ATOM User Guide – VET Attendance Rolls

2020

Prepared by
ATOM Apprentice Traineeship Online
Management System | Federation TAFE

Status: Final | Version: 5| Date: 17 April 2020

Contents

Starting off

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

After entering the above URL to access the website the following screens will appear, (please do not put www. In front)

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

Part 1 – VET General student search
Dashboard view – VET General students

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

Throughout this manual this page will be referenced to as the **DASHBOARD** view. Each coloured tile below once clicked on with give you access to the areas.

Procedures and forms

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

Student search

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

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.
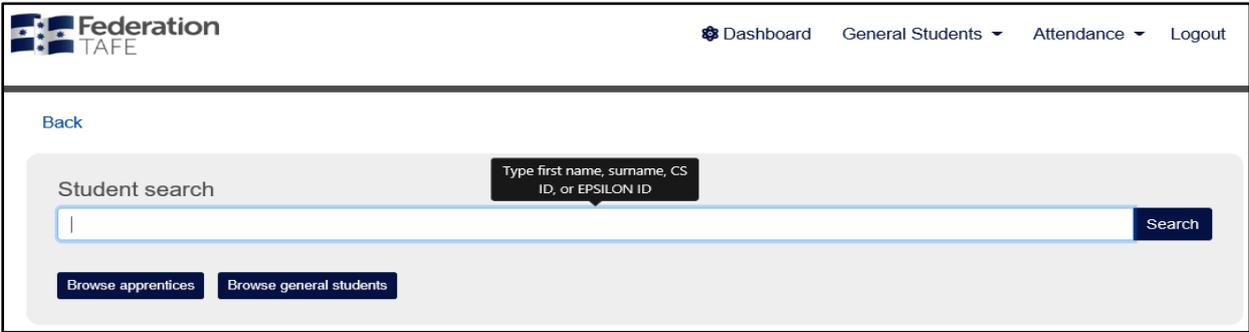
All VET General students are listed in alphabetical order.

Information for VET General students is directly imported into the ATOM system daily from Federation TAFE's student management system Campus Solutions.

All VET General students clearly identify the qualification code and title; and the program status.

You can also click on and view

- Each recorded attendance entry per program.
- A review of enrolled units per program enrolment – will be listed when you click to expand the view.

Please note: if you are unable to view any VET general student's enrolled units or program information please contact the ATOM Helpdesk.

Archiving

To view an archived student go back to the Dashboard and select the <u>Archiving tile</u>.

Archiving

> **Click here
> to access**

Archiving

> VET archived general students

> Archived VET general student attendance rolls

> **Click here
> to access**

VET general student management archive

> Type student first name or
> surname

Keywords:	
Qualification:	
Group:	
Unit:	
Teacher	
Status	
Attendance	

> **Search for a VET
> General student
> using any of these
> search fields**

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

☐
CS ID: 30290129
📄 Un-archive student
📋 Add student unit

CPC20211 CERTIFICATE II IN CONSTRUCTION PATHWAYS
Active in Program | CRLKCP2-15,HOPK CIC-2 | 12-05-2015 - 22-12-2017
�“ CPC20211 attendance   ⊕ Show 4 units

ICT20115 CERTIFICATE II IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY
Active in Program | HOPK INFO-2 | 14-06-2017 - 22-12-2017
�“ ICT20115 attendance   ⊕ Show 1 units

AHC20410 CERTIFICATE II IN HORTICULTURE
Previous Qualification | CRLKHOR215 | 20-01-2015 - 23-12-2015
�“ AHC20410 attendance   ⊕ Show 8 units

> **Multiple enrolments
> for the student will
> now display with a
> current program
> status.**

Compliance

Also to access the Australian Apprenticeship Delivery (VET) Procedure

- Click on the below dark blue tile; <u>Compliance</u>
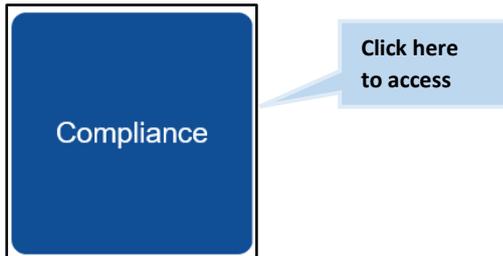
Compliance

Click here to access

Compliance

Meeting records

Workplace Training log

Australian apprenticeship delivery (VET) procedure

Click here to access

Existing attendance rolls

To view an existing or to create a new Attendance Roll click on the Attendance rolls tile from the dashboard. What appears next will determine on your granted access level, in the below screenshot the teacher will have been given access to VET general student attendance.
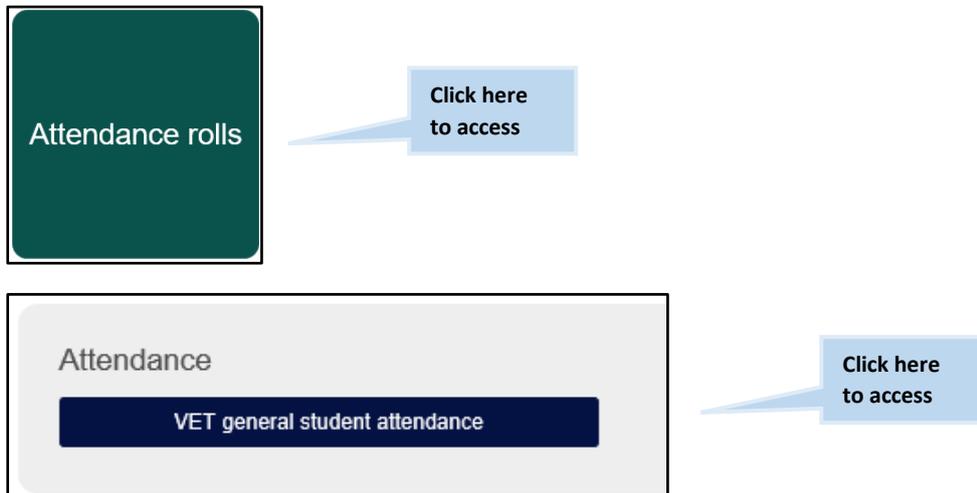
Attendance rolls

Click here to access

Attendance

VET general student attendance

Click here to access

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

Please note: if you are looking for an attendance roll not created by yourself but by another teacher please remove your name from the **teacher** drop down prior to clicking on "view attendance rolls".

VET general student attendance rolls

Add new attendance roll

Qualification	
Student group	
Keywords:	
Unit:	
Delivery Location	
Year	2020
Teacher	Sam Altmeier
Archived:	No
Earliest attendance	
Latest attendance	
No attendance	☐

When you log into ATOM your name will be applied to the teacher drop down as a default

View Attendance Rolls

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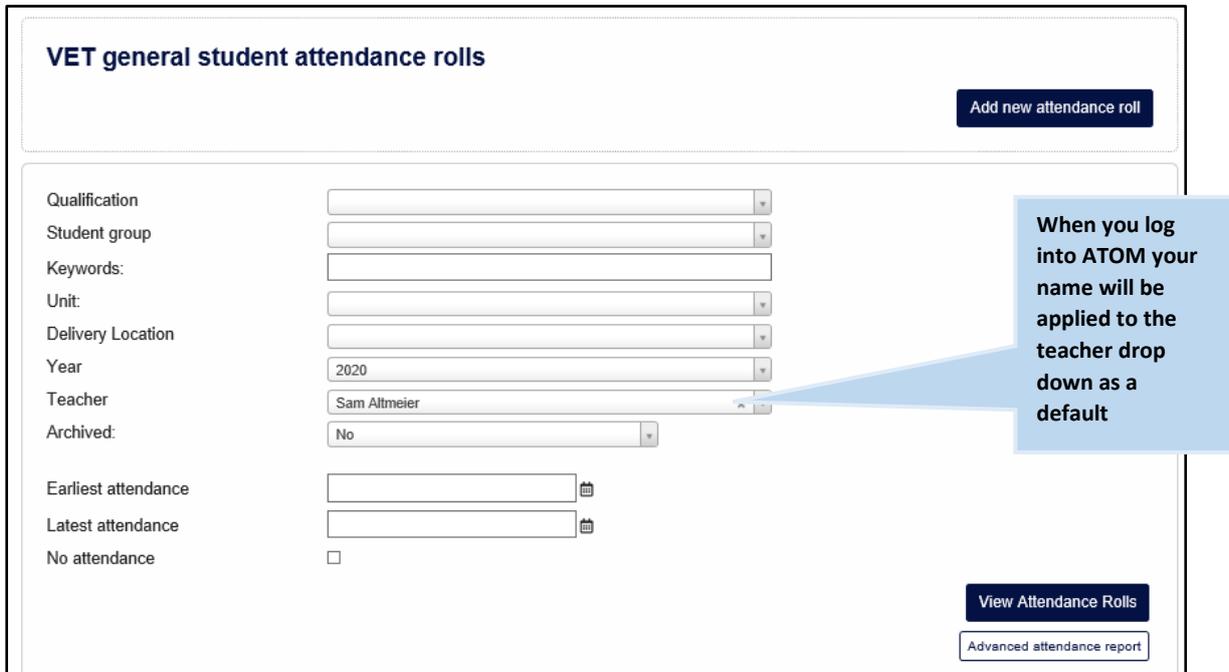
When you have completed a search for an attendance roll, the screen will display like this:

Roll name	Options			
☐ FBP30117_2020_ Group: FRS Asahi trainees -19	Record attendance			Edit
☐ FBP30117_2019_2020_ Group: Asahi trainees	Record attendance			Edit
☐ FBP30117_MarkJess_2020 Group: Asahi trainees	Record attendance			Edit
☐ FBP30117_2020_ Group: Asahi trainees	Record attendance		View summary	Edit
☐ FBP30117_2020_ Group: FRS Ashai (grp 1)	Record attendance		View summary	Edit
☐ FBP30117_2020_Jess/Mark CIP/OP Group: FRS Ashai (grp 1)	Record attendance		View summary	Edit

Identifies roll name and associate student group

See explanation below

Click on this button to add/remove student from a roll

Use this button to record attendance

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.

2 apprentices or students found

Student/apprentice attendance
- Overall attendance
- Unit hours attendance

Unit summaries
- FDFPPL3001A   • MSMSUP390

Overall attendance

Apprentice/Student	Days attended	Attendance Rate (Days)	Days absent	Absent Rate (Days)	Hours attended	Last day of attendance
CS ID: 30149885 QUAL: FBP30117 FBP30117_2020_: Asahi Laverton View attendance	1	100.0%	0	0.0%	8.0	11-02-2020
CS ID: 30374903 QUAL: FBP30117 FBP30117_2020_: Asahi Laverton View attendance	1	100.0%	0	0.0%	8.0	11-02-2020

Unit hours attendance

Apprentice/Student	Unit	Attended days	Completed hours	Last day of attendance
EPSILON: N/A CS ID: 30149885 FBP30117_2020_: Asahi Laverton				
	FDFPPL3001A	1	4.0	11-02-2020
	Start: 11-02-2020 End: 31-08-2020			
	MSMSUP390	1	4.0	11-02-2020
	Start: 11-02-2020 End: 31-08-2020			
Total		**1**	**8**	

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.
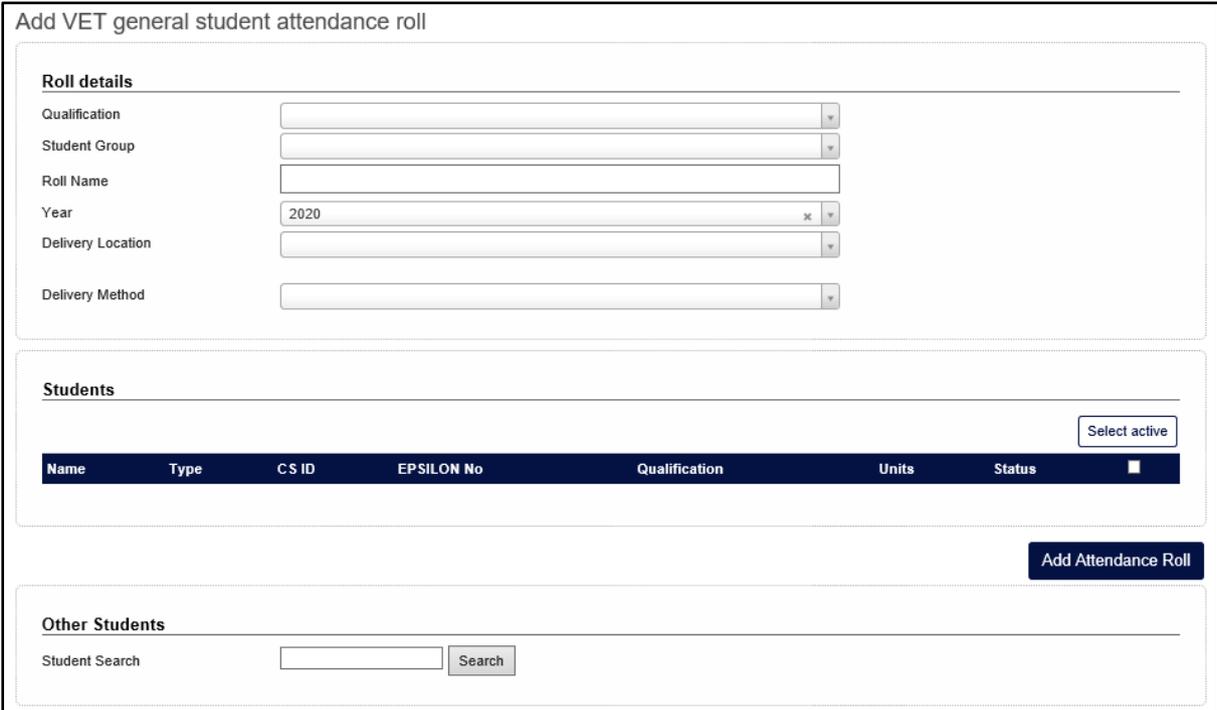
Add new attendance rolls

To create a new attendance roll, click on "Add new attendance roll"

This following screen will appear (it will be blank until you complete all the drop down fields).

Mandatory fields

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

Student Group: Select the relevant group from the drop down menu: VET general student groups will automatically come across from Campus Solutions when the students have been enrolled and the teaching group has been generated. *Please note:* if the student group does not appear it indicates that the teaching group has not been set up in Campus Solutions.

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 in program/ Cancelled) *Please note:* if a student is not appearing for selection from this group and you have done a further search via "other students" the student is yet to be enrolled within Campus Solutions.

Roll Name: Automatically will begin with the qualification code and the current year ie: (FBP30117_2020_) the remainder of the name should be added and clearly be related to the group that is being delivered. ie: (FBP30117_2020_ *Asahi trainees Group 1*) It is recommended that you decide as a department how you name your attendance rolls, remembering each year to continue consistency.

Year: Each year a <u>new</u> attendance roll is required. This field will default to the current year.

Delivery location: A selection will appear of all Federation TAFE delivery options: Ararat; Camp Street; Gillies Street; Horsham; Maryborough; Mt Helen; Mt Rowan; SMB; Stawell or option Other (free text field)

Delivery method: A selection will appear for classroom /face to face; workplace or blended. Please choose the relevant option.

Selecting students to add to a roll

Select active: This will select all students in the group who are <u>active</u>

Individual tick: Click on the tick box to the right ❑ next to each student's name

Individual student search: Go to the bottom of the screen <u>other students</u> and in the student search box enter the student name (first name; surname or full name) then click on the "search button" or press "enter".

Once you are finished adding VET general students to the roll click on "add attendance roll"

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

You can commence to record attendance within your newly created VET general attendance roll.

Roll details

Roll name	FBP30117_2020_Continuing group test
Year	2020
Qualification	FBP30117 Certificate III in Food Processing
Student group	FRS Asahi trainees -19
Delivery location	Gillies St
Delivery method	Blended

Add Apprentice/Student

Student search   [   ] [Search]

> **Use this section to add any additional students after the roll has been created**

Attendance

Date   08-04-2020

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 8 April 2020
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]

> **This feature is covered in the next section.**

Attendance rolls can be edited at any time but only by the original creator.

Any teacher can add additional students to a roll either here using the Add apprentice/ student function above or when clicking on the edit button on the attendance roll in the main page.

Recording attendance

Go back to VET general student attendance and find the attendance roll you wish to use.

Roll name	Options			
☐ FBP30117_2020_ Group: Asahi trainees	Record attendance	View summary	Edit	Delete

Use this button to record attendance

Roll details

Roll name	FBP30117_2020_
Year	2020
Qualification	FBP30117 Certificate III in Food Processing
Student group	Asahi trainees
Delivery location	Asahi Laverton
Delivery method	Workplace

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

Add Apprentice/Student

Student search	[ ] Search

A student/ apprentice can be added to the roll using the student search function

Attendance

Date	08-04-2020 📅
Sessions	1 ⌄

The date will default automatically to today's date. Click on the calendar to select the required

...akes two or more units concurrently over the course of a training day, then the hours of attendance should not exceed those training hours.
...eflection of the time spent on each units training delivery.

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

Wednesday 8 April 2020
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.

Click her to start recording your daily attendance

Session 1
No attendance recorded for this session

Record attendance for session 1

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

Session types
All day - to be selected if students are to be in attendance all day with the same teacher.

If students are only to attend a particular time of the day, or have assigned blocks you can choose any of the following that align with the delivery.
- Morning
- Afternoon
- Evening

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.**

If more than one session is required

If attendance has already been recorded in a roll you will see the screen display like this:
Please note: anyone can view previously recorded attendance but only the teacher identified for that session can make any changes.

Attendance

Date	10-03-2020

Attendance for this date has already been recorded by Donna Leslie

[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.

Tuesday 10 March 2020
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.

A summary of the attendance recorded will appear for each session

Session 1	
Session type:	All day
Date recorded:	19 March 2020 1:40pm
Teacher:	Donna Leslie

[View attendance for session 1]

To create an additional session simple click on the drop down next to **'sessions'** and change to the desired amount. Then click on 'record attendance for session'.

Attendance

Date	10-03-2020
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.

Tuesday 10 March 2020
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:	19 March 2020 1:40pm
Teacher:	Donna Leslie

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 type

An attendance type must be selected for each student listed within the roll.
- P   – Present
- A   – Absent
- PA – Partial attendance
- AN – Absent with notification
- NR – Not required (this will be selected if the student is not participating in the unit delivery due to a credit transfer; non enrolment)

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.

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.
Please note: please check the dates to ensure they are correct. If not follow the procedure and submit the paperwork *Memo – amendment- to- unit-start – or – end – date*.

- 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).

Please note: 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 action required alert as shown below 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 accidently chosen. Please note each time this alert occurs an email is sent to the ATOM inbox which the ATOM Support Administrative Assistant and the Apprenticeship Compliance Officer monitor.

If the alert is outstanding you may receive a phone call or an email requesting what follow up action you have taken.

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 AURETR012 start and end date for
- Attendance is outside AURETR012 start and end date for
- Attendance is outside AURETR012 start and end date for
- Attendance is outside AURETR012 start and end date for
- Attendance is outside AURETR012 start and end date for
- Attendance is outside AURETR012 start and end date for
- Attendance is outside AURETR012 start and end date for
- Attendance is outside AURETR012 start and end date for
- Attendance is outside AURETR012 start and end date for
- Attendance is outside AURETR012 start and end date for
- Attendance is outside AURETR012 start and end date for
- Attendance is outside AURETR012 start and end date for

> If you enter attendance against a unit that is outside the unit start/ end dates applied in campus solutions, this warning will appear. Your attendance has been recorded but it requires follow up

An <u>errors found! Alert</u> will display if you have completed something incorrectly.

Attendance will not save if you see this alert. You will need to fix the error and then click on the 'record session attendance' button again.

You should then see the **'success'** banner.

Errors found! Changes have NOT been saved.

- CY grade exists for AURETR012; Attendance cannot be recorded
- CY grade exists for AURETR012; Attendance cannot be recorded
- CY grade exists for AURETR012; Attendance cannot be recorded
- CY grade exists for AURETR012; Attendance cannot be recorded
- CY grade exists for AURETR012; Attendance cannot be recorded
- CY grade exists for AURETR012; Attendance cannot be recorded
- CY grade exists for AURETR012; Attendance cannot be recorded
- CY grade exists for AURETR012; Attendance cannot be recorded
- CY grade exists for AURETR012; Attendance cannot be recorded
- CY grade exists for AURETR012; Attendance cannot be recorded
- CY grade exists for AURETR012; Attendance cannot be recorded
- CY grade exists for AURETR012; Attendance cannot be recorded

Attendance history

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

1. When working in an attendance roll

Session 1

| Session type | All day | × ▾ |
| Teacher | Donna Leslie | × ▾ |

CS ID: 30149885 **FBP30117 Active in Program**   P   A   PA   AN   NR

Select a unit to add or remove unit hou...

🕑 Attendance history   Apply units t

> Click here to view the student's attendance history

Unit	Unit title	Hours	Withdrawn unit	Unit hours completed
FBPOPR2063	Clean equipment in place	4.0		4.0/30.0
FDFOP3003A	Operate interrelated processes in a production system	4.0		4.0/60.0

Notes:

2. When searching for a student – in the student' s search profile

Option 1:

- Go to the dashboard and click on 'student search' and enter the student's name.

Student search	Student search
	[_____] [Search]
	[Browse apprentices] [Browse general students]
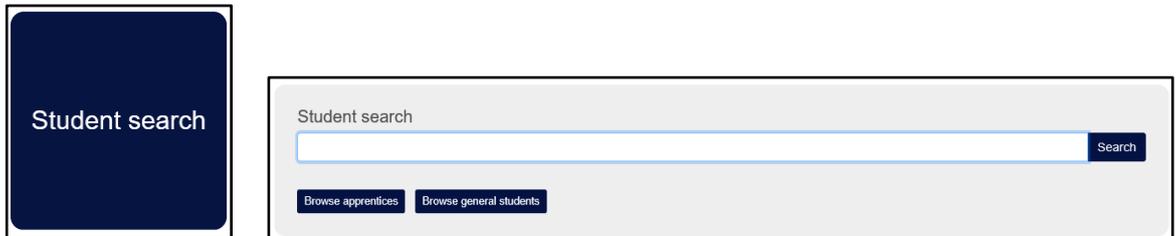
Option 2:

- Go to the top of the website ribbon and click on "General students"
- Click on VET General Students

VET general student management

Keywords:	30149885
Qualification:	[_____▾]
Group:	[_____▾]
Unit:	[_____▾]
Teacher:	[_____▾]
Status	[_____▾]
Attendance	[_____▾]
	[Go]

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

1 result found (Displaying 1 - 1)

< >

Student	Qualification	Group	Unit date range
☐	**FBP30117 CERTIFICATE III IN FOOD PROCESSING**		
CS ID: 30149885	Active in Program	FRS Asahi (grp 2),FRS Asahi trainees -19,FRS Ashai (grp 1)	28-08-2019 - 31-08-2020
🗃 Archive student	🕘 FBP30117 attendance	👁 Show 11 units	
🗐 Add student unit			

Click here to view the student's attendance history

Both options will take you to the below screen. Enter the student name or the Campus solutions identification number (CSID) into the keywords field and click Go.

The same information and format will display

Back

Click to print the attendance history

Attendance filters

Qualification	FBP30117: Certificate III in Food Processing	x	▾
Start date			
End date			

If a student is enrolled in more than one qualification you can switch to view other attendance

Apply

Student Details

Name Mark Camilleri
CS ID 30149885

Attendance history as at 9 April 2020

FBP30117 Certificate III in Food Processing

Details	Teacher	Attendance	Unit	Unit hours	Withdrawn
Tuesday 10 March 2020 FRS Ashai (grp 1) FBP30117_2020_Jess/Mark CIP/OP Location: Asahi Laverton Method: Workplace	Donna Leslie	Present	FBPOPR2063 Clean equipment in place	4.0	
			FDFOP3003A Operate interrelated processes in a production system	4.0	
				8.0	
Tuesday 11 February 2020 FRS Ashai (grp 1) FBP30117_2020_ Location: Asahi Laverton Method: Workplace	Donna Leslie	Present	FDFPPL3001A Participate in improvement processes		
			MSMSUP390 Use structured problem-solving tools		

If a unit is withdrawn it will display next to the corresponding unit code and date the withdrawal was entered into ATOM attendance.

Unit attendance totals

Unit	Attended hours	Nominal unit hours	Completion rate	Last Attendance	Withdrawn
FBPOPR2011 Identify key stages and beer production equipment in a brewery	4.0	30	13.3%	28-08-2019	
FBPOPR2013 Operate a bright beer tank process	4.0	30	13.3%	17-12-2019	
FBPOPR2015 Operate a beer filtration process	4.0	40	10.0%	17-12-2019	
FBPOPR2016 Operate a beer maturation process	6.0	40	15.0%	19-11-2019	
FBPOPR2030 Operate a brewery fermentation process	4.0	50	8.0%	08-10-2019	
FBPOPR2061 Operate a wort production process	4.0	50	8.0%	28-08-2019	
FBPOPR2063 Clean equipment in place	4.0	30	13.3%	10-03-2020	
FDFOP3003A Operate interrelated processes in a production system	4.0	60	6.7%	10-03-2020	
FDFPPL3001A Participate in improvement processes	4.0	40	10.0%	11-02-2020	
MSMSUP390 Use structured problem-solving tools	4.0	40	10.0%	11-02-2020	

Email options

Email history to: [   ] Send

If you wish to email the attendance history, enter the email address and click send

Part 2 – VET Apprentices/ traineeships
Dashboard view – VET apprentices

Once logged in to the ATOM system, your main dashboard screen will look like this. You will see additional tiles included when a teacher has access to apprentices/ trainees.
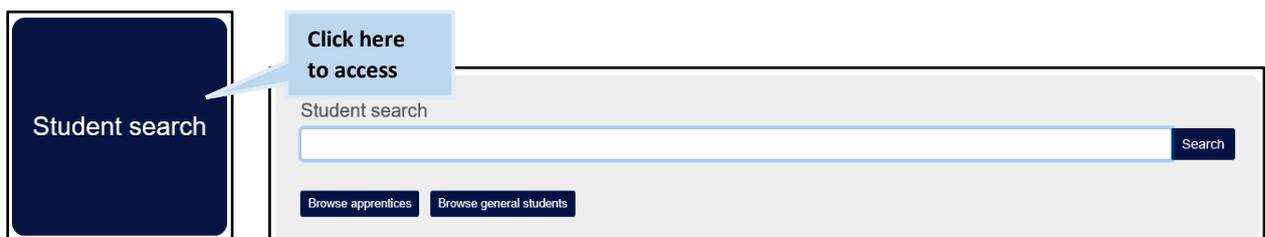
Procedures and forms

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

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 to search for both.


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.
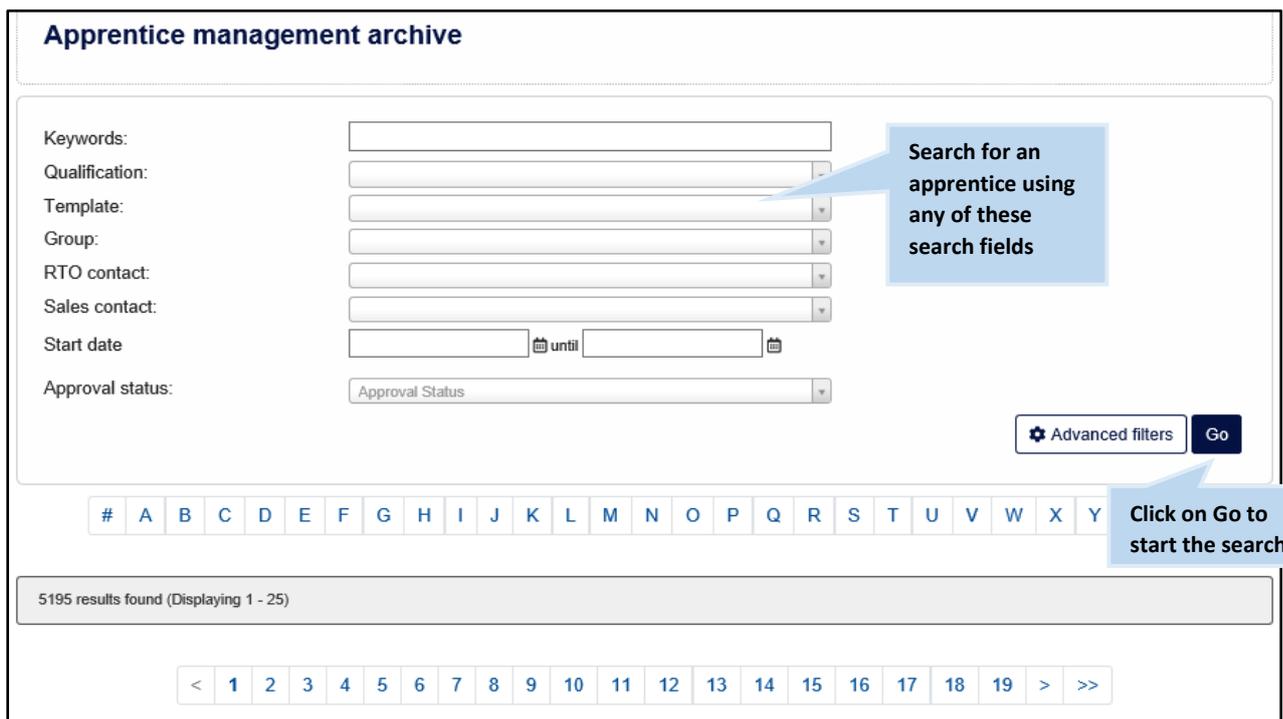
Archiving

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

All VET apprentices / trainees are listed in alphabetical order.

Archiving

Click here to access
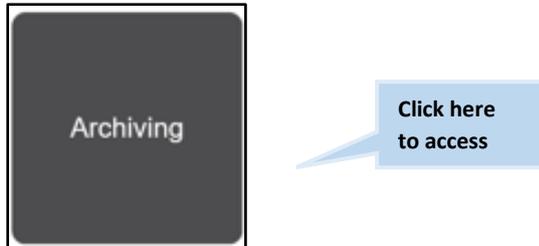
Or go to the top ribbon and click on apprentices to see the below drop down list of choices.

Federation TAFE

Dashboard | Apprentices ▾ | General Students ▾ | Attendance ▾ | Procedures ▾ | Logout

Click here to access

Back

Archiving

VET archived apprentices

Archived qualification templates

Archived VET apprentice attendance rolls

VET current Apprentices
VET archived Apprentices
VET apprentice groups
Training Contact Schedule
Meeting records
Qualification templates
Workplace training log
Australian Apprenticeship Delivery (VET) Procedure

Apprentice management archive

Keywords:

Qualification:

Template:

Group:

RTO contact:

Sales contact:

Start date [ ] until [ ]

Approval status: Approval Status

Search for an apprentice using any of these search fields

⚙ Advanced filters | 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

Click on Go to start the search

5195 results found (Displaying 1 - 25)

< 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 > >>

For a more advanced search you can click on the below button to show more search options.

Search result view

Apprentice management view

This section will be collapsed. Click 'advanced options' to expand

VET apprentice groups

Apprentice groups are created to enable pre-population into attendance rolls. (Apprentice groups need to be generated unlike VET general students where the students groups are importing from the student management system).

Click here to access

Click here to access
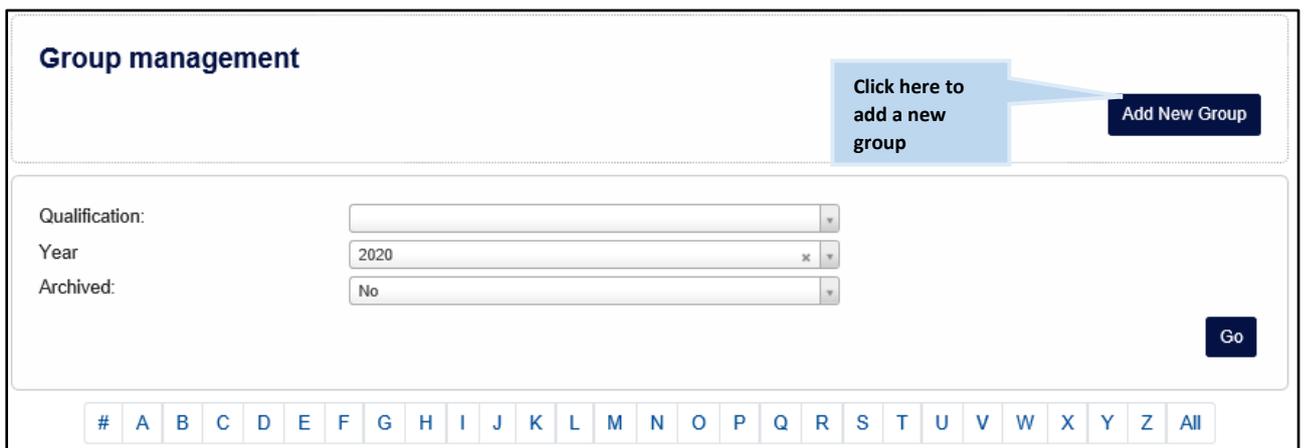
Click here to add a new group

Adding apprentice names to apprentice group

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

Place a tick next to each apprentice you wish to add
- Click on Add Group

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' banner, and the new group will be added to the list. This group will now be available to select when creating your attendance rolls.

Existing attendance rolls

To view an existing or to create a new Attendance Roll click on the <u>Attendance rolls</u> tile from the dashboard. What appears next will determine on your access granted, in the below screenshot the teacher has access to apprentice only.

Choose to filter by one or more fields to search for an existing roll.
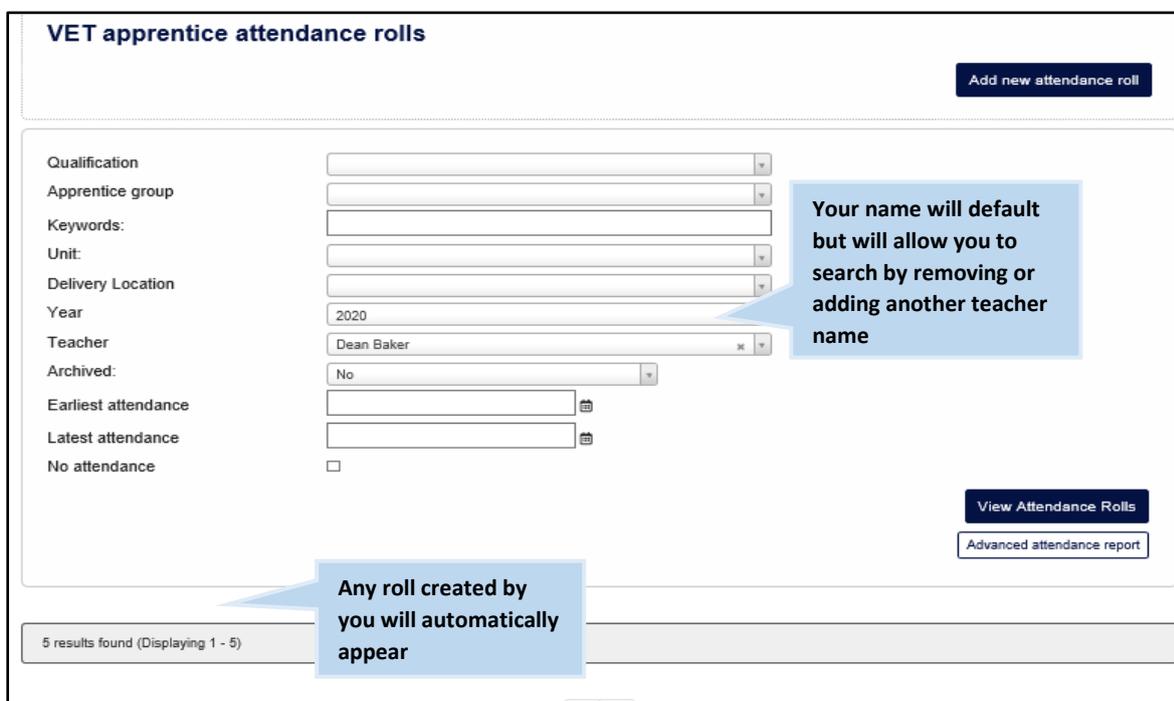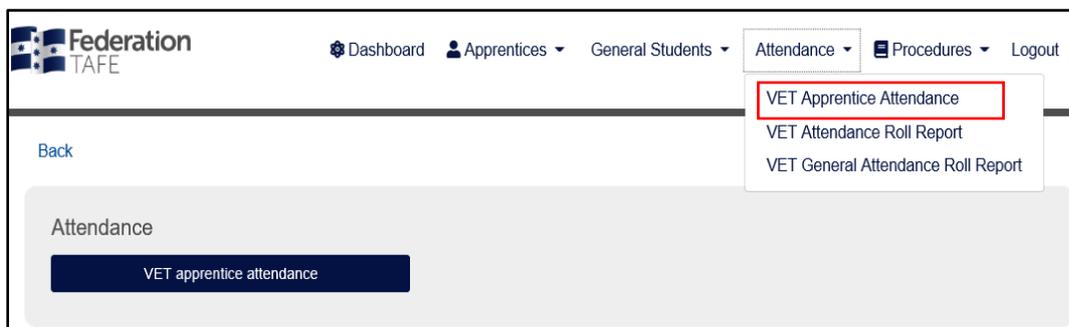
Please note: if you are looking for an attendance roll not created by yourself but by another teacher please remove your name from the **teacher** drop down prior to clicking on "<u>view attendance rolls</u>".

Roll name	Options		
☐ FBP30417_2020_D_BAKER_417 Group: FBP30417_2020_DBAKER417	Record attendance	View summary	Edit
☐ FBP30417_2020_Group 1 Savoury Group: FBP30417_2019_BREADBAKING	Record attendance	View summary	Edit
☐ FBP30417_2020_Group 2 Bread Group: FBP30417_2019_BREADBAKING	Record attendance	View summary	Edit
☐ FBP30517_2020_D_BAKER_517 Group: FBP30517_2020_DBAKER	Record attendance	View summary	Edit
☐ FBP30517_2020_Group 1 Savoury Group: FBP30517_2020_MWINDSOR	Record attendance	View summary	Edit

Identifies roll name and associate student group

Use this button to record attendance

See explanation below

Archive Selected Attendance Rolls

Click on this button to add/ remove student from a roll

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.

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.

Please note: Attendance rolls can be edited at any time but only by the original creator. Any teacher can add additional students to a roll either here using the Add apprentice/ student function above or when clicking on the edit button on the attendance roll in the main page.

New attendance rolls

To create a new attendance roll, click on "Add new attendance roll"

Click here to access

VET apprentice attendance rolls

Add new attendance roll

Add VET apprentice attendance roll

Roll details

Qualification	
Apprentice Group	
Roll Name	
Year	2020
Delivery Location	
Delivery Method	

Apprentices

Select active

Name	Type	CS ID	EPSILON No	Qualification	Units	Status	☐

Add attendance roll

Other apprentices

Student Search		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 generating attendance rolls.

Select the relevant group from the drop down menu:

Please note: if the apprentice group does not appear it indicates that the group has not been set up prior to this stage, you are unable to progress any further. You will need to go back to "Create an apprentice group".

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 in program/ Cancelled)

Roll Name: Automatically will begin with the qualification code and the current year ie: (FBP30117_2020_) the remainder of the name should be added and clearly be related to the group that is being delivered. ie: (FBP30117_2020_ *Asahi trainees Group 1*) It is recommended that you decide as a department how you name your attendance rolls, remembering each year to continue consistency.

Year: Each year a <u>new </u>attendance roll is required. This field will default to the current year.

Delivery location: A selection will appear of all Federation TAFE delivery options: Ararat; Camp Street; Gillies Street; Horsham; Maryborough; Mt Helen; Mt Rowan; SMB; Stawell or option Other (free text field)

Delivery method: A selection will appear for classroom /face to face; workplace or blended. Please choose the relevant option.

Selecting apprentices to add to a roll

Select active: This will select all students in the group who are <u>active</u>

Individual tick: Click on the tick box to the right ❑ next to each student's name

Individual apprentice:search: Go to the bottom of the screen <u>other students</u> and in the student search box enter the apprentice name (first name; surname or full name) then click on the "search button" or press "enter".

When you click on "add to roll" you will see each apprentice appear in the above section with a "tick" in the box.

Once you are finished adding each apprentice to the roll click on "add attendance roll"

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

Roll details

Roll name	FBP30117_2020_Continuing group test
Year	2020
Qualification	FBP30117 Certificate III in Food Processing
Student group	FRS Asahi trainees -19
Delivery location	Gillies St
Delivery method	Blended

Add Apprentice/Student

Student search	[ ] [Search]

Attendance

Date	08-04-2020
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 8 April 2020
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]

Click on 'record attendance for session 1'
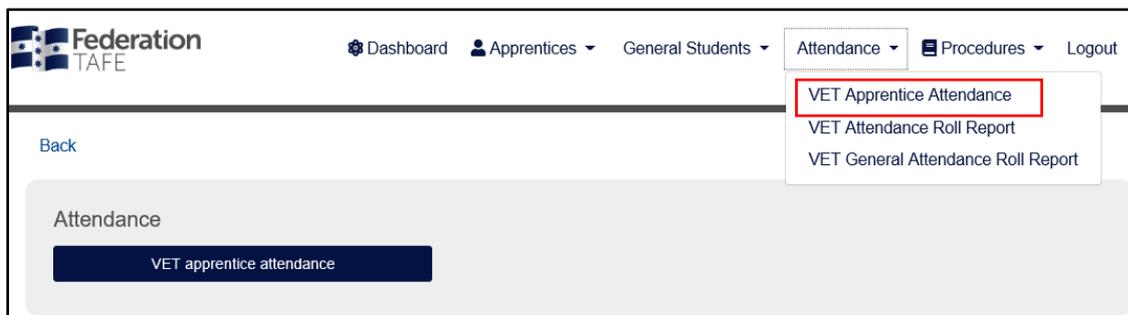
Recording attendance

Commence recording attendance if in your newly created roll

or

Go back to <u>attendance rolls</u>, click on and locate the attendance roll you wish to use

Click here
to access

Use this button
to record
attendance

Roll details

Roll name	FBP30417_2020_D_BAKER_417
Year	2020
Qualification	FBP30417 Certificate III in Bread Ba
Apprentice Group	FBP30417_2020_DBAKER417
Delivery Location	SMB
Delivery Method	Blended

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

[View attendance summary]

Add Apprentice/Student

Student search		[Search]

> **A student/ apprentice can be added to the roll using the student search function**

Attendance

Date	21-04-2020 📅
Sessions	1 ▾

> **The date will default automatically to today's date. Click on the calendar to select the required**

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

...ay where 3 units are being delivered, this could be recorded as; 4 hrs/ 3hrs / 1hrs = totalling 8 hours of attendance.

Tuesday 21 April 2020
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]

> **Click her to start recording your daily attendance**

The following screen will appear:

Attendance

Date | 21-04-2020
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.

Tuesday 21 April 2020
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

> **Choose a session type; explanation on each is below**

Dean Baker

> **Your name will appear here automatically**

CS ID: 30379034 | EPSILON: 42002805 | **ACTIVE**

P   A   PA   AN   NR

Select a unit to add or remove unit hours

🕑 Attendance history | ⧉ Apply units to all | ⟳ Clear | 🗑 Remove

Notes:

> **Choose a attendance type; previously explained on Page 18**

🕑 Attendance history | Attendance history will take you directly to the apprentice's previously recorded attendance history

⧉ Apply units to all | If all apprentices were working on the same unit for the day add required units to the first apprentice then use this feature to copy all units and hours to the remaining apprentices
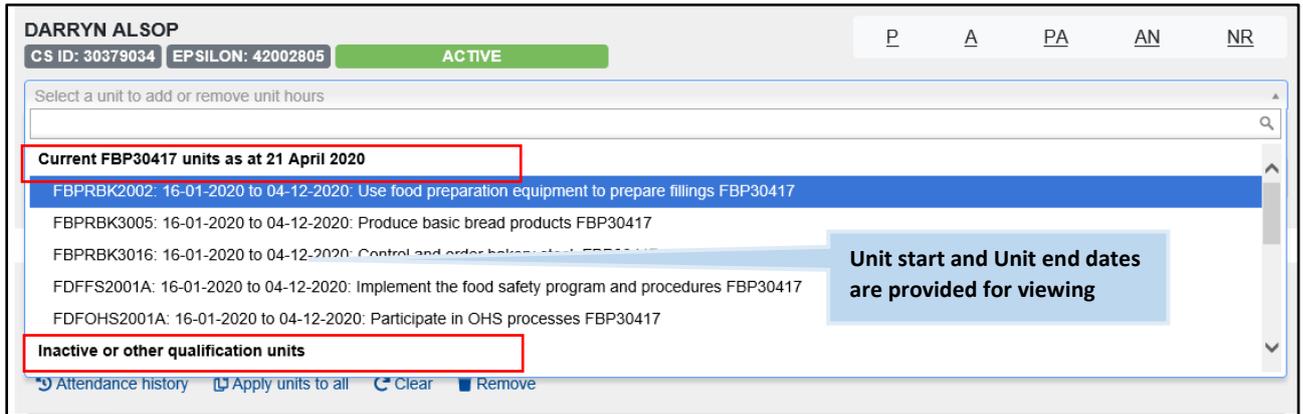
⟳ Clear | If an error has been made you can use this selection to clear attendance recorded just for this apprentice

🗑 Remove | 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. OR you can go to the roll click on "edit" and "untick" the student from the roll.

Further Notes:

- 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 in on Campus solutions in the below sections:
    o **'current "Qual code" units as at "todaysdate"** will only show current year unit enrolments
    o ' **inactive or other qualification units'** these units are from previous years
      Please note: If units appear under "**other training plan units'** and do not have a start date or end date highlighted the apprentice is not enrolled in these units within Campus Solutions.

- **Units choice:** when a unit is selected that has been applied a grade within Campus solutions the below views will be shown.
  - If an apprentice has been applied a Credit Transfer (CT) for the unit their attendance is not required and "NR" should be recorded.
  - If an apprentice has been applied a "CY or CN" grade and the date of attendance date you are recording is past you will be required to contact the ATOM helpdesk.

- **Attendance history**: can be viewed from this roll for each student by selecting 'attendance history' under the EPSILON/ CS ID number and status of the student on the roll (see 'attendnance 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.
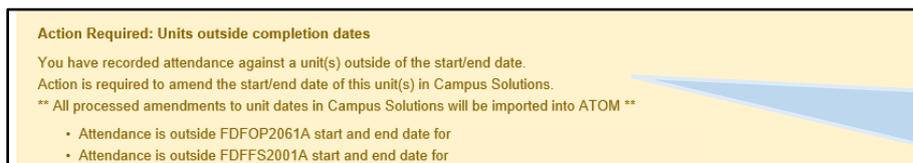
You should expect to see a green **'success'** banner.

> **Success**
> Attendance roll recorded successfully
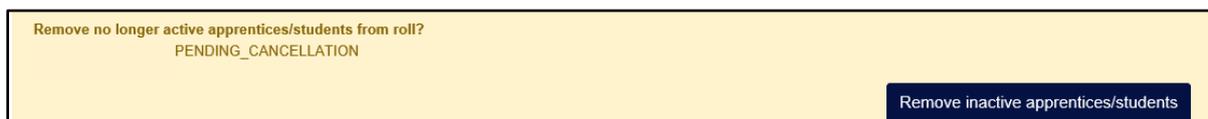
Action required / errors found alerts

If you see the action required alert as shown below 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 accidently chosen. Please note each time this alert occurs an email is sent to the ATOM inbox which the ATOM Support Administrative Assistant and the Apprenticeship Compliance Officer monitor.

If the alert is outstanding you may receive a phone call or an email requesting what follow up action you have taken.
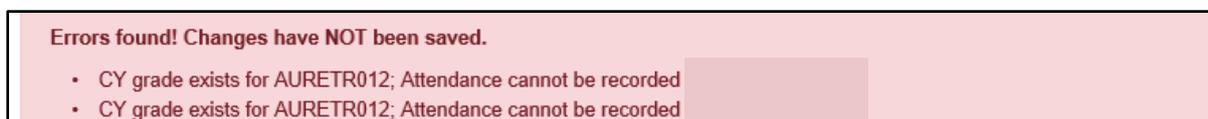
> **Action Required: Units outside completion dates**
>
> You have recorded attendance against a unit(s) outside of the start/end date.
> Action is required to amend the start/end date of this unit(s) in Campus Solutions.
> ** All processed amendments to unit dates in Campus Solutions will be imported into ATOM **
>
> • Attendance is outside FDFOP2061A start and end date for
> • Attendance is outside FDFFS2001A start and end date for

> **If you enter attendance against a unit that is outside the unit start/ end dates applied in campus solutions, this warning will appear.**
> **Your attendance has been recorded but it requires follow up**

If you see the remove no longer active apprentice/ student from roll? alert , you will need to click on the below button to remove the student from the roll.

> **Remove no longer active apprentices/students from roll?**
>   PENDING_CANCELLATION
>
>   Remove inactive apprentices/students

An errors found! Alert will display if you have completed something incorrectly. Attendance will not save if you see this alert. You will need to fix the error and then click on the 'record session attendance' button again.
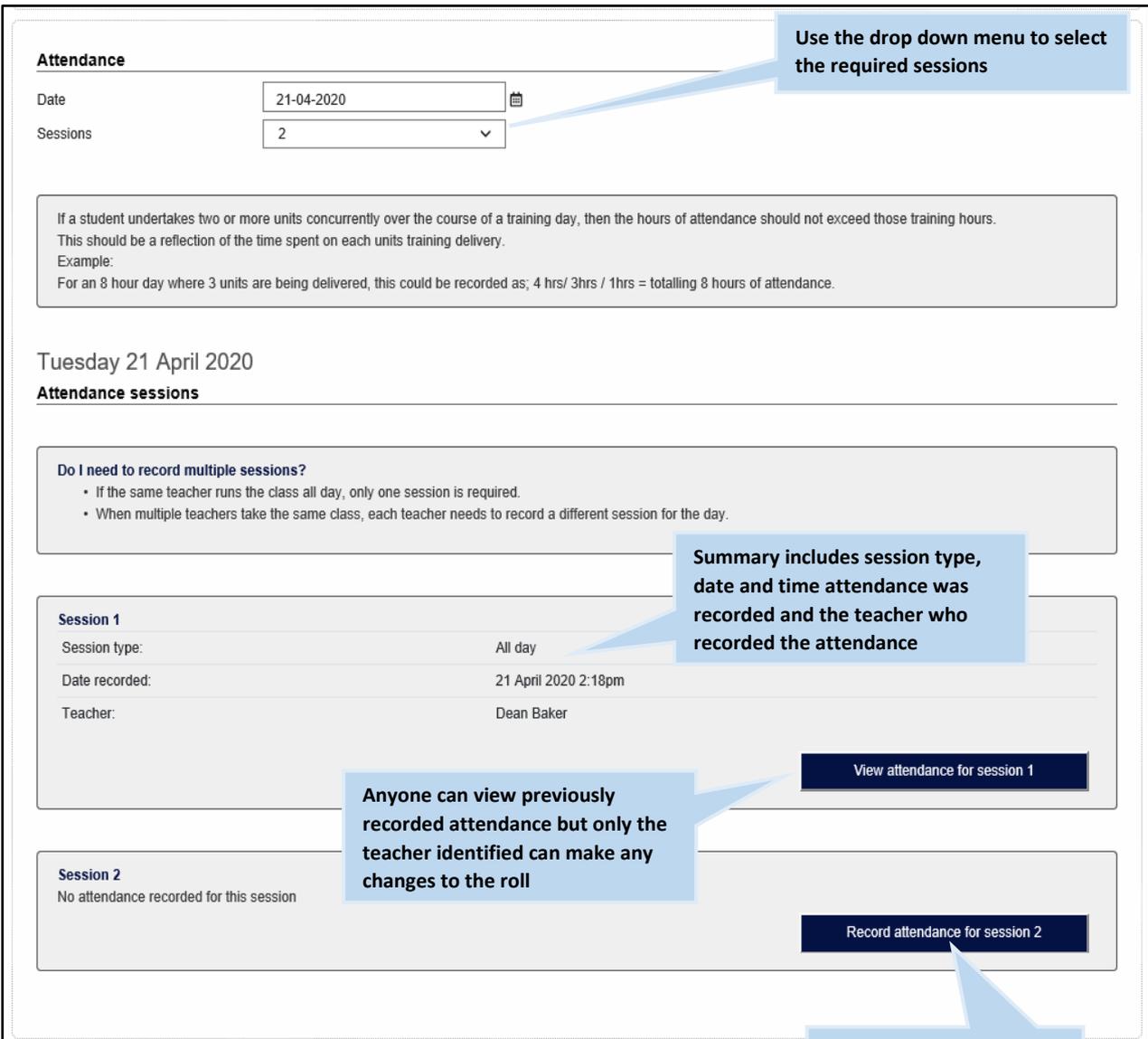
> **Errors found! Changes have NOT been saved.**
>
> • CY grade exists for AURETR012; Attendance cannot be recorded
> • CY grade exists for AURETR012; Attendance cannot be recorded

You should then see the **'success'** banner.

> **Success**
> Attendance roll recorded successfully

If more than one session is required

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

You can now follow the steps for 'recording attendance'.

Attendance history

There are two areas within ATOM where you can access a student's attendance history.

1. When working in an attendance roll

View the attendance history by clicking here

2. In an apprentice profile, click on Attendance / workplace training

Click here to access

View the attendance history by clicking here

Both the above options will provide you with the following display.

Attendance will display from the most recent to oldest date.

Attendance filters

Qualification	
Start date	
End date	

If a student is enrolled in more than one qualification you can switch to view other attendance

Click here to print out a PDF version

Apply

Apprentice Details

Name
EPSILON 42002805 ACTIVE
CS ID 30379034

Attendance history as at 21 April 2020

If a unit is withdrawn it will display next to the corresponding unit code and date the withdrawn was entered into ATOM attendance

FBP30417 Certificate III in Bread Baking

Details	Teacher	Attendance	Unit	Unit hours	Withdrawn
Tuesday 21 April 2020 FBP30417_2020_DBAKER417 FBP30417_2020_D_BAKER_417 Location: SMB Method: Blended	Dean Baker	Present	FDFFS2001A Implement the food safety program and procedures	3.5	
			FDFOP2061A Use numerical applications in the workplace	3.5	
				7.0	

A withdrawn unit and date will also be refelected 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	4.5	30	15.0%	21-04-2020	
FDFOP2061A Use numerical applications in the workplace	4.5	30	15.0%	21-04-2020	

If you wish to email the attendance history, enter the email address here and click send

Email options

Email history to:	[ ] Send

Important Information

- Education Manager/Department Managers, have the authority to enter attendance if a sessional teacher has no access to ATOM.

- All VET teachers are required to use ATOM to enter/record attendance for all VET General Students and VET Apprentices

- A student signature is not required on the attendance roll

- A teacher signature is not required on the attendance roll. Your acceptance of the 'ATOM Conditions of Use' and your individual staff login, is your endorsement

- ATOM training (new users & refresher training) is conducted throughout each year. Please refer to http://webapps.federation.edu.au/apps/ict_training/ for a full list of available training sessions

- Assistance/queries – Please email atom@federation.edu.au
  - User Assistance
  - IT Support (ATOM system related)

- Click on the below support tile within the ATOM dashboard to be directed to the ATOM inbox.

Definitions and Acronyms

Acronym	Definition
AA	Australian Apprentice
AASN	Australian Apprenticeship Support Network
AC	Awaiting Employer Confirmation
AFO	Apprenticeship Field Officer
ATOM	Apprenticeship Trainee Online Management
CBC Competency Based Completion	Competency Based Completion is the system under which all Apprenticeships and Traineeships now operate. This means that Apprenticeships are no longer set to time and are deemed complete when the RTO and Employer agree on competence (this may not exceed the nominal duration of the contract unless an extension has been formally negotiated via the AASN)
CN	Not Competent
CS	Campus Solutions. The Federation University's student management system
CT	Credit Transfer
CY	Competent
Displaced	Identifies an apprentice who is unemployed and attends structured training for a specified period (refer to procedure LT1340)
Epsilon Registration	Notification that a training contract has been signed by the Employer and Apprentice/Trainee and that the Federation University Australia has been chosen as the training provider
Group	A defined group of students. A group is used to manage and track course delivery to these students. Campus Solutions issues a unique ID identifier to each group
HESG	Higher Education and Skills Group (formerly Skills Victoria)
LL&N Assessment	LL&N Assessment is an evaluation used to measure the literacy and numeracy levels of commencing Apprentices and Trainees in order to provide learning support. This a requirement of the University's Agreement with the State Government.
POL	Place of Learning (Term used on Delta notification for RTO)
RPL Recognition of Prior Learning	RPL is an assessment process that assesses a person's skills and knowledge to determine the extent to which they have achieved the required learning outcomes, competency outcomes, or standards for partial or total completion of a qualification. It involves the upfront assessment of a person's skills and knowledge and does not include the provision of any training. Students may apply for RPL at any time during their enrolment, as long as they have not received any training in the unit for which RPL is sought

Acronym	Definition
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)

Notes