

ATOM User Guide – VET Attendance Rolls

2020

Prepared by ATOM Apprentice Traineeship Online Management System | Federation TAFE

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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)

ederation TAFE Apprentice and	Trainee Online Management System	
nter your login details to access ATOM	5 ,	
Teachers and Apprentices: Login with you Employers and Schools: Login with you	ur Federation ID amail address and ATOM password	
	Usemame Password	Use your Novell login details that have been supplied to you by FedUni TAFE
	Log in Forgotten password? • Federation Teacher and Apprentice password reset • Employer and School password reset	
THIS SERVICE IS FOR AUTHORISI	ED CLIENTS ONLY	
It is a criminal offence to:		
 Obtain access to data without authorit Damage, delete, alter or insert data w 	y ithout authority	
Confidentiality Compliance		
ATOM (Apprentice and Trainee Online Mana	agement) 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 (Appr	entice and Trainee Online Management) or access with ATOM (Apprentice and	Trainee Online Management), for example pages, results,
reports, address labels must be treated as c	onfidential and managed accordingly.	



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 **<u>DASHBOARD</u>** 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.

 Forms	
2020 FedU VET TAFE EnrolForm PDF.pdf (1,148Kb)	
2020 Pre Training Review Form PDF.pdf (946kb)	
2020 TAFE Variation to Enrolment Form PDF.pdf (595Kb)	
ATOM integration to Campus FactSheet 2017.pdf (74Kb)	
Child Safety Policy.pdf (129Kb)	
Pre Training Review Instructions for Staff.pdf (78Kb)	
VET Attendance Roll Teacher User Guide 2019.docx (4,208Kb)	
	_



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 <u>Student Search</u> 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.

Federation TAFE	🕸 Dashboard	General Students 👻	Attendance - Logout
Back			
Student search	Type first name, surname, CS ID, or EPSILON ID		
Browse apprentices. Browse ceneral students			Search
Livise appendices			

All VET General students are listed in alphabetical order.



■ TAFE Back ET general stud	ent management			
Keywords: Qualification: Group: Unit: Teacher Status		× × ×	Search for a VET General student using any of these search fields	
Attendance			Go.	Click on Go
680 results found starting with	'a' (Displaying 1 - 25)			
< 1 Student CS ID: 30298373	2 3 4 5 6 7 8 9 1 Qualification WSS HEALTH AND SAFETY R Active in Program © WSS attendance © Show 1 un MEM50212 DIPLOMA OF ENG Previous Qualification	0 11 12 13 14 15 16 17 Group Unit date EPRESENTATIVE INITIAL OCCUPATIONAL Unigrain 17-05-2018 - 20-12-2018 Its INEERING - TECHNICAL DP212.ME41 25-02-2014 - 28-11-2014	18 19 > >> ange HEALTH AND SAFETY	Multiple enrolmen for the student will now display with a current program status.

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.

	Student	Qualification	Group	Unit date range		
	CSID: 30298373	WSS HEALTH / Active in	AND SAFETY REPRESENTATIVE INITIAL OCCUP Program Unigrain 17-05-2018 - 20-12-2018 ce OShow 1 units	ATIONAL HEALTH AI	ND SAFETY	
You can now expand/		Unit		Start	date End da	te Grade
collapse the view of		WSS001	WSS HSR Initial OHS Training Course	17-0	5-2018 20-12-	2018 UP
units your student is enrolled within		MEM50212 DIP Previous Q DMEM50212 att	PLOMA OF ENGINEERING - TECHNICAL tualification DP212-ME14 25-02-2014 - 28-11-2014 tendance D Show 21 units]		
		Unit		Start	date End da	ite Grade
		MEM09002B	Interpret Technical Drawing	25-02	2-2014 30-04-	2014 CY
		MEM09011B	Apply Basic Engineering Design Concepts	29-04	4-2014 28-11-2	2014 CY

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Archiving

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









Compliance

Also to access the Australian Apprenticeship Delivery (VET) Procedure

• Click on the below dark blue tile; Compliance





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 granted access level, in the below screenshot the teacher will have been given access to VET general student attendance.



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

<u>*Please note:*</u> 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".

			Add new	attendance roll
Qualification Student group Keywords:		v 		When you log into ATOM you
Unit:		Ŧ		name will be
Delivery Location		Ŧ		applied to the
Year	2020	Ŧ		teacher drop
Teacher	Sam Altmeier	•		dofault
Archived:	No	×		ucrauit
Earliest attendance				
Latest attendance		Ē		
No attendance				



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	Identifies roll	Record attendance		Edit
FBP30117_2019_2020_ Group: Asahi trainees	name and associate	Record attendance	See explanation below	Edit
FBP30117_MarkJess_2020 Group: Asahi trainees	student group	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 Group: FRS Ashai (grp 1)	/OP	Record attendance	View summary	Edit
		Jse this button to		
	r	ecord attendance		

<u>View Summary</u>: 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 • <u>FDFPPL3001A</u> • <u>MSMS</u>	<u>\$UP390</u>					
Overall attendance						
Apprentice/Student	Days attended	Attendance Rate (Days)	Days absent	Absent Rate (Days)	Hours attended	Last day of attendance
CS ID: 30149885	1	100.0%	0	0.0%	8.0	11-02-2020
QUAL: FBP30117 FBP30117_2020_: Asahi Laverton View attendance						
CS ID: 30374903	1	100.0%	0	0.0%	8.0	11-02-2020
QUAL: FBP30117 FBP30117_2020_: Asahi Laverton View attendance						
Unit hours attendance						
Apprentice/Student	Unit	Attended days	Complet	ted hours	Last day of atte	endance
EPSILON: N/A CS ID: 30149885 FBP30117_2020_: Asahi Laverton						
	FDFPPL3001A	1	4.0		11-02-2020	
	Start: 11-02-2020 Find: 31-08-2020					
	MSMSUP390	1	4.0		11-02-2020	
	Start: 11-02-2020 End: 31-08-2020					
Total		4	8			

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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 <u>Support tile</u> located on the Dashboard.

<u>Please note</u>: 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"

TAFE Federation	🏶 Dashboard	General Students 🔻	Attendance 🔻	Logout	
Back					Click here to access
			Add new attendar	nce roll	

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

Qualification						
Qualification				v		
Doll Nama						
Vear	2020					
Delivery Location	2020			× *		
Sourcey Loodaon				v		
Delivery Method				Ŧ		
Students Name Type	C S ID	EPSILON No	Qualification	Units	Status	Select acti
Students Name Type	CS ID	EPSILON No	Qualification	Units	Status	Select act
Students Name Type	C S ID	EPSILON No	Qualification	Units	Status	Select acti
Students Name Type	CS ID	EPSILON No	Qualification	Units	Status	Select acti
Students Name Type	CS ID	EPSILON No	Qualification	Units	Status Ad	Select acti



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. <u><i>Please note:</i></u> 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) <u><i>Please note:</i></u> 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_ <i>Asahi trainees Group 1</i>) 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 \Box 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".



Students							
							Select active
Name	Туре	C S ID	EPSILON No	Qualification	Units	Status	
	Student	30316131		FBP30117	2	Active in Program	
	Student	30025857		FBP30117 FDF20111	2 1	Active in Program Previous Qualification	
	Student	30378601		FBP30117	2	Active in Program	
	Student	30378746		FBP30117	2	Active in Program	
	Student	30337300		FBP30117	2	Active in Program	

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.

Back	
Success Attendance roll added successfully	

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



ver 2020 Qualification FBP30117 Certificate III in Food Processing Student group FR5 Asah trainees -19 Delivery location Glilles St Delivery method Blended Add Apprentice/Student 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 concoursently over the course of a training day, then the hours of attendance should not exceed those training hours. This automatication of the time spent on each units training delivery. Scannybe: For an 8 hour day where 3 units are being delivered, this could be recorded as: 4 hrs/3 hrs / thrs = totalling 8 hours of attendance. Wednessday 8 April 2020 Attendance sessions Exel 1 No attendance recorded for this session Record attendance for session 1 Record attendance for session 1 Record attendance for session 1 This feature is	Roll name	FBP30117_2020_Continu	ing group test		
basification F9P30177 Certificate III in Food Processing basedert group FRS Asahi trainees -10 balvery location Gillies Si balvery method Blended Add Apprentice/Student baseder =	(ear	2020			
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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 <u>Add apprentice/ student</u> function above or when clicking on the <u>edit</u> 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.

FBP30117_2020	_	Options Record attendance		View summarv		Edit Delete	
Group: Asahi trainees			Use this button to record attendance				
Roll details							
Roll name		FBP30117_2020_					
Year		2020			The ro	ll details	
Qualification		FBP30117 Certificate III in Foo	d Processing		section	n drops all the	
Student group		Asahi trainees			entere	d at the time	
Delivery location		Asahi Laverton			of crea	ating your	
Delivery method		Workplace			attend	ance roll	
Attendance				using the stud	dent search		
Date		08-04-2020	t				
Sessions		1	~				
ate will default natically to <u>'s</u> date. Click e calendar to the required	akes two or moreflection of the t where 3 units a	re units concurrently over the cou ime spent on each units training re being delivered, this could be	urse of a training day, then the delivery. recorded as; 4 hrs/ 3hrs / 1h	ne hours of attendance rs = totalling 8 hours o	should not exceed the fattendance.	ose training hours.	
Wednesday { Attendance sess	3 April 202 sions	0					
Do I need to reco • If the same • When multi	ord multiple ses teacher runs the ple teachers tak	sions? e class all day, only one session e the same class, each teacher r	is required. weeds to record a different se	ession for the day.	Click recc atte	c her to start ording your daily ndance	
Session 1 No attendance re-	corded for this se	ession			_		

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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.

	00.04.0000	a+	Check the correc	t			
late	08-04-2020		date is displayed				
essions	1	~					
If a student undertakes two or n This should be a reflection of the Example: For an 8 hour day where 3 units	ore units concurrently over the course e time spent on each units training deli are being delivered, this could be reco	of a training day, the very. orded as; 4 hrs/ 3hrs	en the hours of attendance shoul / 1hrs = totalling 8 hours of atter	d not exceed	those training ho	urs.	
Vednesday 8 April 20 ttendance sessions	20						
Do I need to record multiple s If the same teacher runs t When multiple teachers ta	essions? the class all day, only one session is re ake the same class, each teacher need	equired. ds to record a differen	nt session for the day.				
Session 1 No attendance recorded for t	Choose a session type; explanation on each is below			Reco	rd attendance f	or session 1	
ession 1							
ession type			¥	Your n	ame will atically ann	ear	
eacher			•	and ca	nnot be cha	inged	
CS ID: 30374903 FBP3011	Active in Program		P	A	<u>PA</u>	AN	<u>NR</u>
	nit hours						
Select a unit to add or remove u							
Select a unit to add or remove un Attendance history Apply	y units to all 🛛 Clear 🥛 Remove						
Select a unit to add or remove un S Attendance history Appl Notes:	y units to all 🛛 C Clear 📲 Remove						
Select a unit to add or remove un Attendance history Appl Notes:	y units to all 📿 Clear 🍵 Remove						
Select a unit to add or remove un Attendance history Apple Notes:	y units to all 📿 Clear 🔋 Remove				Record s	ession atter	ndance

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**.

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If more than one session is required

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

ate	10-03-2020	
Attendance for this date h	as already been recorded by Donna Les	lie
ssions	1	~
This should be a reflection of Example: For an 8 hour day where 3 to Jesday 10 March	the time spent on each units training deliv nits are being delivered, this could be reco	rded as; 4 hrs/ 3hrs / 1hrs = totalling 8 hours of attendance.
Do I need to record multip • If the same teacher ru • When multiple teacher	le sessions? Ins the class all day, only one session is re rs take the same class, each teacher need	quired. Is to record a different session for the day.
Do I need to record multip I fi the same teacher ru When multiple teacher	le sessions? ns the class all day, only one session is re rs take the same class, each teacher need A summary of the attendance recorded will	quired. is to record a different session for the day.
Do I need to record multip • If the same teacher ru • When multiple teacher Session 1	le sessions? Ins the class all day, only one session is re rs take the same class, each teacher need A summary of the attendance recorded will appear for each session	quired. Is to record a different session for the day.
Do I need to record multip • If the same teacher ro • When multiple teacher Session 1 Session type:	le sessions? ins the class all day, only one session is re rs take the same class, each teacher need A summary of the attendance recorded will appear for each session	quired. Is to record a different session for the day.
Do I need to record multip • If the same teacher n • When multiple teacher Session 1 Session type: Date recorded:	le sessions? Ins the class all day, only one session is re rs take the same class, each teacher need A summary of the attendance recorded will appear for each session	quired. Is to record a different session for the day.
Do I need to record multip I fi the same teacher ru When multiple teacher Session 1 Session type: Date recorded: Teacher:	le sessions? Ins the class all day, only one session is re rs take the same class, each teacher need A summary of the attendance recorded will appear for each session	quired. Is to record a different session for the day. All day 19 March 2020 1:40pm Donna Leslie

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

late	10-03-2020		Click here to change the	
essions	2	~	number of sessions	
If a student undertakes tw This should be a reflection Example: For an 8 hour day where 3	o or more units concurrently over th of the time spent on each units tra a units are being delivered, this cou	he course of a training day, then t aining delivery. Ild be recorded as; 4 hrs/ 3hrs / 1l	the hours of attendance should not exceed th hrs = totalling 8 hours of attendance.	ose training hours.
uesday 10 March	2020			
ttendance sessions				
Do I need to record mult • If the same teacher • When multiple teac	iple sessions? runs the class all day, only one se hers take the same class, each tea	ssion is required. cher needs to record a different s	session for the day.	
Do I need to record mult • If the same teacher • When multiple teac Session 1	iple sessions? runs the class all day, only one se hers take the same class, each tea	ssion is required. cher needs to record a different s	session for the day.	
Do I need to record mult • If the same teacher • When multiple teac Session 1 Session type:	iple sessions? runs the class all day, only one se hers take the same class, each tea	ssion is required. cher needs to record a different s All day	session for the day.	
Do I need to record mult • If the same teacher • When multiple teac Session 1 Session type: Date recorded:	iple sessions? runs the class all day, only one se hers take the same class, each tea	ssion is required. cher needs to record a different s All day 19 March 2020 1:40pm	session for the day.	
Do I need to record multiple • If the same teacher • When multiple teacher • When multiple teacher Session 1 Session type: Date recorded: Teacher:	iple sessions? runs the class all day, only one se hers take the same class, each tea	ssion is required. cher needs to record a different s All day 19 March 2020 1:40pm Donna Leslie	session for the day.	
Do I need to record mult • If the same teacher • When multiple teac Session 1 Session type: Date recorded: Teacher:	iple sessions? runs the class all day, only one se hers take the same class, each tea	ssion is required. cher needs to record a different s All day 19 March 2020 1:40pm Donna Leslie	session for the day.	ttendance for session 1
Do I need to record mult • If the same teacher • When multiple teac Session 1 Session type: Date recorded: Teacher: Session 2	iple sessions? runs the class all day, only one se hers take the same class, each tea	ssion is required. cher needs to record a different s All day 19 March 2020 1:40pm Donna Leslie	view a	ttendance for session 1

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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. <u>Please note:</u> 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).

<u>Please note:</u> 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 <u>'Record session</u> <u>attendance'</u> at the bottom of the screen. You should expect to see a green **'success'** banner.

Action required / errors found alerts

If you see the <u>action required alert</u> 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.



* Allehuance is outside AURE I RUTZ stalt and end uale iol
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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.

You should then see the 'success' banner.

rrors 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	
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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	
	irrors found! Changes have NOT been saved. 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

All	day		* *					
Do	nna Leslie		X Y					
FBP30117 Activ	e in Program			P	A	<u>PA</u>	AN	NR
dd or remove unit hour	Click here to view							v
unit title	the student's attendance history	Hours	Withdrawn unit				Unit hours co	mpleted
Clean equipment in pl	ace	4.0			~			4.0/30.0
Operate interrelated p	rocesses in a production system	4.0			~			4.0/60.0
	All Do EBP30117 Activ Id or remove unit how tory appry units Unit title Clean equipment in pl Operate interrelated p	All day Donna Leslie EBP30117 Active in Program Id or remove unit here tory grapping units t Unit title Click here to view the student's attendance history Clean equipment in place Operate interrelated processes in a production system	All day Donna Leslie EBP30117 Active in Program Id or remove unit here Click here to view tory exapply units t Unit title Unit title Hours Clean equipment in place 4.0 Operate interrelated processes in a production system	All day x * Donna Leslie x * EBP30117 Active in Program x * Id or remove unit here to view the student's attendance history Hours Withdrawn unit Unit title 4.0	All day x * Donna Leslie x * EBP30117 Active in Program Id or remove unit here Click here to view the student's attendance history Hours Withdrawn unit Clean equipment in place 4.0 Operate interrelated processes in a production system	All day Donna Leslie FBP30117 Active in Program E Id or remove unit here Click here to view the student's attendance history Hours Operate interrelated processes in a production system	All day Donna Leslie FBP30117 Active in Program E A PA E E A PA PA	All day Donna Leslie EBP30117 Active in Program Id or remove unit here Click here to view the student's attendance history Hours Withdrawn unit Unit hours concerned by the student's attendance history 4.0 Operate interrelated processes in a production system

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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 <u>VET General Students</u>

/ET general stud	lent manag	jemer	nt																
Keywords:	3	30149885																	
Qualification:									Ŧ										
Group:									Ψ.										
Unit:									*										
Teacher									Ŧ										
Status									Ŧ										
Attendance									Ŧ										
																			0.0
																			GO
# A B C	D E F	G H	I J	к	L M	Ν	0	P Q	R	S	Т	U	V	W	Х	Y	Z	All	
1 mouth forward (Disadariina 1	4)																		
1 result found (Displaying 1 -	1)																		
					•	< >													
Student	Qualification						Gro	up				Uni	t date	range	÷				
	FBP30117 CE	RTIFICA	TE III IN	FOOD	PROCE	SSIN	G		40 55	C A I	• (20.0	0.0040	24.0	00.00	20		
CSID: 30149885	Active II	n Progran	n O Show	FRS #	Asahi (grp	2),FRS	Asal	hi trainees -	19,FR	S Asi	nai (gr	p 1)	28-0	8-2015	9 - 31-(J8-20	020		
Archive student	STDF50117 au	enuance	0 51100	virun					-										
∩ Add student unit						CLIAN													
Add student unit						Click	here	e to view	-										

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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

					Click to prir attendance	nt the history	
Attendance filters							
Qualification	FBP30117:	Certificate III in	Food Processing	× ×			
Start date							
End date) m	If a student is enrolled in more than one qualification you can switch to view			Apply
Student Details				other attendance			
CS ID 30149885							
endance history as a	t 9 April 20	20					
endance history as a FBP30117 Certificate III in F Details	t 9 April 20 Food Processin Teacher	20 ng Attendance	Unit			Unit	Withdraw
endance history as a FBP30117 Certificate III in F Details	t 9 April 20 Good Processin Teacher	20 ng Attendance	Unit			Unit hours	Withdraw
endance history as a FBP30117 Certificate III in F Details Tuesday 10 March 2020 FRS Ashai (grp 1) FBP30117_2020_Jess/Mark CIP/OP	t 9 April 20 Food Processin Teacher Donna Leslie	20 Attendance Present	Unit FBPOPR2063 Clean equipment	i in place		Unit hours 4.0	Withdraw
endance history as a FBP30117 Certificate III in F Details Tuesday 10 March 2020 FRS Ashai (grp 1) FBP30117_2020_Jess/Mark CIP/OP Location: Asahi Laverton Method: Workplace	t 9 April 20 Food Processin Teacher Donna Leslie	20 Ig Attendance Present	Unit FBPOPR2063 Clean equipment FDFOP3003A Operate interrela	in place ted processes in a production	system	Unit hours 4.0 4.0	Withdraw

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:		If you wish t	o email the	
		attendance i	iistory, entei is and click s	end

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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.

Federation TAFE	🏶 Dashboard 🛛 💄 /	Apprentices 👻 General Stude	nts 👻 Attendance 👻 📕 Pr	ocedures 👻 Logout					
Student search	Attendance rolls	Archiving	Compliance						
Training plans	Reports	Support							
Links Federation ePortfol Federation Moodle Elevation literacy a	Links Federation ePortfolio Federation Moodle Federation literacy and numeracy assessments								
Forms 2019 ATOM Student Use 2019 Employer ATOM Use 2020 Apprentice Contacts 2020 Apprentice Employe 2020 Apprentice Introduce 2020 Australian Apprentic 2020 Displaced Unemplo 2020 Employer Introducti 2020 Employer Units of C 2020 FedU VET TAFE En	Forms 2019 ATOM Student User Guide.pdf (782Kb) 2019 Employer ATOM User Guide.pdf (1,202Kb) 2020 Apprentice Contacts.docx (848Kb) 2020 Apprentice Employer Checklist.docx (71Kb) 2020 Apprentice Introduction Letter.docx (28Kb) 2020 Australian Apprenticeship Network Services.pdf (151Kb) 2020 Displaced Unemployed Apprentice letter.docx (994Kb) 2020 Employer Introduction letter.docx (20Kb) 2020 Employer Units of Competency not performed in the Workplace Acknowledgement.docx (845Kb) 2020 Employer Units of Competency not performed in the Workplace Acknowledgement.docx (845Kb) 2020 Employer Units of Competency not performed in the Workplace Acknowledgement.docx (845Kb)								



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.

F
2019 ATOM Student User Guide.pdf (782Кь)
2019 Employer ATOM User Guide.pdf (1,202Kb)
2020 Apprentice Contacts.docx (848Kb)
2020 Apprentice Employer Checklist.docx (71Kb)
2020 Apprentice Introduction Letter.docx (28Kb)
2020 Australian Apprenticeship Network Services.pdf (151Kb)
2020 Displaced Unemployed Apprentice letter.docx (994Kb)
2020 Employer Introduction letter.docx (20Kb)
2020 Employer Units of Competency not performed in the Workplace Acknowledgement.docx (845Кь)
2020 FedU VET TAFE EnrolForm PDF.pdf (1,148Kb)
2020 Initial Visit Pack Information Checklist.docx (871Kb)
2020 Notification Apprentice Change of EPSILON Details.pdf (323Kb)
2020 Notification of Non Completion Australian Apprentice at RTO.pdf (400Kb)
2020 Outstanding results Displaced unemployed Apprentice.docx (852Kb)
2020 Pre Training Review Form PDF.pdf (946кь)
2020 TAFE Variation to Enrolment Form PDF.pdf (595Кь)
ATOM integration to Campus FactSheet 2017.pdf (74кь)
ATOM User Guide Teaching Staff.docx (3,337Kb)
Child Safety Policy.pdf (129Kb)
Employer CBC Fact sheet doc .pdf (60Kb)
Federation TAFE AppTrainee FileNote.pdf (46Kb)
Federation TAFE WithdrawalLog.pdf (50Kb)
Federation VET Absence Non Compliance Notification.pdf (48Kb)
Pre Training Review Instructions for Staff.pdf (76Kb)
VET Attendance Roll Teacher User Guide 2019.docx (4,208Kb)

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.

	Click here	
Student search	Student search	Search
	Browse apprentices Br	owse general students

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.



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

Federation	🕸 Dashboard	Apprentices General Students Attendance	✓ ■ Procedures ✓ Logout
Back	Click here to	VET current Apprentices VET archived Apprentices	
Archiving		VET apprentice groups Training Contact Schedule Meeting records	
VET archiv	ved apprentices	Qualification templates Workplace training log	
Archived VET app	rentice attendance rolls	Australian Apprenticeship Delivery (VET) Procedure	

Keywords: Qualification: Template: Group: RTO contact:													- - -		Se ar ar se	earch oprei ny of earch	for ntice thes field	an usii se Is	ng		
Sales contact:	(Ŧ								
Start date	[until														
Approval status:	(Approv	val Stal	tus									Ţ					\$	Adva	ince	d filters Go
# A B C D	EF	G	Η	I	J	К	L	М	Ν	0	Ρ	Q	R	S	Т	U	/ /)	x	Y	Click on Go t start the sea
(ADE and the found (Displaying 4, DE)																					

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

Keywords:					
Qualification:				Ŧ	
Femplate:				v	
Group:				w	
RTO contact:				w	
Sales contact:				w	
Start date		🛗 until			
Approval status:		Approval Status		v	
EPSILON status:	EPSILON State	us			
CS ID:	CS ID		w		
Attendance			w		
Training plan?:	⊖Yes⊖No				Click on
Units selected?:	⊖Yes⊖No				advanced filters
LLN Score?:	⊖Yes⊖No				to search with
Archived					more options
					Advanced filters Go



Search result view

Apprentice mana	age	mer	nt																			
•••	_						ype st	udent sum	first n	iame o	or											
Keywords:																						
Qualification:													Ŧ									
Template:													Ŧ									
Group:													v									
RTO contact:													Ŧ									
Sales contact:													Ŧ									
Start date								until				Ē)									
Approval status:			Appr	roval S	tatus								*									
																	ſ					0.1
																	l	¥ P	dvand	ea mi	ers	Go
# A B C	D	EF	G	H	1	J	К	L	М	Ν	0	P Q	R	S	Т	U۱	/ W	X	(Y	Z	All	
1581 results found (Displaying 1	- 25)																					
	0	0			-		0	40					45	40	47	40	40					
< 1	2	3 4	1 5	6	1	ö	9	10	11	1	2 1.	3 14	15	16	17	18	19	>	>>			
lame			Q	ualifica	ation								_	_	_	_	_					
			A	UR30	616	CER	TIFIC	ATE	III IN	LIG	HT VE	HICLE	MECH	ANIC	AL TE	CHN	DLOG	Y				
EPSILON: 42016890 CS ID: 3	03870	053				ACTI	VE			CON	ITRACI	START	: 03-12-	2019	CONT	RACT	COMPL	ETIO	N: 01-1	12-202	3	
LLN/Pre-training review				U	Init co	mple	etion						Grou	p info								
Contract				С	onta	ct sch	nedulo	e					Atten	dance	Work	place [·]	Trainin	g				
Planning				A	ttach	ment	s						File n	otes								
Assessment				С	ontra	ict co	mple	tion					Send	mess	age							
Advanced options																						

Apprentice management view

ame	Qualification	
PSILON: 42016890 CS ID: 30387053	AUR30616 CERTIFICATE III IN LIGH	IT VEHICLE MECHANICAL TECHNOLOGY TRACT START: 03-12-2019 CONTRACT COMPLETION: 01-12-2023
LLN/Pre-training review	Unit completion	Group info
Contract	Contact schedule	Attendance/Workplace Training
Planning	Attachments	File notes
Assessment	Contract completion	Send message
Advanced options		
View EPSILON record	Reset unit selection	
View grade log	Reset training plan	
View message log		

This section will be collapsed. Click <u>'advanced</u> <u>options'</u>to expand

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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).

Training plans	Cli to	lick here o access					
TAFE	🅸 Dashboard	Apprentices General Students Attendance Procedures Logout VET current Apprentices					
Back		VET archived Apprentices VET apprentice groups					
Training plans		Training Contact Schedule Meeting records					
VET current apprent	ces	Qualification templates					
VET appropriate grad	100	Workplace training log					
VET apprenuce grou	ips	Australian Apprenticeship Delivery (VET) Procedure					
Training contact sche	dule						
Qualification templa	tes						

Click here to access

Qualification: * Year 2020 Archived: No				add a new group	to v	Add New Grou
Year 2020 * *	Qualification:			Ŧ		
Archived:	Year	2020	х	¢ 🔻		
G	Archived:	No		Ŧ		
						Go

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Qualification	×		
UAL_GROUP]	Qualification code will be prepended to group name automatically	This will automatically undate	
ear rchived		to the group name and year	
imetable		once the qualification has been selected.	
	Q b3 ♥→ ■ Ω B I S I _x I = = +E >>		
		Whilst adding a new group, or editing an existing group, you are able to add information	
		in the "free text area" such as block release dates, cut and paste in timetable.	
pprentice Se	arch	in the "free text area" such as block release dates, cut and paste in timetable.	
upprentice Se uual code, Name PSILON or CS II	sarch	in the "free text area" such as block release dates, cut and paste in timetable.	

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.

Attendance rolls	Click here to access
Federation TAFE	Dashboard Apprentices General Students Attendance Frocedures Logout VET Apprentice Attendance
Back	VET Attendance Roll Report VET General Attendance Roll Report
VET apprentice atte	endance rolls Add new attendanc
Qualification	×
Qualification Apprentice group Keywords:	Your name will default but will allow you to
Qualification Apprentice group Keywords: Unit: Delivery Location Year	Your name will default but will allow you to search by removing or adding another teacher
Qualification Apprentice group Keywords: Unit: Delivery Location Year Teacher Archived:	Your name will default but will allow you to search by removing or adding another teacher name
Qualification Apprentice group Keywords: Unit: Delivery Location Year Teacher Archived: Earliest attendance	Your name will default Your name will default Your name will default but will allow you to search by removing or adding another teacher name
Qualification Apprentice group Keywords: Unit: Delivery Location Year Teacher Archived: Earliest attendance Latest attendance	Your name will default but will allow you to search by removing or adding another teacher name 2020 Dean Baker No imit
Qualification Apprentice group Keywords: Unit: Delivery Location Year Teacher Archived: Earliest attendance Latest attendance No attendance	Vew Attendance

<u>Please note:</u> 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</u> <u>attendance rolls</u>".

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<u>View Summary</u>: 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.

<u>*Please note:*</u> an attendance roll will only be deleted if no attendance has ever been recorded in that roll.

<u>*Please note:*</u> 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 <u>Add apprentice/ student</u> function above or when clicking on the <u>edit</u> button on the attendance roll in the main page.



New attendance rolls

To create a new attendance roll, click on "<u>Add new attendance roll</u>"
Click here to access
VET apprentice attendance rolls
Add new attendance roll

Qualification				¥		
Apprentice Group				Ŧ		
Roll Name						
Year	2020			* *		
Delivery Location				Ŧ		
Delivery Method				¥		
Annrantiana						
Apprentices						
						Select acti
Name Type	C S ID	EPSILON No	Qualification	Units	Status	_
Name Type	C \$ ID	EPSILON No	Qualification	Units	Status	
Name Type	CS ID	EPSILON No	Qualification	Units	Add a	attendance ro
Name Type	CS ID	EPSILON No	Qualification	Units	Add a	attendance ro
Name Type	C S ID	EPSILON No	Qualification	Units	Add a	attendance ro



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:
	<u>Please note:</u> 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_ <i>Asahi trainees Group 1</i>) 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 attendance roll is required</u> . 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 \Box 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".



								Select activ
Name	Туре	C S ID	EPSILON No	Qualificatio	n	Units	Status	
	Apprentice	30389991	42019407	FBP30517		2	ACTIVE	
								Add attendance rol
Other apprentices								
Student Search	4190285	2	Search					
Name	Туре	C S ID	EPSILON	Qualification	<u>Units</u>	Status		Options
	Apprentice	30358623	41902852	FBP30517	9		ACTIVE	Add to roll

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"



Click here to access

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

Back	
Success Attendance roll added successfully	



	FBP30117_2020_Continuing group test
(ear	2020
Qualification	FBP30117 Certificate III in Food Processing
tudent group	FRS Asahi trainees -19
elivery location	Gillies St
elivery method	Blended
Add Apprentice/Stude	ent
itudent search	Search
Attendance	
ate	08-04-2020
essions	1 ~
If a student undertakes t This should be a reflecti	wo or more units concurrently over the course of a training day, then the hours of attendance should not exceed those training hours.
If a student undertakes t This should be a reflecti Example: For an 8 hour day where Vednesday 8 Ap	wo or more units concurrently over the course of a training day, then the hours of attendance should not exceed those training hours. on of the time spent on each units training delivery. a units are being delivered, this could be recorded as; 4 hrs/ 3hrs / 1hrs = totalling 8 hours of attendance.
If a student undertakes t This should be a reflecti Example: For an 8 hour day where Wednesday 8 Ap	wo or more units concurrently over the course of a training day, then the hours of attendance should not exceed those training hours. on of the time spent on each units training delivery. a 3 units are being delivered, this could be recorded as; 4 hrs/ 3hrs / 1hrs = totalling 8 hours of attendance.
If a student undertakes t This should be a reflecti Example: For an 8 hour day where Wednesday 8 Ap Attendance sessions Do I need to record mu If the same teach When multiple tea	wo or more units concurrently over the course of a training day, then the hours of attendance should not exceed those training hours. on of the time spent on each units training delivery. • 3 units are being delivered, this could be recorded as; 4 hrs/ 3hrs / 1hrs = totalling 8 hours of attendance. ril 2020
If a student undertakes t This should be a reflecti Example: For an 8 hour day where Wednesday 8 Ap Attendance sessions Do I need to record mu • If the same teach • When multiple tea	wo or more units concurrently over the course of a training day, then the hours of attendance should not exceed those training hours. a 3 units are being delivered, this could be recorded as; 4 hrs/ 3hrs / 1hrs = totalling 8 hours of attendance. ril 2020 Itiple sessions? ar runs the class all day, only one session is required. Interest take the same class, each teacher needs to record a different session for the day.

Click on 'record attendance for session 1'



Recording attendance

Commence recording attendance if in your newly created roll

or

Attendance

VET apprentice attendance

Go back to attendance rolls, click on and locate the attendance roll you wish to use

Attendance rolls	Click here to access
Federation TAFE	
	VET Apprentice Attendance
Back	VET General Attendance Roll Report

Roll name	Options	
EBP30117_2020		

	options				
FBP30117_2020_ Group: Asahi trainees	Record attendance	Vie	w summary	Edit	Delete
		Use this button			
		to record			

ω	recc	лu	
att	end	an	ce



Roll name	FBP30417 2020 D BAKER 417		
Year	2020	The roll details	
Qualification	FBP30417 Certificate III in Bread Ba	section drops all the	
Assession Group		information you	
Apprentice Group	PBP30417_2020_DBAKER417	entered at the time	
Delivery Location) SMB	attendance roll	
Delivery Method	Blended		
			View attendance summa
Add Apprentice/Stude	int		
Student search	Search		
		A student/ apprentice	
·		using the student search	
Attendance		function	
Date	21-04-2020		
Sessions	1 ~		
natically to reflection <u>r's</u> date. Click e calendar to sy where	n of the time spent on each units training delivery. 3 units are being delivered, this could be recorded as; 4 hrs/ 3t	hrs / 1hrs = totalling 8 hours of attendance.	
t the required			
Tuesday 21 April	2020		
Attendance sessions			
Do I need to record mu If the same teache When multiple tea	Itiple sessions? rruns the class all day, only one session is required. chers take the same class, each teacher needs to record a diffe	erent session for the day.	
Do I need to record mu If the same teache When multiple tea	Itiple sessions? r runs the class all day, only one session is required. ohers take the same class, each teacher needs to record a diffe	erent session for the day.	
Do I need to record mu If the same teache When multiple tea Session 1 No attendance recorded	Itiple sessions? rruns the class all day, only one session is required. chers take the same class, each teacher needs to record a diffe	erent session for the day. Record atte	ndance for session 1
Do I need to record mu If the same teache When multiple tea Session 1 No attendance recorded	Itiple sessions? rr runs the class all day, only one session is required. chers take the same class, each teacher needs to record a diffe for this session	erent session for the day. Record atte	ndance for session 1
Do I need to record mu - If the same teache - When multiple tea Session 1 No attendance recorded	Itiple sessions? rr runs the class all day, only one session is required. chers take the same class, each teacher needs to record a diffe for this session	erent session for the day. Record atte	ndance for session 1



The following screen will appear:

	21-04-2020	—			
Sessions	1	×			
If a student undertakes two or m This should be a reflection of the Example: For an 8 hour day where 3 units	ore units concurrently over the course time spent on each units training deliv are being delivered, this could be reco	of a training day, then the hours of attendan rery. rded as; 4 hrs/ 3hrs / 1hrs = totalling 8 hours	ce should not exceed t s of attendance.	hose training hours.	
Tuesday 21 April 2020 Attendance sessions)				
Do I need to record multiple set • If the same teacher runs t • When multiple teachers ta	essions? he class all day, only one session is re ike the same class, each teacher need	quired. s to record a different session for the day.			
Session 1 No attendance recorded for this	session		Reco	rd attendance for ses	sion 1
Session 1 Session type		*		Choose a s type; expla each is bel	session anation on low
ime will here	Dean Baker				
tically			P A	PA AN	NR
CS ID: 30379034 EPSILON: 42	2002805 ACTIVE				<u></u>
Select a unit to add or remove un Attendance history Apply	nt hours y units to all C Clear TRemove				Choose a atte type: previou
Notes:					explained on
) Attendance history	Attendance hist previously reco	tory will take you dire rded attendance hist	ctly to the a ory	apprentice	's
Apply units to all	If all apprentice add required ur	s were working on th hits to the first apprer	e same un itice then u	it for the da se this fea	ay ture
C ai	to copy all units	and hours to the rer	naining app	orentices	
C ⁱ Clear	to copy all units If an error has b attendance reco	and hours to the rer been made you can u orded just for this app	naining app use this selectorentice	orentices ection to c	lear



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:

 <u>current "Qual code" units as at "todaysdate"</u> will only show current year unit enrolments

'<u>inactive or other qualification units</u>' these units are from previous years
 Please note: If units appear under "<u>other training plan units</u>' and do not have a start

date or end date highlighted the apprentice is not enrolled in these units within Campus Solutions.

DARRYN ALSOP	P	A	<u>PA</u>	<u>AN</u>	<u>NR</u>
Select a unit to add or remove unit hours					*
Current EBP30417 units as at 21 April 2020					٩
FBPRBK2002: 16-01-2020 to 04-12-2020: Use food preparation equipment to prepare fillings FBP30417					^
FBPRBK3005: 16-01-2020 to 04-12-2020: Produce basic bread products FBP30417					
FBPRBK3016: 16-01-2020 to 04-12-2020: Control and order believes that FDF 14-14	Unit sta	rt and U	nit end da	tes	
FDFFS2001A: 16-01-2020 to 04-12-2020: Implement the food safety program and procedures FBP30417	are prov	vided for	viewing		
FDFOHS2001A: 16-01-2020 to 04-12-2020: Participate in OHS processes FBP30417					
Inactive or other qualification units					~
Clear Remove					

P	A	<u>PA</u>	<u>AN</u>	NR
				~
				· ·
	<u>P</u>	<u>Р</u> <u>А</u>	Р А РА	P A PA AN



- **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.

CS ID: 3034216	0 EPSILON: 41806818 ACTIVE			P	A	<u>PA</u>	<u>AN</u>	<u>NR</u>
Select a unit to	add or remove unit hours							Ŧ
3 Attendance	istory 🖞 Apply units to all 🛛 C Clear 🍵 Remove							
Unit	Unit title	Hours	Withdrawn unit			Unit	hours completed	
FDFFS2001A	Implement the food safety program and procedures	0.0			~	0	CREDIT TRANSFE	R ired
								15.0/30.0
FDFOP2061A	Use numerical applications in the workplace	0.0			~	1	CREDIT TRANSFE	R ired
								24.5/30.0

CS ID: 3037691	8 EPSILON: 41939151 ACTIVE			P	A	<u>PA</u>	<u>AN</u>	NR
Select a unit to	add or remove unit hours							v
Attendance I	nistory 🗘 Apply units to all 🛛 Clear 👕 Remove							
Unit	Unit title	Hours	Withdrawn unit			Unit	hours comple	ted
FDFFS2001A	Implement the food safety program and procedures	0.0			~]		/30.0
FDFOP2061A	Use numerical applications in the workplace	0.0			~	C' N	Y GRADE EXIS	STS equired
								/30.0
Notes:								



- Attendance history: can be viewed from this roll for each student by selecting '<u>attendance</u> <u>history</u>' 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 '<u>record session</u> <u>attendance'</u> at the bottom of the screen.

You should expect to see a green 'success' banner.



Action required / errors found alerts

If you see the <u>action required alert</u> 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.



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



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.

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

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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:

Riteridance		the required sessions
Date	21-04-2020	
Gessions	2 🗸	
If a student undertakes two or more This should be a reflection of the tim Example: For an 8 hour day where 3 units are	units concurrently over the course of a training day, then the hour e spent on each units training delivery. being delivered, this could be recorded as; 4 hrs/ 3hrs / 1hrs = tot	s of attendance should not exceed those training hours. alling 8 hours of attendance.
Tuesday 21 April 2020 Attendance sessions Do I need to record multiple session	ons?	
When multiple teachers take t	lass an day, only one session is required. he same class, each teacher needs to record a different session f	or the day. Summary includes session type, date and time attendance was
Session 1		recorded and the teacher who
Session type:	All day	recorded the attenuance
Determined and the	04 4	
Date recorded:	21 April 2020 2:18pm	
Date recorded: Teacher:	21 April 2020 2:18pm Dean Baker	View attendance for session 1
Date recorded: Teacher:	21 April 2020 2:18pm Dean Baker Anyone can view previously	View attendance for session 1
Date recorded: Teacher:	21 April 2020 2:18pm Dean Baker Anyone can view previously recorded attendance but only the	View attendance for session 1
Date recorded: Teacher: Session 2 No attendance recorded for this sess	21 April 2020 2:18pm Dean Baker Anyone can view previously recorded attendance but only the teacher identified can make any changes to the roll	View attendance for session 1
Date recorded: Teacher: Session 2 No attendance recorded for this sess	21 April 2020 2:18pm Dean Baker Anyone can view previously recorded attendance but only the teacher identified can make any changes to the roll	View attendance for session 1 Record attendance for session 2
Date recorded: Teacher: Session 2 No attendance recorded for this sess	21 April 2020 2:18pm Dean Baker Anyone can view previously recorded attendance but only the teacher identified can make any changes to the roll	View attendance for session 1 Record attendance for session 2

 Authorised by:
 Apprenticeship Compliance Officer
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 Document Owner:
 Administrative Officer – ATOM Support
 Version 5 | Current Version:
 22/04/2020

 CRICOS Provider No.
 00103D
 Review Date:
 22/04/2021



Attendance history

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

1. When working in an attendance roll



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

Student search	Click here to access		
Student search Browse apprentices Browse general stude	ents	Se	sarch
Name EPSILON: 42002805 CS ID: 30379034 N	Qualification FBP30417 CERTIFICATE III IN ew format ACTIVE	N BREAD BAKING CONTRACT START: 24-07-2019 CONTRACT COMPLETION: 22-0	7-2022
LLN/Pre-training review	Unit completion	Group info	View the attendance
Planning	Attachments	File notes	history by clicking here
Assessment Advanced options	Contract completion	Send message	

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 en more than one qualification you switch to view o attendance	ther	Click here to print out a PDF version
Apprentice Details Name EPSILON 42002805			Apply	
CS ID 30379034 Attendance history as at 21 April FBP30417 Certificate III in Bread Baking	2020 3 Feacher Attendar	ce linit	Unit hours. Withdrawn	If a unit is withdrawn it will display next to the corresponding
Tuesday 21 April 2020	Dean Baker Present	FDFF S2001A Implement the food safety program and procedure	es 3.5	unit code and
FBP30417_2020_DBAKER417 FBP30417_2020_D_BAKER_417 Location: SMB Method: Blended		FDFOP2061A Use numerical applications in the workplace	3.5	withdrawn was entered
			7.0	into ATOM

A withdrawn unit and date will also be refelected below in the 'unit attendance totals'.

nit attendance totals					
nit	Attended hours	Nominal unit hours	Completion rate	Last Attendance	Withdrawn
DFF\$2001A Implement the food safety program and procedures	4.5	30	15.0%	21-04-2020	
DFOP2061A 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
АТОМ	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
СТ	Credit Transfer
СҮ	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
