

ATOM

Apprenticeship | Traineeship
Online | Management | System

Employer User Guide

Table of Contents

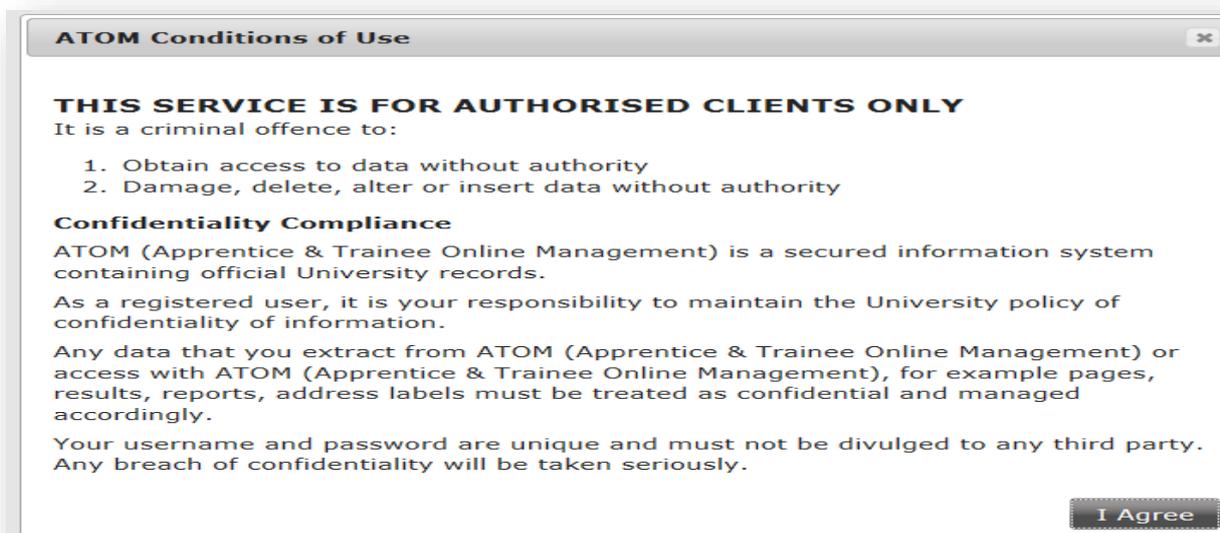
Overview.....	3
Logging onto ATOM.....	3
Employer Confirmation.....	4
View the Training Plan.....	7
Email Confirmations.....	10
Workplace Training Withdrawal Log.....	11
ATOM Password.....	12
Definitions and Acronyms.....	13

Overview

Welcome to ATOM! This manual will help you find your way around the new Federation University Apprenticeship/Traineeship Online Management (ATOM) system. Whether you are a novice with online systems or an 'old hand', this manual will help you to manage your apprentice's progress with your company.

Logging onto ATOM Go to atom.federation.edu.au

After putting in the above web address the following screen will appear –



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.

I Agree

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

- Login with your FedUni Novell username and password
- Login with the email and generated password

Enter your email details for username and your allocated password

Username:

Password:

Login

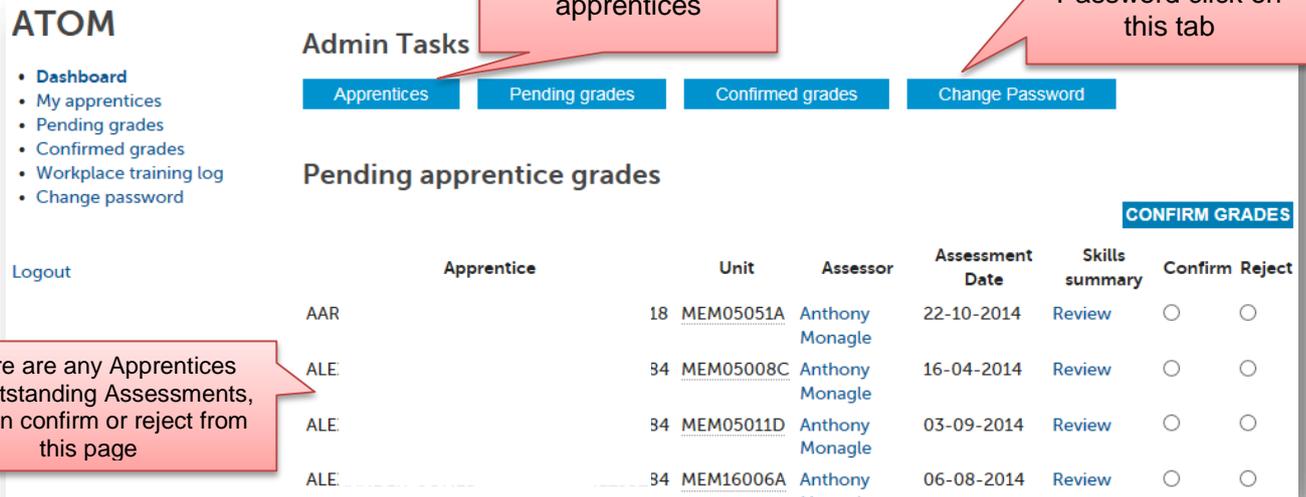
Forgotten password?

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

The next screen will look like this -

Click on **Apprentices** tab to get a list of apprentices

If you want to change your Password click on this tab



Admin Tasks

- Apprentices
- Pending grades
- Confirmed grades
- Change Password

Pending apprentice grades

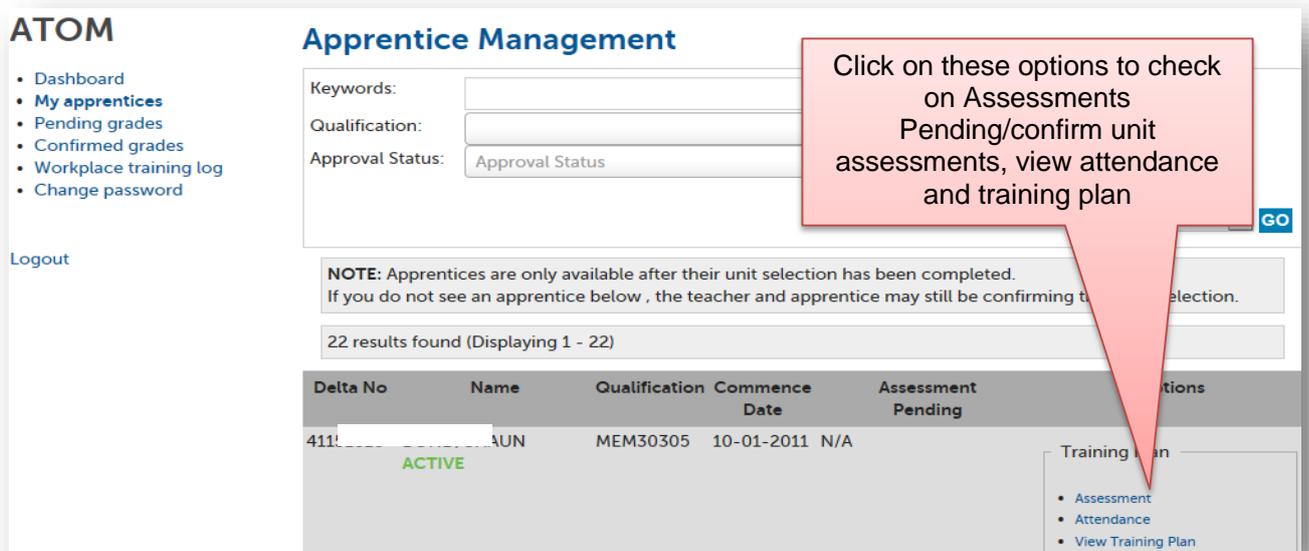
						CONFIRM GRADES	
Apprentice	Unit	Assessor	Assessment Date	Skills summary	Confirm	Reject	
AAR	18 MEM05051A	Anthony Monagle	22-10-2014	Review	<input type="radio"/>	<input type="radio"/>	
ALE	34 MEM05008C	Anthony Monagle	16-04-2014	Review	<input type="radio"/>	<input type="radio"/>	
ALE	34 MEM05011D	Anthony Monagle	03-09-2014	Review	<input type="radio"/>	<input type="radio"/>	
ALE	34 MEM16006A	Anthony Monagle	06-08-2014	Review	<input type="radio"/>	<input type="radio"/>	

If there are any Apprentices with outstanding Assessments, you can confirm or reject from this page

Employer Confirmation

Once you have clicked on the **Apprentices** tab a list of students will appear.

To verify your Apprentices competence in a unit -



Apprentice Management

Keywords:

Qualification:

Approval Status:

GO

NOTE: Apprentices are only available after their unit selection has been completed. If you do not see an apprentice below, the teacher and apprentice may still be confirming their selection.

22 results found (Displaying 1 - 22)

Delta No	Name	Qualification	Commence Date	Assessment Pending	Actions
411	AUN	MEM30305	10-01-2011	N/A	<ul style="list-style-type: none"> Assessment Attendance View Training Plan

Click on these options to check on Assessments Pending/confirm unit assessments, view attendance and training plan

You will now see this screen -

ATOM

- Dashboard
- My apprentices
- Pending grades
- Confirmed grades
- Workplace training log
- Change password

Logout

Manage Training Plan

Edit Training Plan

Employer: PTY LTD	Apprentice: RYLI
RTO: FEDERATION UNIVERSITY	DELTA No.: 4144
Qualification: Certificate III in Engineering - Fabrication Trade	DELTA Status: ACTIVE
Completed Hours: 190	Qualification Code: MEM30305
	Next Progression Point: 242.5

Part 2 Unit Completion
Group Information
Attendance/Workplace Training

Unit	Nominal Hours	Cycle No.	Current Status	Assess Date	Assessor	Confirm Date	Confirm Grade
MEM05005B Carry Out Mechanical Cutting	20	1	Completed CY	18-08-2014	A Monagle	18-08-2014	Confirm Reject
			Completed CY	18-08-2014	A Monagle	18-08-2014	Confirm Reject

You can also view your Apprentices Group Information (timetables etc.) and Attendance history and progress notes here

If there was assessment pending, **Confirm** would be displayed in blue. Select this to agree with the FedUni result of competent in the selected unit. This means that you agree that the Apprentice can perform the tasks aligned to the unit

If there was assessment pending, **Reject** would be displayed in red. Select if you do not agree that the Apprentice is competently performing the tasks covered in the unit at this time.

You will see a verification screen to tell you that your selection has been accepted and an email sent to the Federation University representative advising them of your selection

✓ **Success**
AC Grade confirmed
Email notification sent to Sally Boyle

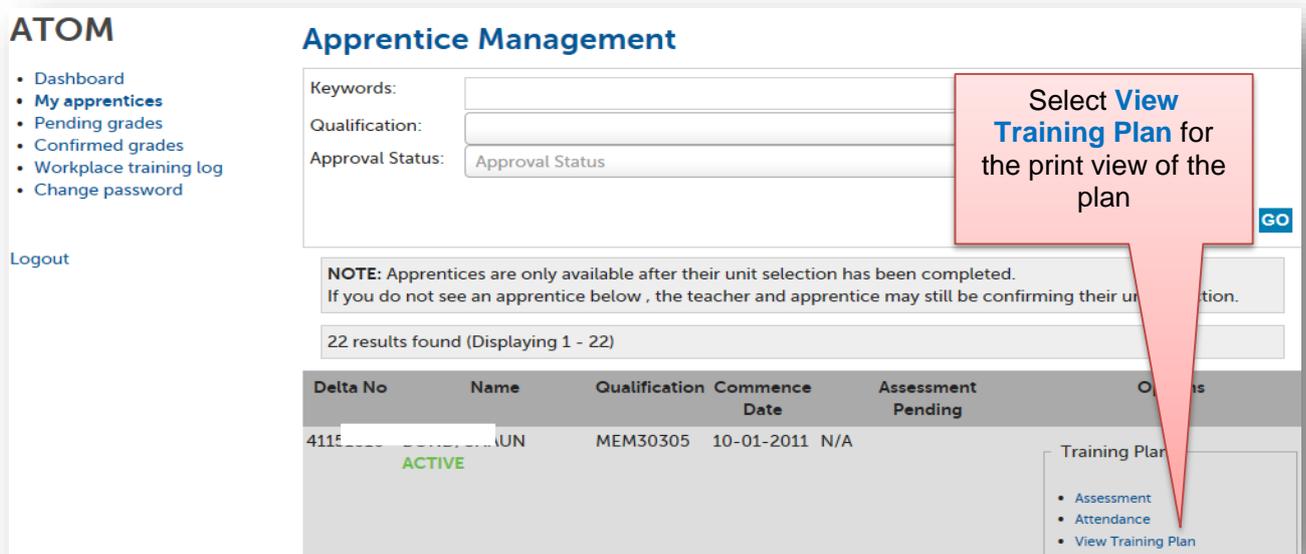
Confirmed competence in the unit and notification that email has been sent to FedUni representative

✓ **Success**
AC Grade rejected
Email notification sent to Sally Boyle

Confirmed assessment rejected and notification that email has been sent to Fed Uni representative. The Fed Uni representative will contact you to discuss what is needed to support the Apprentice to achieve competence in the unit/s

View the Training Plan

You can view and print the Training Plan for your Apprentices and Trainees. The Training plan is a live document which is an up to date reflection of the current status and progress of the training.



ATOM

- Dashboard
- My apprentices**
- Pending grades
- Confirmed grades
- Workplace training log
- Change password

Logout

Apprentice Management

Keywords:

Qualification:

Approval Status:

GO

NOTE: Apprentices are only available after their unit selection has been completed. If you do not see an apprentice below, the teacher and apprentice may still be confirming their unit selection.

22 results found (Displaying 1 - 22)

Delta No	Name	Qualification	Commence Date	Assessment Pending	Options
4115	UN	MEM30305	10-01-2011	N/A	<ul style="list-style-type: none"> Assessment Attendance View Training Plan

ACTIVE

NOTE: If you are eligible to claim financial incentives from the government distributed through your Apprenticeship Centre, you may be asked to provide a signed copy of the Training Plan with your claim.

You can print the signed copy of the training plan from this section of ATOM.

ATOM User Guide for Employers

Your training plan will look like this –

Federation UNIVERSITY • AUSTRALIA	
Competency Based Completion Training Plan Part I	
Training Plan Details	
Qualification	Certificate III in Agriculture
Qualification Code	AHC30110
Apprenticeship/Traineeship	Traineeship
Full Time / Part Time / SBAT	Full time
Approved Training Scheme Duration	18 months
Commencement Date	20-06-2012
Proposed Completion Date	18-12-2013
Apprentice / Trainee Details	
Name	PE [redacted]
Delta No.	41
RTO Apprentice ID No.	90
Workplace Job Title	job title
Current position and/or the broad responsibilities of the apprentice/trainee in the workplace	job role
Employer Details	
Name	BALLARAT REGIONAL INDUSTRIES INC
Workplace Location	horsham
Contact Person	Meg [redacted]
Contact Number	03 [redacted]
Position	Employer
RTO Details	
Name	Federation University
Contact Person	R [redacted]ker
Contact Number	5 [redacted] 86
Position	Teacher
Host Employer (if applicable)	
Name	
Workplace Location	
Contact Person	
Contact Number	
Position	
Training	
Proposed Commencement Date	25-06-2013
Proposed Completion Date	14-06-2016
<p>I have completed a pre-training review and have contributed to the development of this plan including the schedule of proposed employer contact points, competency confirmation process and response time frame of _____ days. I am aware of my responsibilities to ensure that this plan and its ongoing development is implemented and monitored over the duration of the Training Plan.</p>	
Employer	
Name	Megan Henley
Signature	
Date	
RTO	
Name	Federation University
Signature	
Date	
Apprentice/Trainee	
Name	PE [redacted]
Signature	

Part I of the training plan lists all parties details and has the signatures on it of the parties agreeing to the plan

Competency Based Completion Training Plan Part II							
Employer	BALLARAT REGIONAL INDUSTRIES INC	Apprentice	FE				
RTO	Federation University	DELTA No.	41				
Qualification	Certificate III in Agriculture	Qualification Code	AHC30110				
Units to be completed to gain the above qualification							
Code	Title	Nominal Hours	Enrolled	Cycle No.	Current Status	Date	Assessor
AHCBAC306A	Establish agricultural crops	60			RPL/CT		
AHCLNF303A	Plan and construct conventional fencing	60			RPL/CT		
AHCMOM212A	Operate quad bikes	60			RPL/CT		
AHCARB205A	Operate and maintain chainsaws	40		1	AC	26-06-2013 00:00	Kpacker
AHCCHM303A	Prepare and apply chemicals	70		1	AC	25-06-2013 00:00	Kpacker
AHCCHM304A	Transport, handle and store chemicals	50		1	AC	26-06-2013 00:00	Abilman
AHCMOM202A	Operate tractors	40		1	AC	26-06-2013 00:00	Rballard
AHCMOM207A	Conduct front- end loader operations	60		1			
AHCOHS301A	Contribute to OHS processes	50		1			
AHCWRK313A	Implement and monitor environmentally sustainable work practices	50		1			
AHCBAC302A	Establish pastures and crops for livestock production	80		2			
AHCLSK308A	Identify and draft livestock	40		2			
AHCLSK311A	Implement feeding plans for livestock	140		2			
AHCSHG203A	Shear sheep to novice level	160		2			
AHCBAC301A	Conserve forage	80		3			
AHCBAC305A	Undertake preparation of land for agricultural crop production	60		3			
AHCBAC308A	Undertake agricultural crop harvesting activities	80		3			
AHCLSK309A	Implement animal health control programs	50		3			
AHCLSK325A	Castrate livestock	30		3			
AHCMOM312A	Operate row crop planting and seeding machinery and equipment	80		3			
AHCPTS044A	Harvest horticultural crops mechanically	50		3			
AHCPTS066A	Establish horticultural crops	25		3			
AHCSOL401A	Sample soils and interpret results	60		3			
HLTA311A	Apply first aid	18		3			
TULIC2001A	License to operate a forklift truck	40		3			
Total Units	25	Total Hours	1123	CT - Credit Transfer CY - Competent CN - Not Competent CS - Continuing Study AC - Awaiting Employer Confirmation WDN - Withdrawn			

Part II shows the progress of the training and the status of assessments confirmed and pending

Competency Based Completion Training Plan Part III																												
Employer	BALLARAT REGIONAL INDUSTRIES INC	Apprentice	FE																									
RTO	Federation University	DELTA No.	41																									
Qualification	Certificate III in Agriculture	Qualification code	AHC30110																									
Cycle/Stage Number	1	Date From		Date To																								
Training and Assessment																												
Code	Title	Delivery	Assessment Method	Proposed Date/s																								
AHCARB205A	Operate and maintain chainsaws	Off site	Q and A Demonstration Observation	26-09-2013																								
AHCCHM303A	Prepare and apply chemicals	Off site	Q and A Demonstration Observation	26-09-2013																								
AHCCHM304A	Transport, handle and store chemicals	Off site	Q and A Demonstration Observation	26-09-2013																								
AHCMOM202A	Operate tractors	Off site	Q and A Demonstration Observation	26-09-2013																								
AHCMOM207A	Conduct front- end loader operations	Off site	Q and A Demonstration Observation	26-09-2013																								
AHCOHS301A	Contribute to OHS processes	Off site	Q and A Demonstration Observation	26-09-2013																								
AHCWRK313A	Implement and monitor environmentally sustainable work practices	Off site	Q and A Demonstration Observation	26-09-2013																								
Competency Agreement																												
Outcome	Assessor Name	Date	Employer	Yes	No	N/A	Sign																					
<p>Note: The achievement of the above competencies is a progression point of the qualification. No! Yes!! If yes, which progression point 25% 50% 75% 100% This may require a wage increase for the apprentice. If you have any questions about wages or other terms and conditions contact the Fair Work Ombudsman, the Fair Info line on 13 1394 or www.fairwork.gov.au or your industry organisation.</p> <p>Employer confirmation that these competencies have been achieved - when competency gained please returned signed copy to Federation University Australia</p> <table border="1"> <tr> <th>Proposed Appointment</th> <th>Confirmation Record</th> </tr> <tr> <td>Proposed Date</td> <td>Actual Date</td> </tr> <tr> <td>Contact Method</td> <td>Signatures</td> </tr> </table>								Proposed Appointment	Confirmation Record	Proposed Date	Actual Date	Contact Method	Signatures															
Proposed Appointment	Confirmation Record																											
Proposed Date	Actual Date																											
Contact Method	Signatures																											
<p>Workplace Based Delivery (WBD): The training is undertaken at the workplace. The RTO will ensure that the Training Plan allows for the apprentice to be withdrawn from routine work duties for the structure training.</p> <ul style="list-style-type: none"> Certificate III - a minimum of 3 hours per week (pro rata for part time apprentice/trainees averaged over a 4 week cycle) Certificate II - a minimum of 1.5 hours per week (pro rata for part time apprentice/trainees averaged over a 2 month cycle) <table border="1"> <tr> <th>Assessment Method</th> <td>1 Third Party report</td> <td>2 Q & A</td> <td>3 Demonstration</td> <td>4 Written response</td> <td>5 Observation</td> <td>6 Other (please specify)</td> </tr> <tr> <th>Employer Contact Method</th> <td>1 Face to face</td> <td>2 Email</td> <td>3 Phone/Fax</td> <td>4 E- Conference</td> <td>5 Post</td> <td>6 Other (please specify)</td> </tr> <tr> <th>Employer Confirmation</th> <td colspan="6">During development of the Training Plan the N/A box can be ticked by the employer. Ticking the N/A box indicates that Federation University Australia will complete the unit when competency has been reached without the need for employer verification.</td> </tr> </table>								Assessment Method	1 Third Party report	2 Q & A	3 Demonstration	4 Written response	5 Observation	6 Other (please specify)	Employer Contact Method	1 Face to face	2 Email	3 Phone/Fax	4 E- Conference	5 Post	6 Other (please specify)	Employer Confirmation	During development of the Training Plan the N/A box can be ticked by the employer. Ticking the N/A box indicates that Federation University Australia will complete the unit when competency has been reached without the need for employer verification.					
Assessment Method	1 Third Party report	2 Q & A	3 Demonstration	4 Written response	5 Observation	6 Other (please specify)																						
Employer Contact Method	1 Face to face	2 Email	3 Phone/Fax	4 E- Conference	5 Post	6 Other (please specify)																						
Employer Confirmation	During development of the Training Plan the N/A box can be ticked by the employer. Ticking the N/A box indicates that Federation University Australia will complete the unit when competency has been reached without the need for employer verification.																											

Part III lists the current training being undertaken

Email Confirmations

You will also receive email requests from ATOM to verify FedUni assessments. You will receive an email that will ask you to either confirm or reject an assessment grade.

The following apprentice has been assessed and is awaiting employer confirmation

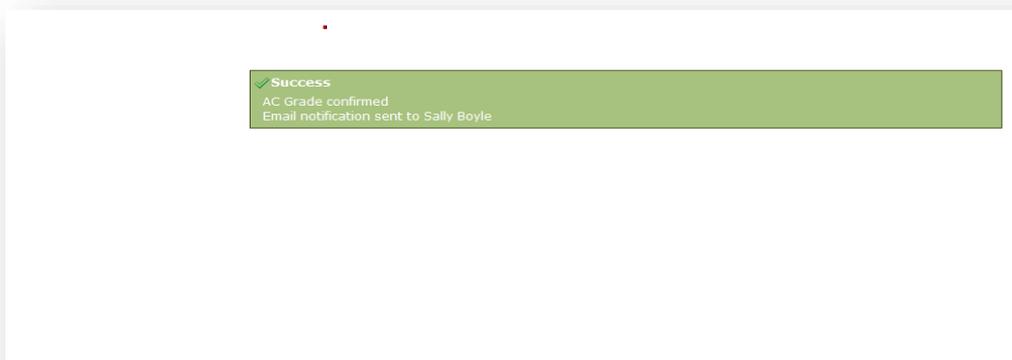
Apprentice	JA tba jay-matman@stu	VG
Employer Notes	N/A	
Assessor	David Long	
Assessment Date	Thursday 16th of A	
Unit	MEM03001B: Perform Maintenance Production Assembly	
Skills summary	Skills summary	
Grade	AC - Awaiting Employer	
Options	<ul style="list-style-type: none">Confirm Assessment GradeConfirm Assessment Grade with CommentsReject Assessment Grade with CommentsView Training Plan	
Confirmation Required By	Thursday 23rd of	
Employer	V 1 A	VELD ROAD 7
Employer Contact	R C C ru...@inet.net	ARDL 14 10
RTO	FEDERATION UNI David Long 53278140 d.long@federation	

Select [Confirm Assessment Grade \(with or without comments\)](#) to agree with the Fed Uni assessment of Competent

Click on this link to view the skills summary for the unit

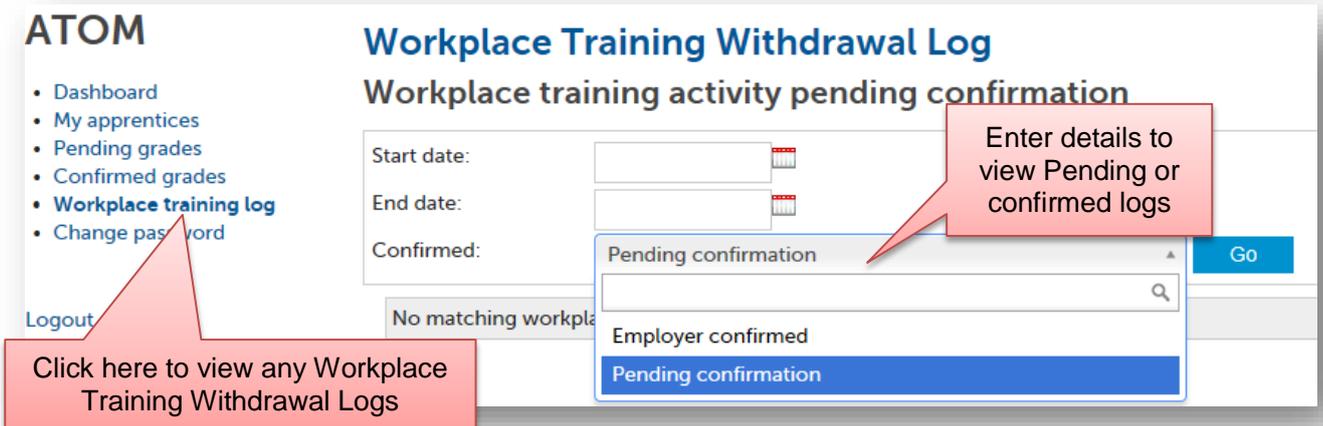
Select [Reject Assessment Grade \(with or without comments\)](#) if you do not agree with the Fed Uni assessment of Competent. You will be asked to add a comment so that we can provide assistance to ensure your Apprentice can achieve

Once you have made your selection you will see the verification screen as on page 6.



Workplace Training Withdrawal Log

If your Apprentice has completed a Workplace Training Log, you will be able to view them here. Select 'Pending Confirmation' and confirm or alternatively, you can view any logs you have confirmed in the past.



ATOM

- Dashboard
- My apprentices
- Pending grades
- Confirmed grades
- **Workplace training log**
- Change password

Logout

Workplace Training Withdrawal Log

Workplace training activity pending confirmation

Start date:

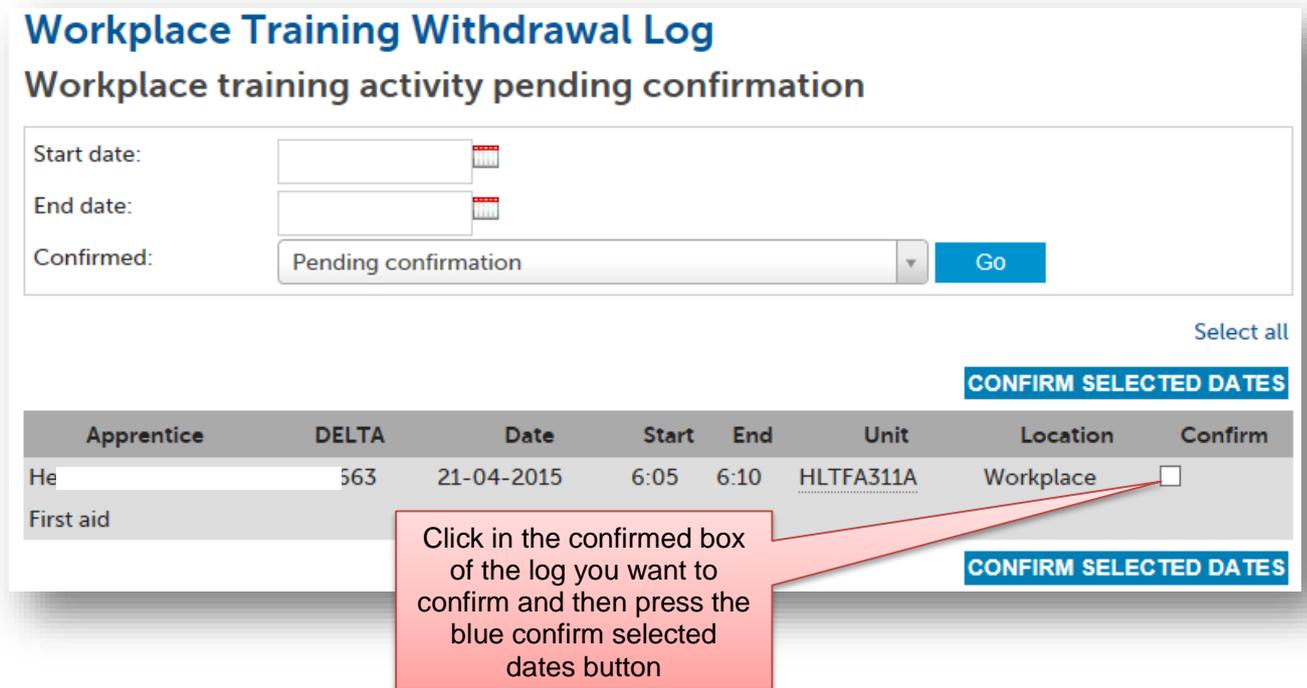
End date:

Confirmed: Pending confirmation

No matching workplace

Enter details to view Pending or confirmed logs

Click here to view any Workplace Training Withdrawal Logs



Workplace Training Withdrawal Log

Workplace training activity pending confirmation

Start date:

End date:

Confirmed: Pending confirmation

Select all

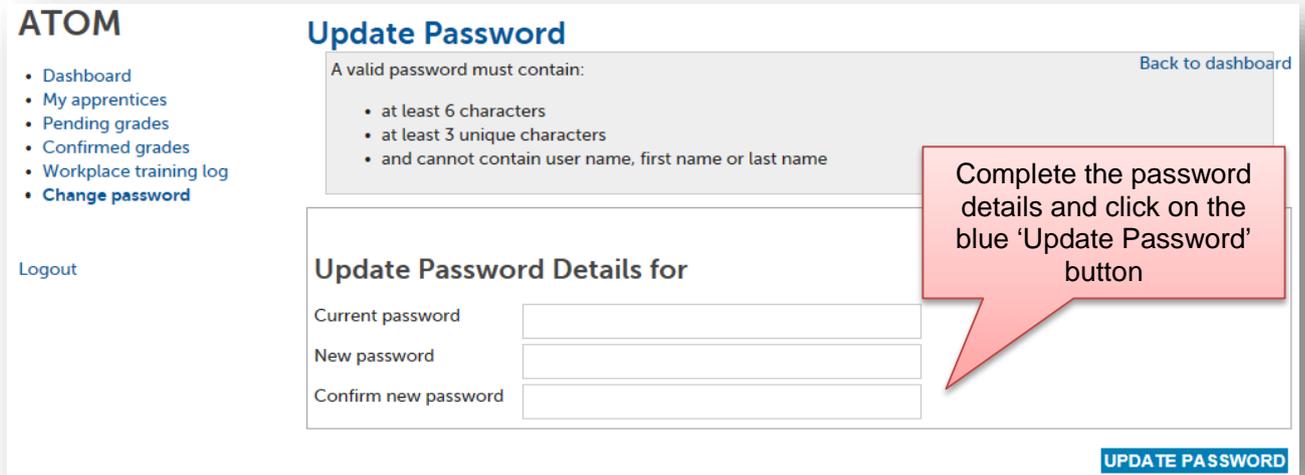
CONFIRM SELECTED DATES

Apprentice	DELTA	Date	Start	End	Unit	Location	Confirm
He	563	21-04-2015	6:05	6:10	HLTFA311A	Workplace	<input type="checkbox"/>
First aid							

CONFIRM SELECTED DATES

Click in the confirmed box of the log you want to confirm and then press the blue confirm selected dates button

ATOM Password



ATOM

- [Dashboard](#)
- [My apprentices](#)
- [Pending grades](#)
- [Confirmed grades](#)
- [Workplace training log](#)
- **[Change password](#)**

[Logout](#)

Update Password

[Back to dashboard](#)

A valid password must contain:

- at least 6 characters
- at least 3 unique characters
- and cannot contain user name, first name or last name

Update Password Details for

Current password

New password

Confirm new password

[UPDATE PASSWORD](#)

Complete the password details and click on the blue 'Update Password' button

Definitions and Acronyms

AA	Australian Apprentice
AASN	Australian Apprenticeship Support Network
AC	Awaiting Employer Confirmation
AFO	Apprenticeship Field Officer
ATOM	Apprenticeship/Traineeship 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 AAC).
CN	Not Competent
CS	Campus Solutions. The Federation University's student management system
CT	Credit Transfer
CY	Competent
DELTA Registration	Notification that a training contract has been signed by the Employer and Apprentice/Trainee and that the University of Ballarat has been chosen as the 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

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)