ID Iress and ATOM password
	Username
If you are unable to remember your password click on the link 'Federation Teacher and	Password Your 8 digit Campus Solutions ID will be used as your username. This will be forwarded to you along with
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.	Log in Forgotten password? Forgotten password? Federation Teacher and Apprentice password reset Employer and School password reset
THIS SERVICE IS FOR AUTHORISED CLIE	INTS ONLY
It is a criminal offence to:	
 Obtain access to data without authority Damage, delete, alter or insert data without aut 	hority
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 mainta	in the University policy of confidentiality of information.
Any data that you extract from ATOM (Apprentice and reports, address labels must be treated as confidentia	Trainee Online Management) or access with ATOM (Apprentice and Trainee Online Management), for example pages, results, al and managed accordingly.
Your username and password are unique and must ne	ot be divulged to any third party.



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Dashboard

Training tasks						
View training pl	View atten	dance history	Workplace training log			
a - 41- 141				Quick Button	s allow you to:	
Group informat	ion My upload	s		-View your -View your atte -View your group in and contact detai -Upload docum	training plan endance history formation (timetables Is for your teacher) ents and images	
Links						
COVID-19	9: Apprentice, trai n ePortfolio	nee and employe	er support usef	ul links will be vailable and		
Federatio	n Moodle n literacy and nur	neracy assessme	ents			
Forms	Useful apprentic will be av accessib	forms for ces/ trainees vailable and le from here				
ATOM User Gu Federation TAF	ide Students Fina E WithdrawalLog	al.pdf (2,148Kb) .pdf (50Kb)				
	rentice Uploads					
Teacher and App						

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

The screen consists of the follow key areas:

- Menu bar selections are:
 - o Dashboard will direct you back to the orignial 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.

		Comp	etency Ba	sed (Completio	n Tra	ining Pla	n Part I	
				Tra	ining Plan Det	ails			
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Anne	roved Training Scheme Duration			48.000	othe				
Contr	act Proposed S	itart Date			24-01-	2022			
Contr	act Proposed C	ompletion Date			22-01-	2026			
				Appre	ntice / Trainee	Details			
Name									
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Camp	us Solutions II)							
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Curre	nt position and ntice/trainee in	for the broad respons the workplace	ibilities of the		GENE	RAL DU	TIES		
New				E	mployer Detail	is .			
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Conta	ct Position				SUPE	RVISOR			
					RTO Details				
Name					Federa	ation Un	versity Austral	ia	
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Positi	on				Teach	er, Elect	rotechnology		
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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.

Active Bane ends EFSLON Stell Active Acti	Name EPSILON CS ID Attendance					
Attendence instory UEE30820 Certificate III in Electrotechnology Electrician Date Trussday UEE30820 2024 22E Adam Present UEEL0025 7.0 To State in the Classion Notes: To State in the Classion Research of the State in	Attenuarios	history		AC	TIVE	
Difference of the set of t	UEE30820 Ce	rtificate III in Electrotecht	nology Electrician			
Notes: 7.0 Wednesday 2024 UEE30820_2024_22E User: UEE0025_2024.22E User: UEE0025_2024.22E Robert Present UEEL0025 Text and conset transformer 7.0 Thursday 2024 UEE30820_2024_22E User: UEE0025_2024.22E Darren Present UEE10008 USE USE USE USE Submit Submit	Date Thursday 14 November 2024	Roll details UEE30820_2024_22E Group: UEE30820_2024_22E Location: SMB Method: Classroom	Teacher Adam	Attendance Present	Unit UEEEL0025 Test and connect transformers	Unit hours Withdrawn 7.0
Yednesday UEES0820_2024_22E Uracy UEES0820_2024_22E Method: Classroom Robert Present UEEEL0025 Text and concert transformers 7.0 Notes: 7.0 Thursday UEES0820_2024_22E Uracy UEES0820_2024_22E Database with the other website classroom Darren Present UEEEL0008 Evaluate sequences and controls building sequences and building sequences and controls building sequences and controls building sequences and building sequences and controls building sequences and controls building sequences and building seq		Notes:				
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Vetes: 3.0 Wednesday VEE30820_2024_22E Darren Present VEEEL0008 3.0 18 September Gross: Evaluate and modify law vetlage 3.0 Wednesday VEE30820_2024_22E Darren Present VEEEL0008 3.0 Bable and modify law vetlage Metod: Classroom 2.5 Vetes: VEEEL0001 2.5 Statute and modify law vetlage 2.5 Statute and modify law vetlag					UEEEL0009 Evaluate and modify low voltage lighting circuits, equipment and controls	3.0
Notes: Notes: Notes: Note: Note					UEEEL0010 Evaluate and modify low voltage socket outlets circuits	3.0
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lighting circuits, equipment and controls UEEEL010 2.5 Evaluate and modify low voltage socket outlets circuits					UEEEL0009 Evaluate and modify low voltage	2.5
UEEE Loop 2.5 Schalas and cody low veltage social outfails circula					lighting circuits, equipment and controls	
Socket outlets circuits					UEEEL0010 Evaluate and modify low voltage	2.5
Notes.		Notes:			socket outlets circuits	



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Training Withdrawal Log

Federation	ঞ্চ	View training	Attendance	Training withdrawal log	Group
TAFE	Dashboard	plan	history		information
Training tasks View training plan	View attend	ance history	Workplace training log	Click on the quick button to view/record your workplace training activity	

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

	Fec TAF	derat	ion	\$ Dashboard	View training plan	A hi	ittendance istory	Training withdrawal log	G	Group Information	My uploads	Logout
e W	Back	ace t	rainii	ng withdra	wal log	Click h new v trainii	ere to add a workplace ng activity					
Þ	ate	Start	End	Activity/Location			Unit(s)			Employer confirmed	Options	
2	4-10- 024	16:45	17:45	Free choice - dem Hair & B	ii eauty		SHBHCL S004 N tones	leutralise unwanted colours	and	Ν	Edit	Delete
2	5-10- 024	14:00	15:30	Permanent colour Hair & B	& blow dry eauty		SHBHCLS004 N tones	leutralise unwanted colours	and	Ν	Edit	Delete
20	6-10- 024	11:00	11:10	Porosity equaliser Hair & B	eauty		SHBHCLS004 N tones	leutralise unwanted colours	and	Ν	Edit	Delete
31	0-10- 024	16:20	17:20	Semi, blow wave Feduni			SHBHCLS002	colour and lighten hair		Ν	Edit	Delete
1: 2	2-11- 024	14:20	14:40	Cutting over comt Hair & B	eauty		SHBHCUT005 C techniques	Cut hair using over-comb		Ν	Edit	Delete

- 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

Vorkplace training det	ails	
mployer:	Hair & Beauty	
ate:	26-02-2025	
nit(s):		
tart time:	¥	The Employer and Date fields will
nd time:	¥	downs to select unit's and the start and end times. The location
ocation		and activity are free text fields.
ctivity		





Group Information

Federation	ø	View training	Attendance	Training withdrawal	Group	My	Logout
TAFE	Dashboard	plan	history	log	information	uploads	
Training tasks View training plan Activities Group information	View attenda Click on the qu button to view y group informat My uploads	ince history Wo lick rour ion	rkplace training log				

Group Information may display -

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



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My Uploads

Federation TAFE	\$ Dashboard	View training plan	Attendance history	Training withdrawal log	Group information	My uploads	Logout
Training tasks View training plan	View attenda	ance history Wo	rkplace training log				
Activities Group information	My uploads	Click on the q button to acces Uploads	uick ss My				

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.

Select files Add files to the upload queue and click the start button.		Size	Status
Select 'Add files' to browse and select a file from your computer for upload	Drag files here.	5128	Status
Add files Start upload		0 b	0%
IOTE: Your teacher will be notified via email when new attachments are upload	led		
		Sub	mit Attachmen



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Select files Add files to the upload queue and click the start button. Filename	Size Status
sample training plan_AUG2020.docx	18 KB 0% 🥥 🕯
Add files ♦ Start upload Click 'Start upload' to begin the upload process	18 KB 0%

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 Awaiting Upload:	* 18 KB 100%
sample training plan_AUG2020.docx Your file will wait here until you click on 'Submit Attachments'	
IOTE: Your teacher will be notified via email when new attachments are uploaded	Click here to finalise the upload
	Submit Attachments

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	acher notified	
macriments saved and tes		
Attachments		
Attachments		
Attachments File name	File size Date added	Added by
Attachments File name	File size Date added	Added by
Attachments File name sample_training_plan_AL	File size Date added	Added by





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.

Federation TAFE	ঞ Dashboard	View training plan	Attendance history	Training withdrawal log	Group information	My uploads	Logout
Training tasks	View attend	lance history	Workplace training log				
Activities				•			
Group information	My uploads						
COVID-19: Ap	prentice, trair ortfolio	nee and employe	er support				
Federation Mc	oodle eracy and num	neracy assessm	ents				
Forms ATOM User Guide S	Students Fina	l.pdf (2,148Kb)					
Federation TAFE W	ithdrawalLog.	pdf (50Кb)					

Contact Details

For any inquiries, please:

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



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Notes



