

Employer

User Guide for

ATOM

Apprenticeship | Traineeship | Online
| Management | System

Learn to succeed

1800 FED UNI (1800 333 864)

✉ atom@federation.edu.au

User Guide for ATOM Employer

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Starting Off

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

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

After entering the above URL to access the website the following screens will appear

ATOM Conditions of Use ✕

THIS SERVICE IS FOR AUTHORISED CLIENTS ONLY

It is a criminal offence to:

1. Obtain access to data without authority
2. Damage, delete, alter or insert data without authority


Confidentiality Compliance

ATOM (Apprentice & Trainee Online Management) is a secured information system containing official University records.

As a registered user, it is your responsibility to maintain the University policy of confidentiality of information.

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

Your username and password are unique and must not be divulged to any third party. Any breach of confidentiality will be taken seriously.



ATOM

Welcome to FedUni

As part of our services to you we invite you to visit our online management system ATOM (Apprentice & Trainee Online Management)

ATOM will allow you to access real time training progress information, allow you to view your training plans and schedule information, and confirm unit competence with a click of a button! The ATOM dashboard also lists helpful links for you to use.

Please enter your login details

- Teachers and Apprentices - Login with your FedUni Novell username and password
- Employers & Schools - Login with the email and generated password

Username:

Password:

Forgotten password?

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

Your email address will be used as your username and your allocated password will have been forwarded to you via a welcome email from ATOM

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

Firstly commence by changing your password.

Click on **Change password**

Dashboard

Each time you log into ATOM you will be given the following display:

The screenshot shows the ATOM dashboard interface. On the left is a navigation menu with links like 'Dashboard', 'My apprentices', 'Pending grades', 'Confirmed grades', 'Workplace training log', and 'Change password'. The main area is titled 'Pending apprentice grades' and contains a table with columns for 'Apprentice', 'Unit', 'Assessor', 'Assessment Date', 'Skills summary', 'Confirm', and 'Reject'. A 'CONFIRM GRADES' button is located above the table. Below the table is a 'Notes' section with a rich text editor. At the bottom, there are sections for 'Links' (including 'FedUni Literacy and Numeracy Assessments') and 'Forms' (listing various PDF and DOCX files). Two callout boxes are present: one on the left pointing to the navigation menu with the text 'Please click on each link to access', and one on the right pointing to the 'CONFIRM GRADES' button with the text 'If there are any Apprentices with outstanding Assessments, you can confirm or reject from this page'.

The screen consists of the follow key areas:

- **Side panels of selections are:**
 - **Dashboard** - will direct you to a view of all pending apprentice grades for all apprentices with your employment
 - **My apprentices** - will direct you to a full list of your apprentices/ trainee(s)
 - **Pending grades** - will direct you to “pending apprentice grades” that require confirmation or rejection
 - **Confirmed grades** - provides a full list of units of competency within an apprentice/ trainees contract that have been confirmed by you; outlining all dates and details specific to the confirmed grade
 - **Workplace Training Withdrawal Log** - allows you to enter dates to run a report on withdrawal logs
 - **Change password** - when you first log into ATOM it is advised to change your password, this is where you will be able to manage this.
 - **Log out** - click to log out of the ATOM system
- **Pending apprentice grades** a quick view of all outstanding units of competency requiring confirmation / rejection from the employer
- **Links** – lists any ATOM related links to assist in the progression of the apprenticeship/traineeship

- **Forms** – related links to forms that maybe require during the apprenticeship/ traineeship

My Apprentices

To view a full list of all apprentices attached with your organisation; click on **My apprentices** tab

Within this page you can access:

- **Assessments** - is the process of collecting evidence and making judgements on whether competency has been achieved, to confirm that an individual can perform to the standard required in the workplace, as specific in a Training Package or VET accredited program and is conducted in accordance with the principles of assessment and the rules of evidence
- **Attendance** - [description to provide](#)
- **View Attachments** - [description to provide](#)
- **View Training Plan** - [description to provide](#)

ATOM < Back Logout

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

Logout

Apprentice Management

Keywords:

Qualification:

Approval Status:

25 results

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

5 results found (Displaying 1 - 5)

Delta No	Name	Qualification	Commence Date	Assessment Pending
41826229	ACTIVE - RECOMMENCEMENT	MEM30305 Certificate III in Engineering - Fabrication Trade	09-02-2018	N/A

Training Plan

- [Assessment](#)
- [Attendance](#)
- [View Attachments](#)
- [View Training Plan](#)

Click on the options provided for quick access to **Assessments Pending / Confirm Unit Assessment/ View attendance and View Training Plan**

Assessment

The below screen will be displayed when you click on **Assessment**

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Manage Training Plan

Edit Training Plan

Employer:	Apprentice:
RTO: FEDERATION UNIVERSITY	DELTA No.:
Qualification: Certificate III in Engineering - Fabrication Trade	DELTA Status: ACTIVE - RECOMMENCEMENT
PUSH Hours: N/A	Campus Solutions ID: 30290118
Expected Supervised PUSH Hours: N/A	Unique Student Identifier (USI): SVU4P8E3S4
Completed Hours: 330	Qualification Code: MEM30305
	Next Progression Point: 485

Unit Completion Part 3
Group Information
Attendance/Workplace Training
File Note

Units to be completed

Unit details	Cycle	Current Status	Assessment	Options
MEM03001B Perform Manual Production Assembly Hours: 40 Confirmer: Employer Class Start: 13-07-2015 Class End: 31-03-2016	1	Completed	Assessor Grade <u>CY</u> Assess date: 22-10-2015 Confirm date: 01-12-2015	Confirm Reject
MEM05012C Perform Routine Manual Metal Arc Welding Hours: 20 Confirmer: Employer Class Start: 19-02-2015 Class End: 30-11-2015	1	Completed	Assessor Grade <u>CY</u> Assess date: 11-08-2015 Confirm date: 01-12-2015	Confirm Reject

- **Unit Completion Part 4** - will provide you with a complete list of all unit details, the cycle assigned for each; and assessment dates/confirm dates for graded units of competency
- **Group Information** - allows you to view your apprentices timetables etc
- **Attendance/ Workplace Training** - allows you to view an attendance history for your apprentice and gives you the ability to print out

Employer Confirmations

- Unit Completion Part 3 - You have the ability to confirm or reject AC – Awaiting Employer Confirmation units here.
 - CONFIRM – displayed in blue;** Select this option to **agree** with the FedUni TAFE result of competence in the selected unit – in doing this you will agree that the apprentice can perform the tasks aligned to the unit in the workplace
 - REJECT – displayed in red** Select this option if you **do not agree** with the FedUni TAFE result of competence in the selected unit – in doing this you are indicating that the apprentice is not yet competent and is not currently performing the tasks covered in this unit to the level required in the workplace

MEM05049B	2	Awaiting	Assessor	Confirm
Perform Routine Gas Tungsten Arc Welding		GradeAC	Assess date	Reject
Hours	20		02-03-2016	
Confirmer	Employer			
Class Start	01-02-2016			
Class End	03-03-2017			

Click here to **Confirm** or **Reject** a unit of competency – when this has been applied a notification will be sent through to FedUni TAFE.

A verification screen to tell you that your selection has been accepted and an email sent to the FedUni TAFE representative advising them of your selection will appear.

Confirmed competence in the unit of competency and notification that an email has been forwarded through to the FedUni TAFE RTO contact – name provided

Rejection of competence in the unit of competency and notification that an email has been forwarded through to the FedUni TAFE RTO contact – name provided

Please note: on **rejection** of a unit of competency a FedUni TAFE representative will contact you to discuss further what is needed to support the apprentice/trainee to achieve competence within this unit of competency.

Email Confirmations

Notifications are forwarded from the ATOM system, an email will be forwarded through to the email address you have provided. You will be required to either **confirm** or **reject** a unit of competency that is a (AC) Awaiting Employer Confirmation.

The email will come with a subject title of:

FedUni VET Competency Completion – Assessment Confirmation Required: **apprentice name** - Unit Code – **employer email address**

ATOM <atom@federation.edu.au>
 FedUni VET Competency Completion - Assessment Confirmation Required: - CPCPCM2055A

The following apprentice has been assessed and is awaiting employer confirmation

Apprentice	tbc@tbc.com
Employer Notes	N/A
Assessor	Phillip Horne
Assessment Date	Thursday 13th of September 2018
Unit	CPCPCM2055A: Work safely on roofs
Skills summary	Skills summary
Grade	AC - Awaiting Employer
Options	<ul style="list-style-type: none"> Confirm Assessment Grade Confirm Assessment Grade with Comments Reject Assessment Grade with Comments View Training Plan
Confirmation Required By	Thursday 20th of September 2018
Employer	
Employer Contact	
RTO	FEDERATION UNIVERSITY AUSTRALIA Steven Lettice

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

Select Confirm Assessment Grade (with or without comments) if you agree with Fed Uni TAFE the assessment is competent.

Select Reject Assessment Grade with comments if you do not agree with the FedUni TAFE assessment of competent.

Please provide a comment to assist FedUni TAFE to ensure the correct assistance can be provided to the apprentice to ensure achievement of this unit of competency

Once selection has been applied you will see a verification screen appear as on page 8.

✓ Success

- AC Grade confirmed
- Email notification sent to Nicholas Andison

Attendance/ Workplace Training

The below screen will be displayed when you click on the **Attendance/ Workplace Training** tab.

Within this view you can see all attendance that has been recorded for your apprentice. It will show when the apprentice was present; absent; absent with notification; etc. Each date also identifies the unit(s) of competency that were undertaken and the hours dedicated within this attended period.

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Manage Training Plan

Edit Training Plan

Employer:	FEDERATION UNIVERSITY	Apprentice:	
RTO:	CERTIFICATE III IN ENGINEERING - FABRICATION TRADE	DELTA No.:	
Qualification:	Certificate III in Engineering - Fabrication Trade	DELTA Status:	ACTIVE - RECOMMENCEMENT
PUSH Hours:	N/A	Campus Solutions ID:	30290118
Expected Supervised PUSH Hours:	N/A	Unique Student Identifier (USI):	SVU4P8E3S4
Completed Hours	330	Qualification Code:	MEM30305
		Next Progression Point	485

Unit Completion Part 3
Group Information
Attendance/Workplace Training
File Note

Attendance history as at 14 September 2018

MEM30305 Certificate III in Engineering - Fabrication Trade

Details	Teacher	Attendance	Unit	Unit hours	Withdrawn
Wednesday 1 August 2018 Dept Justice HSR FW2-ME-18 Location: SMB Method: Classroom		Present	MEM05015D Weld using Manual Metal Arc Welding Process	4.0	
			MEM05036C Repair/Replace/Modify Fabrications	4.0	
				8.0	
Wednesday 25 July 2018 Dept Justice HSR FW2-ME-18 Location: SMB Method: Classroom		Present	MEM05036C Repair/Replace/Modify Fabrications	8.0	
				8	


Total Hrs applied to each unit of competency delivered within session

Unit of Competency code/ name delivered within session

Total Hrs of attendance

Please click to print out a full attendance history

When you print out using the print icon, you will be given an attendance history log as per below.

 Apprentice attendance history as at 13 September 2018						
Apprentice details						
<hr/>						
Name						
DELTA	41527201 ACTIVE - RECOMMENCEMENT					
C S ID	30290118					
Attendance history						
<hr/>						
LNSUPPORT Literacy and Numeracy Support						
Date	Roll details	Teacher	Attendance	Unit	Unit hours	Withdrawn
Monday 3 October 2016	MET-FS-16 Group: MET-FS-16 Location: SMB Method: Classroom	Michael McNeil	Present	VU21335 Work with measurement in familiar and routine situations	2.0	
				VU21357 Engage with a range of complex texts for employment purposes	2.0	
				VU21381 Create a range of complex texts to participate in the workplace	2.0	
					6.0	
	Notes:					
Monday 5 September 2016	MET-FS-16 Group: MET-FS-16 Location: SMB Method: Classroom		Present	VU21335 Work with measurement in familiar and routine situations	1.5	
				VU21357 Engage with a range of complex texts for employment purposes	1.5	
				VU21381 Create a range of complex texts to participate in the workplace	1.5	
					4.5	
	Notes:					
Monday 6 June 2016	MET-FS-16 Group: MET-FS-16 Location: SMB Method: Classroom		Present	VU21335 Work with measurement in familiar and routine situations	1.5	
				VU21357 Engage with a range of complex texts for employment purposes	1.5	
				VU21381 Create a range of complex texts to participate in the workplace	1.5	
					4.5	
	Notes:					
Monday 9 May 2016	MET-FS-16 Group: MET-FS-16 Location: SMB Method: Classroom		Present	VU21335 Work with measurement in familiar and routine situations	2.0	
				VU21357 Engage with a range of complex texts for employment purposes	2.0	
				VU21381 Create a range of complex texts to participate in the workplace	2.0	
					6.0	
	Notes:					
Monday 11 April 2016	MET-FS-16 Group: MET-FS-16 Location: SMB Method: Classroom		Present	VU21335 Work with measurement in familiar and routine situations	1.5	
				VU21357 Engage with a range of complex texts for employment purposes	1.5	
				VU21381 Create a range of complex texts to participate in the workplace	1.5	

View Attachments

The below screen will be displayed when you click on the **View Attachments**.

Within this view you can see all forms, training plans, medical certificates etc that have been uploaded by FedUni Staff, yourself the employer and the apprentice/ trainee.

This enables you to upload documents that are relevant to the apprentices' /trainee's contract.

View Training Plan

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

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Apprentice Management

Keywords:

Qualification:

Approval Status:

25 results

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

5 results found (Displaying 1 - 5)

Delta No	Name	Qualification	Commence Date	Assessment Pending
41826229	ACTIVE - RECOMMENCEMENT	MEM30305 Certificate III in Engineering - Fabrication Trade	09-02-2018	N/A

Training Plan

- Assessment
- Attendance
- View Attachments
- **View Training Plan**

Click on **View Training Plan** for the print view only of the Training Plan

Please note: If you are eligible to claim financial incentives from the government distributed through your Australian Apprenticeship Support Network (AASN), you may be asked to provide a signed copy of the Training Plan with your claim.

You can print the signed copy of the training plan by:

- Clicking on the right side of your mouse – select print
- Or
- Crl + P and then follow the print options for your printer

If you experience any issues and are unable to access please email the ATOM Helpdesk to assist at; atom@federation.edu.au

When you have clicked on **View Training Plan** the follow screen view will appear.

PART 1 – Competency Based Completion Training Plan Part I

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Competency Based Completion Training Plan Part I

Training Plan Details	
Qualification	Certificate III in Engineering - Fabrication Trade
Qualification Code	MEM30305
Apprenticeship/Traineeship	Apprenticeship
Full Time / Part Time / SBAT	Full time
Approved Training Scheme Duration	41 months
Contract Start Date	12-01-2015
Contract Proposed Completion Date	03-07-2018

Apprentice / Trainee Details	
Name	
Delta No.	41527201
Unique Student Identifier (USI)	SVU4P8E3S4
RTO Apprentice ID No.	9909868914
Workplace Job Title	Apprentice
Current position and/or the broad responsibilities of the apprentice/trainee in the workplace	Welding

Employer Details	
Name	
Workplace Location	Creswick Road Ballarat
Contact Person	Mr Rodney Williamson
Contact Number	03 5339 2208
Position	Foreman

Education Manager	
Name	
The Education Manager is responsible for the delivery and/or assessment of each unit of competence.	

RTO Details	
Name	FEDERATION UNIVERSITY
Contact Person	David Long
Contact Number	53278140
Position	Teacher - Metal / Fabrication

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

Part I of the Training plan lists all details relevant to the Apprentice/ Employer and RTO, while showing the signatures of all parties who are agreeing to the Training plan

PART 2 – Competency Based Completion Training Plan Part II

Competency Based Completion Training Plan Part II						
Employer	H		Apprentice			
RTO	FEDERATION UNIVERSITY		DELTA No.	41527201		
Qualification	Certificate III in Engineering - Fabrication Trade		Qualification code	MEM30305		
Current Cycle Number	2	Date From		Date To		

Planning - Training and Assessment					
Cycle	Units of Competence		Delivery	Assessment Method	Proposed Date/s
	Code	Title	RTO/WBD		
1	MEM03001B	Perform Manual Production Assembly			28-11-2015
1	MEM05012C	Perform Routine Manual Metal Arc Welding			28-11-2015
1	MEM09002B	Interpret Technical Drawing			28-11-2015
1	MEM12023A	Perform Engineering Measurements			28-11-2015
2	MEM03003B	Perform Sheet and Plate Assembly			
2	MEM05005B	Carry Out Mechanical Cutting			28-11-2015
2	MEM05010C	Apply Fabrication, Forming and Shaping Techniques			
2	MEM05017D	Weld using Gas Metal Arc Welding Process			
2	MEM05037C	Perform Geometric Development			
2	MEM05049B	Perform Routine Gas Tungsten Arc Welding			
2	MEM05051A	Select Welding Processes			
2	MEM05052A	Apply Safe Welding Practices			

Part II of the Training Plan displays the planning of each unit of competency; with timeframes for delivery proposed against each

Agreement

I have completed a pre-training review and have contributed to the development of this plan including the schedule of proposed employer contact points, competency confirmation process and response time frame of 7 days. I am aware of my responsibilities to ensure that this plan and its ongoing development is implemented and monitored over the duration of the Training Plan.

I, the Employer, agree the RTO is to result all units of competencies not performed in the Workplace as indicated in this training plan

Employer	
Name	
Signature	
Date	
RTO	
Name	David Long
Signature	
Date	
Apprentice/Trainee	
Name	
Signature	
Date	

- Signatures consist of:
1. Apprentice
 2. RTO Contact
 3. Employer
 4. School (only applicable if the apprentice is a school based apprentice)

PART 3 – Competency Based Completion Training Plan Part III

Competency Based Completion Training Plan Part III							
Employer	FEDERATION UNIVERSITY		Apprentice	C			
RTO	FEDERATION UNIVERSITY		State Trainee ID.				
Qualification	Certificate III in Engineering - Fabrication Trade		Qualification Code	MEM30305			
Units to be completed to gain the above qualification							
Unit	Scheduled Hours	Cycle No.	Current Status	Unit dates	Assess Date Confirm date	Assessor	Confirmer
MEM03001B Perform Manual Production Assembly	40	1	CY Completed	13-07-2015 to 31-03-2016	22-10-2015 01-12-2015	Long	Employer
MEM05012C Perform Routine Manual Metal Arc Welding	20	1	CY Completed	19-02-2015 to 30-11-2015	11-08-2015 01-12-2015	Long	Employer
MEM09002B Interpret Technical Drawing	40	1	CY Completed	29-08-2014 to 30-05-2015	27-05-2015 01-12-2015	Long	Employer
MEM12023A Perform Engineering Measurements	30	1	CY Completed	18-03-2015 to 30-11-2015	27-05-2015 01-12-2015	Long	Employer
MEM05005B Carry Out Mechanical Cutting	20	2	CY Completed	19-09-2014 to 30-11-2015	18-08-2015 04-12-2015	Long	Employer
MEM05052A Apply Safe Welding Practices	40	2	CY Completed	29-02-2016 to 03-03-2017	04-10-2016 05-10-2016	Long	Employer

Part III of the Training Plan displays the progress of each unit of competency being delivered and the status of each

Note: The achievement of the above competencies is a progression point of the qualification. No[] Yes[] If yes, which progression point 25%[] 50%[] 75%[] 100%[] This may require a wage increase for the apprentice. If you have any questions about wages or other terms and conditions contact the Fair Work Ombudsman, the Fair Info line on 13 1394 or www.fairwork.gov.au or your industry organisation.

Employer confirmation that these competencies have been achieved - when competency gained please returned signed copy to Federation University Australia

For School Based Apprenticeships Only	Name of School	Representative signature
	Name	
	Date	

In order for the Training Plan to be registered with the HESQ as a SBAT a school representative is required to sign the student's Training Plan. The school's acknowledgement indicates awareness of the Training Plan and the study, training and work commitments of the student. In signing the Training Plan, the school is not endorsing the quality of the training for the SBAT, the occupational health and safety arrangements, or the wage arrangements/requirements. The Training Plan, signed off by the school, must be returned to the RTO as soon as possible to enable training to commence.

On achievement of all units of competency within the qualification signatures from the employer; RTO contact; apprentice and school if applicable) will be required.

Workplace Training Withdrawal Log

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

Click here to view any Workplace Training Withdrawal Logs

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

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

ATOM Password

Your password can be changed anytime but please be mindful if you have multiply users for your company; chose an easy to remember password to remember.

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- Workplace training log
- **Change password**

Logout

Update Password

A valid password must contain:

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

[Back to dashboard](#)

Update Password Details for

Current password

New password

Confirm new password

UPDATE PASSWORD

Email Notifications

ATOM will generate and forward out notifications to an employer’s email address that you will have provided as part of the apprenticeship/ traineeship contract commencement with the Australian Apprenticeship Support Network (AASN). Our FedUni TAFE representative will check with you this is correct when they meet you/ contact you in the initial stages.

Notifications you will receive include:

Employer welcome email

Welcome to FedUni TAFE.

Our Apprenticeship/Traineeship Online Management system allows you complete access to finalise student assessment in one handy location.

To access the system visit <https://atom-dev.federation.edu.au/> and login with the following details:

Username	123@abc.com
Default Password	testpass
Set Password	Set Password

A welcome email will be the first point of contact between the employer and FedUni TAFE. This will provide you with your login and temporary password to use to access the ATOM system

Notification of Absence or Partial Attendance

This notification email is to advise you that your Apprentice has been recorded as absent from or only partially attending their scheduled training. If you wish to discuss this matter with us, please contact us on 1800 333 864 and ask for your required department, or via atom@federation.edu.au

We are required by the State Government to report non-attendance of an Apprentices scheduled training to Victorian Registration and Qualifications Authority (VRQA) Ref point 4.1F; <http://www.education.vic.gov.au/Documents/training/providers/rti/apprenticeshiptraineeshiptraininquirelines.pdf>.

Date	30-01-2018		
Apprentice			
Qualification	AUR30616: AUR30616 Certificate III in Light Vehicle Mechanical Technology		
Teacher			
Attendance	A - Absent		
Units	Unit	Hours	Withdrawn?
	AURETR031	0.0	
	Diagnose and repair ignition systems		
Notes			

Date	16-10-2018		
Apprentice			
Qualification	SIT30816: Certificate III in Commercial Cookery		
Teacher	.		
Attendance	A - Absent		
Units	Unit	Hours	Withdrawn?
	SITXFSA002	6.0	
	Participate in safe food handling practices		
Notes			

This notification will be issued when your apprentice/ trainee is not in attendance with FedUni TAFE for class. You will be notified with the Hrs that they were absent for.

Contact Details

For any inquiries please email ATOM Helpdesk on atom@federation.edu.au

or contact us on: 1800 333 864

Definitions and Acronyms

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

RTO Registered Training Organisation	Training organisation registered by a registering body (e.g. HESG) in accordance with the Australian Skills Quality Agency, within a defined scope of programs
SBAT School Based Apprentice or Trainee	A SBAT is an apprenticeship or traineeship undertaken by a student enrolled in a senior secondary program (VCE or VCAL), with at least one day per week timetabled to be spent on the job or in training during the normal school week.
Training Contract	A training contract is a legally binding agreement that places obligations on both the employer and the apprentice or trainee. It includes details about the duration of the contract and the training that will be undertaken.
Training Plan	Details the training arrangements that have been negotiated between the apprentice/trainee, the employer and the RTO to facilitate the attainment of competencies for a particular AQF qualification. These arrangements include: the selection and sequencing of units of competency; timing; location; mode of delivery; and assessment details.
VASS Victorian Assessment Software System	VASS is a web-based system that enables school-based users to administer their students' study programs.
WDN	Withdrawn (from a unit of competency on Campus Solutions)

