

Teaching Staff User Guide for ATOM

APPRENTICESHIPS & TRAINEESHIPS

ATOM User Guide for Teachers Apprentice/Trainees

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ATOM User Guide for Teachers Apprentice/Trainees

Starting Off

Logging on to ATOM

Go to atom.federation.edu.au (do not put www. in front)

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

Use your Novell
login details

Username:

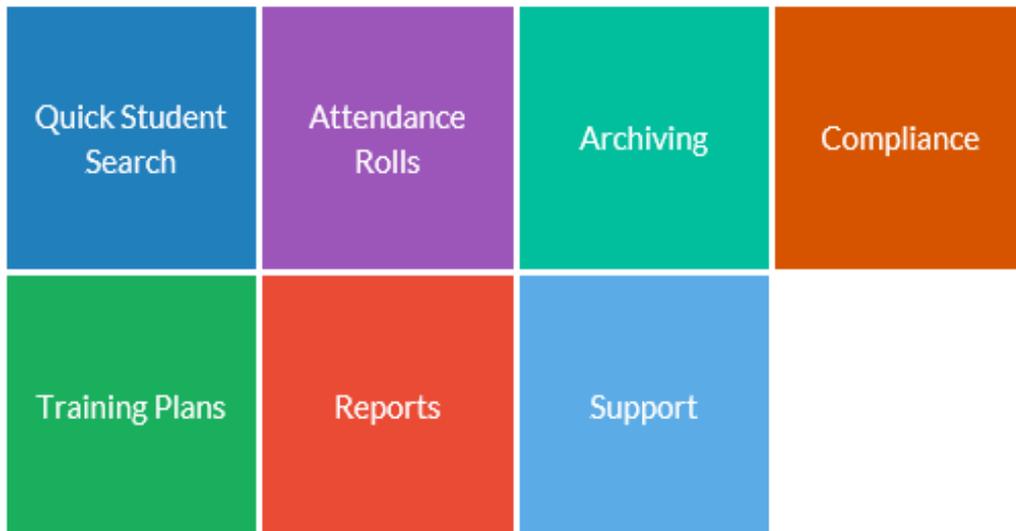
Password:

Forgotten password?

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

ATOM User Guide for Teachers Apprentice/Trainees

Once logged in the screen will look like this –



Links

-  FedUni ePortfolio
-  FedUni TAFE - Moodle
-  FedUni Literacy and Numeracy Assessments

Forms

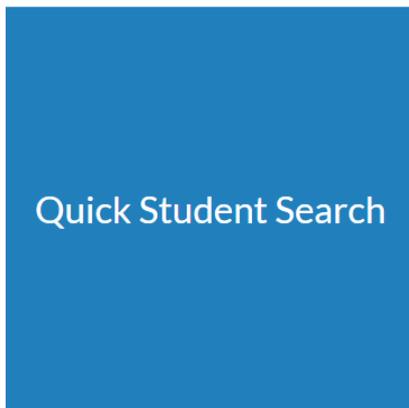
- 2018_FedU_VET_TAFE_EnrolForm_261017_PRINT.pdf (691Kb)
- 2018_Guidelines_about_Apprenticeship_Traineeship.pdf (510Kb)
- 2018__Continuing_student_Variation_to_Enrolment_Form_29112017.pdf (72Kb)
- Apprentice_Contacts_2018.docx (100Kb)
- Apprentice_Introduction_Letter.docx (29Kb)
- Apprentice_Teacher_User_Guide.docx (3528Kb)
- ATOM_integration_to_Campus_FactSheet_2017.pdf (75Kb)
- ATOM_Student_User_Guide_Version_5_April_2016.pdf (1041Kb)
- Australian_Apprenticeship_Network_Services_Jan_2018.pdf (142Kb)
- Child_Safety_Policy.pdf (129Kb)
- Employer_Introduction_letter.docx (20Kb)
- Employer_Units_of_Competency_not_performed_in_the_Workplace_Acknowledgement__Jan_2018.d (197Kb)
- FedUni_Displaced__unemployed__Apprentice_letter.docx (214Kb)
- FedUni_VET_Absence_Non_Compliance_Notification_2018.pdf (49Kb)
- FedU_2018_VET_InfoGuide_020218.pdf (7454Kb)
- FedU_TAFE_AppTrainee_FileNote_2018.pdf (46Kb)
- FedU_TAFE_CBC_TrainingPlan_2018_.pdf (476Kb)
- FedU_TAFE_WithdrawalLog_2018__V2.pdf (50Kb)
- Initial_Visit_Pack_Information_Checklist_Jan_2018.docx (94Kb)
- Notification_Apprentice_Change_of_DELTA_Details_Jan_2018.docx (186Kb)
- Notification__of__Non__Completion_Australian_Apprentice_at_RTO_2018.docx (214Kb)
- Outstanding_results_Displaced__unemployed__Apprentice_2018.docx (201Kb)
- Pre_Training_Review_Instructions_for_Staff.pdf (76Kb)
- VET_Attendance_Roll_Teacher_User_Guide_2018.pdf (2151Kb)
- VET_PreTrainingReview_2018.pdf (1057Kb)
- VRQA_apprentice_employer_chk_list.docx (96Kb)

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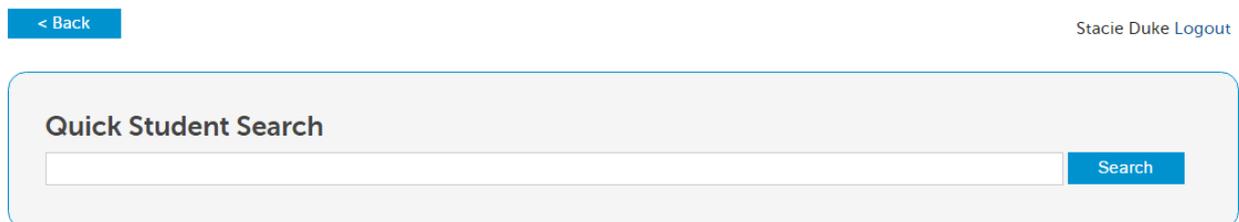
Managing Training Plans

There are 2 ways to look up a student.

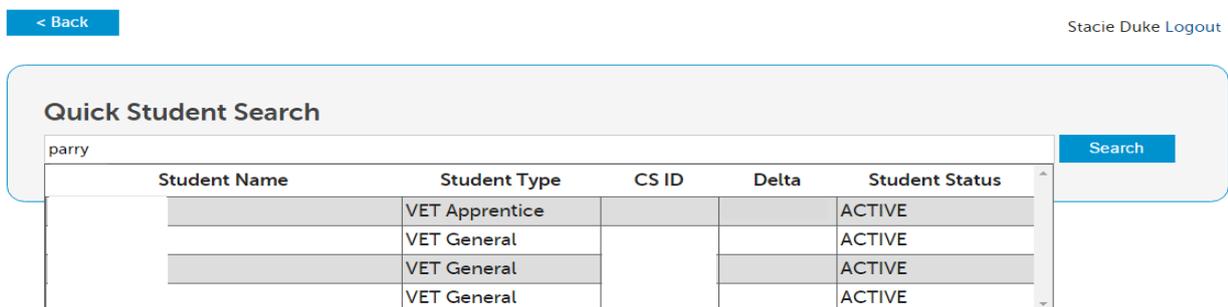
Option 1 - To look up any student be it an apprentice, trainee or VET General Student click on the **Quick Student Search** tile.



You can search by entering the student's first name or surname, DELTA Registration Number or Campus Solutions ID



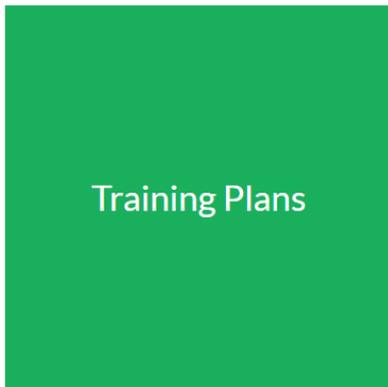
Click on the student you wish to view.



If you click Search this will default to the Apprentice Management view and only display Apprentices/Trainees.

ATOM User Guide for Teachers Apprentice/Trainees

Option 2 – Click on the **Training Plans** tile



Click on VET Current Apprentices



You can search for a student or student group by Qualification, Group, Date Range, Approval Status (Approval Pending, Approval Received), DELTA Status (Active, Active – Recommencement, Suspended or Withdrawn), RTO/Teacher contact or Campus ID.

Dashboard

Apprentice Training

- VET Current Apprentices
- VET Archived Apprentices
- VET Apprentice Groups
- Training Contact Schedule
- Qualification Templates

General Students

- VET General Students
- VET Archived General Students

Attendance

- VET Apprentice Attendance
- VET General Student Attendance

Procedures and Forms

- Australian Apprenticeship Delivery (VET) Procedure

Logout

Apprentice Management

Keywords:

Qualification:

Template:

Group:

RTO Contact:

Start date: until

Approval Status:

Advanced Search Options

25 results

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

146 results found starting with 'c' (Displaying 1 - 25)

Delta No	Name	Qualification	Commence Date	Assessment Pending
	ACTIVE	AUR30612 Certificate III in Light Vehicle Mechanical Technology	03-02-2014	N/A

Training Plan

- LLN/Pre-Training Review
- Part 1 - Training Plan
- Part 2 - Unit Completion
- Part 3 - Cycle
- Contact Schedule
- Attachments
- Group info
- Attendance/Workplace Training
- Send message
- Other options

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“Other Options” and Training Plan

When selecting an apprentice you will be presented with the following Training Plan options:

- LLN and Pre-Training Review
- Parts 1, 2 & 3 of the training plan
- Contact schedule
- Attachments
- Group Info
- Attendance/Workplace Training Log (specific report for this student)
- Send message

“Other options” includes reset training plan and reset unit selection. These are used for administrative purposes, some of these functions are limited to super users.

Delta No	Name	Qualification	Commence Date	Assessment Pending
	ACTIVE	AUR30612 Certificate III in Light Vehicle Mechanical Technology	03-02-2014	N/A
<p>Training Plan</p> <ul style="list-style-type: none"> • LLN/Pre-Training Review • Part 1 - Training Plan • Part 2 - Unit Completion • Part 3 - Cycle • Contact Schedule • Attachments • Group info • Attendance/Workplace Training • Send message 				
<ul style="list-style-type: none"> •  Other options 				

These are quick links to individual parts of the training plan

-  Other options

Other

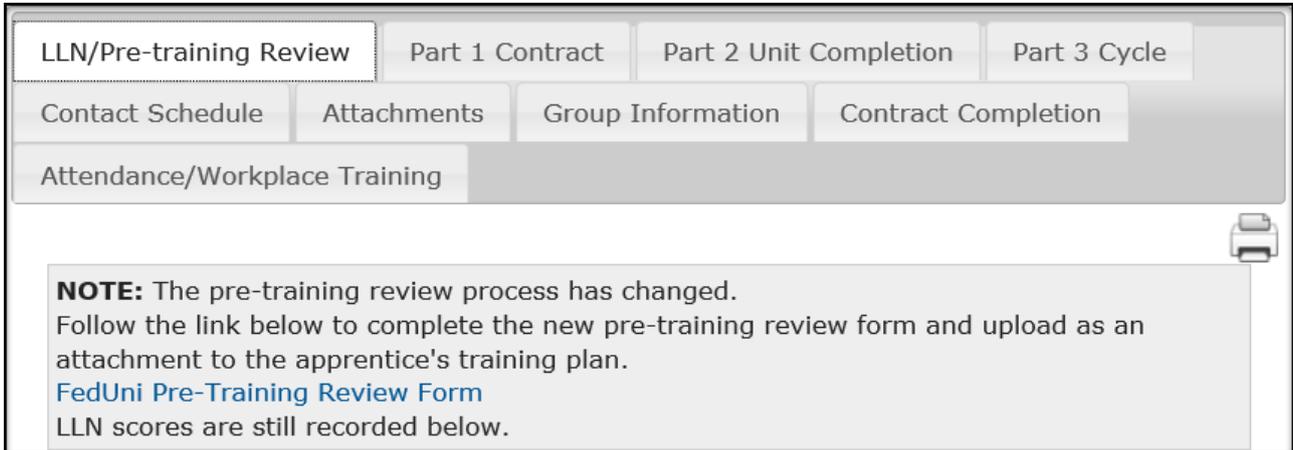
- View DELTA Record
- View Grade Log
- View Message Log
- Reset unit selection
- Reset training plan

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LLN/Pre-Training Review

Pre-training review:

Complete the new pre-training review form directly from the link in the LLN/Pre-Training Review tab of the apprentice/trainees ATOM file, upload this as an attachment to the apprentice's training plan.



NOTE: The pre-training review process has changed.
Follow the link below to complete the new pre-training review form and upload as an attachment to the apprentice's training plan.
[FedUni Pre-Training Review Form](#)
LLN scores are still recorded below.



Links

-  FedUni ePortfolio
-  FedUni TAFE - Moodle
-  FedUni Literacy and Numeracy Assessments

Forms

- 2018_FedU_VET_TAFE_EnrolForm_261017_PRINT.pdf (691Kb)
- 2018_Guidelines_about_Apprenticeship_Traineeship.pdf (510Kb)
- 2018__Continuing_student_Variation_to_Enrolment_Form_29112017.pdf (72Kb)
- Apprentice_Contacts_2018.docx (100Kb)
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- FedU_TAFE_AppTrainee_FileNote_2018.pdf (46Kb)
- FedU_TAFE_CBC_TrainingPlan_2018_.pdf (476Kb)
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- VET_Attendance_Roll_Teacher_User_Guide_2018_.pdf (2151Kb)
- VET_PreTrainingReview_2018.pdf (1057Kb)
- VRQA_apprentice_employer_chk_list.docx (96Kb)

You will also find the Pre-Training Review form and instructions under forms on the Dashboard screen of ATOM

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The Pre-Training Review contains the information we need to gather to deliver tailored individualised training to an apprentice.

Please note: Pre 2015 pre training review details are displayed in the LLN tab for reference, these fields are READ ONLY

LLN:

We are required to administer LL&N assessments to all Apprentices and Trainees as part of the pre-training review process. LL&N assessments are conducted before the Pre-training review.

Once an Apprentice/Trainee completes their LLN test, Federation College will provide the results within 24 hours to the nominated contact per area. These results are also added to the Federation College Database, <L:\Federation College\LLN Database\LLN SCORE DATABASE.xlsx>

There are 3 areas of assessment Reading/Writing/Numeracy and are scored out of 4 (ACSF level).

Please ensure you attach these results to the 'Attachments' tab in the Apprentice/Trainee's ATOM file:



For further details regarding LLN, please contact:

Federation College

LLN Coordinator

l.frost-camilleri@federation.edu.au

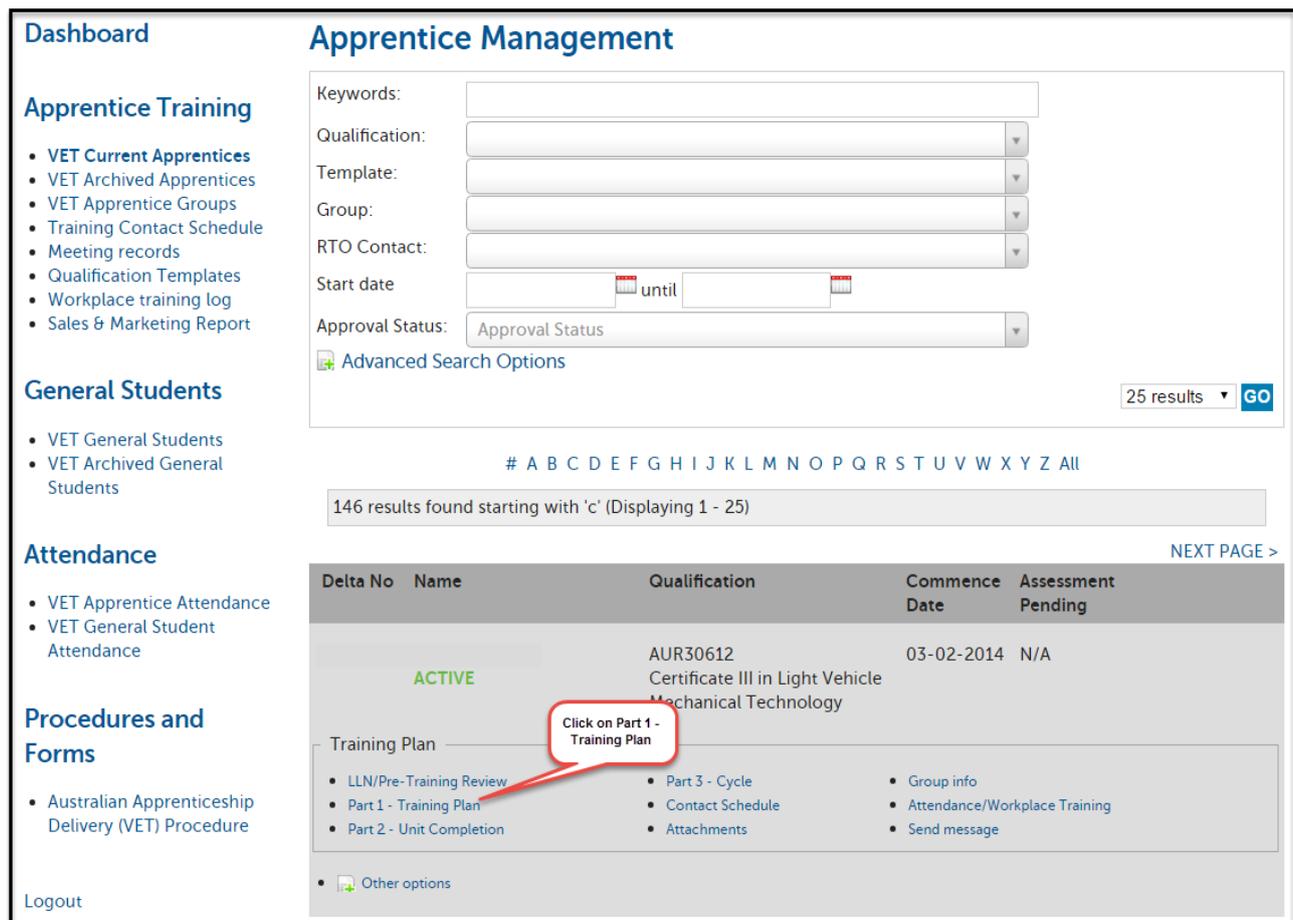
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Training Plan

Part 1 – Training Plan

Part 1 of the training plan contains the training contract details – the agreement between the apprentice/trainee, their employer and the Registered Training Organisation (RTO).

After searching for an apprentice you will be directed to the Apprentice Management Screen of the apprentice/trainees ATOM file.



Dashboard

Apprentice Training

- VET Current Apprentices
- VET Archived Apprentices
- VET Apprentice Groups
- Training Contact Schedule
- Meeting records
- Qualification Templates
- Workplace training log
- Sales & Marketing Report

General Students

- VET General Students
- VET Archived General Students

Attendance

- VET Apprentice Attendance
- VET General Student Attendance

Procedures and Forms

- Australian Apprenticeship Delivery (VET) Procedure

Logout

Apprentice Management

Keywords:

Qualification:

Template:

Group:

RTO Contact:

Start date: until

Approval Status:

Advanced Search Options

25 results

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

146 results found starting with 'c' (Displaying 1 - 25)

NEXT PAGE >

Delta No	Name	Qualification	Commence Date	Assessment Pending
	ACTIVE	AUR30612 Certificate III in Light Vehicle Mechanical Technology	03-02-2014	N/A
<p>Training Plan</p> <ul style="list-style-type: none"> LLN/Pre-Training Review Part 1 - Training Plan Part 2 - Unit Completion Part 3 - Cycle Contact Schedule Attachments Group info Attendance/Workplace Training Send message <p><input type="checkbox"/> Other options</p>				

You will see that some of this data will already be populated directly from the DELTA agreement that has been imported into ATOM but there will be some areas you will need to manually enter.

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Training Plan Details –

- Shaded in grey are pre-filled for you via the DELTA agreement
- you will need to complete the following sections:
 - Template:
 - Use the drop down menu and click on the relevant Program
 - Group:
 - Use the drop down menu and click on the relevant group you wish the enrolment to be attached with.

Emplc	EN	Apprentice:	
RTO:	FEDERATION UNIVERSITY	DELTA No.	
Qualification:	Certificate III in Light Vehic Technology	DELTA Status:	ACTIVE
Completed Hours	255	Qualification Code:	AUR30612
		Next Progression Point	255

UPDATE

LLN/Pre-training Review Part 1 Contract Part 2 Unit Completion Part 3 Cycle

Contact Schedule Attachments Group Information Contract Completion

Attendance/Workplace Training

- Training Contact Details
- Apprentice Details
- FedUni Specific
- Email Plan to Apprentice
- Email School Login

- Employer Details
- RTO Details
- Agreement
- Send message
- Email Employer Login

- Host Employer
- Training
- Completion
- Email Plan to Employer

Training Plan Details

Qualification CERTIFICATE III IN LIGHT VEHICLE MECHANICAL TECHNOLOGY

Qualification Code AUR30612

Template

Apprenticeship/Traineeship Apprenticeship

Full Time / Part Time / SBAT SBAT

Approved Training Scheme Duration 72 months

Contract Start Date 03-02-2014

Contract Proposed Completion Date 02-02-2020

Group

ATOM User Guide for Teachers Apprentice/Trainees

Employer Details

- Shaded in grey are pre-filled for you via the DELTA agreement
- you will need to complete the following sections:
 - Contact Position
 - Phone – Work
 - Phone – Mobile
 - Email – this is **very important** as ATOM will be sending emails to employers

Employer Details

Name

Workplace Location

Contact Title

Contact First Name

Contact Last Name

Contact Position

Phone - Work

Phone - Mobile

Email

ATOM login [Edit login](#)

Fax

Preferred Contact Method Email Phone Fax Visit Mail

ATOM can send an email to allow 1 click confirmation of unit completion. Confirmation via Phone or Fax will need to be manually recorded by the assessor.

Assessment Response Time 1 Week 2 Weeks 3 Weeks 4 Weeks

Employer Address

City

Postcode

The green shaded fields will be completed if supplied when the contract was registered

***** Please note:** It is crucial that you do not enter a 'fake' email. If the employer doesn't have an email or you are waiting to confirm the details, please enter your Federation University email address until details are confirmed.

Email

Create new login? This option will send login details to the email above

Use existing login? :@skillinvest.com.au

SKILLINVEST LIMITED

:@skillinvest.com.au

SKILLINVEST LIMITED

This feature avoids multiple users being created for the same employer. If this is a new employer, leave the 'Create a new login' box ticked. If it is an existing employer, select from the options listed. Always make sure the email address section matches the login email

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Host Employer (if applicable)

- if applicable you will need to complete all the sections. Please note Host Employers are not set up with ATOM login details

Host Employer (if applicable)	
Name	<input type="text"/>
Workplace Location	<input type="text"/>
Contact Title	<input type="text"/>
Contact First Name	<input type="text"/>
Contact Last Name	<input type="text"/>
Contact Position	<input type="text"/>
Contact Number	<input type="text"/>
Email	<input type="text"/>
Fax	<input type="text"/>

Apprentice Details

- Shaded in grey are pre-filled for you via the DELTA agreement, including their DELTA Number.
- Complete job title/job role
- CS ID can be searched for with the [Lookup Apprentice ID](#) link (if the CS ID is not present this will indicate that the enrolment has not been processed within the last 24 hours via Campus Solutions).

Apprentice Details	
First Name	<input type="text"/>
Last Name	<input type="text"/>
Contact Number	<input type="text"/>
Mobile Number	<input type="text"/>
Email	<input type="text"/>
Address	<input type="text"/>
City	<input type="text"/>
Postcode	<input type="text"/>
Delta	<input type="text"/>
DELTA Status	<input type="text"/>
Trainee ID.	<input type="text"/>
Job Title	<input type="text"/>
Job Role	<input type="text"/>
CS ID	<input type="text"/>
Lookup Apprentice ID	
APTUS ID (Pre Sep 2014)	<input type="text"/>

The green shaded fields will be completed if supplied when the contract was registered

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RTO Details

- You as the teacher are the contact person – Select your name from the drop down at 'RTO contact' and all your details will automatically complete all fields. If there are any missing please manually enter them.

RTO Details	
RTO	FEDERATION UNIVERSITY
RTO contact	<input type="text" value="Name"/> x ▼
RTO contact number	<input type="text"/>
RTO email	@federation.edu.au
RTO position	<input type="text"/>

Sales & Marketing Details

- This is a new section that has been created to allow individual training plans to be assigned to a Sales & Marketing staff member

Sales & Marketing Details	
Contact name	<input type="text"/>
Contact number	<input type="text"/>
Contact email	<input type="text"/>

Training

- You need to indicate the dates of the Apprentice's Training Start Date and the Training Completion Date. These dates are to advise the employer/ apprentice the proposed start and completion of all training.
- Expected supervised hours (PUSH) – this will need to be manually entered

Training	
Training start date	03-02-2014 
Expected completion date	01-02-2019 
Expected supervised hours (PUSH)	<input type="text"/>

Fed Uni Specific

- CS (Campus Solutions) Group Code is not mandatory but helps identify the group the Apprentice/Trainee is enrolled in
- you will need to enter the Enrolment Date (date signed on the enrolment form)

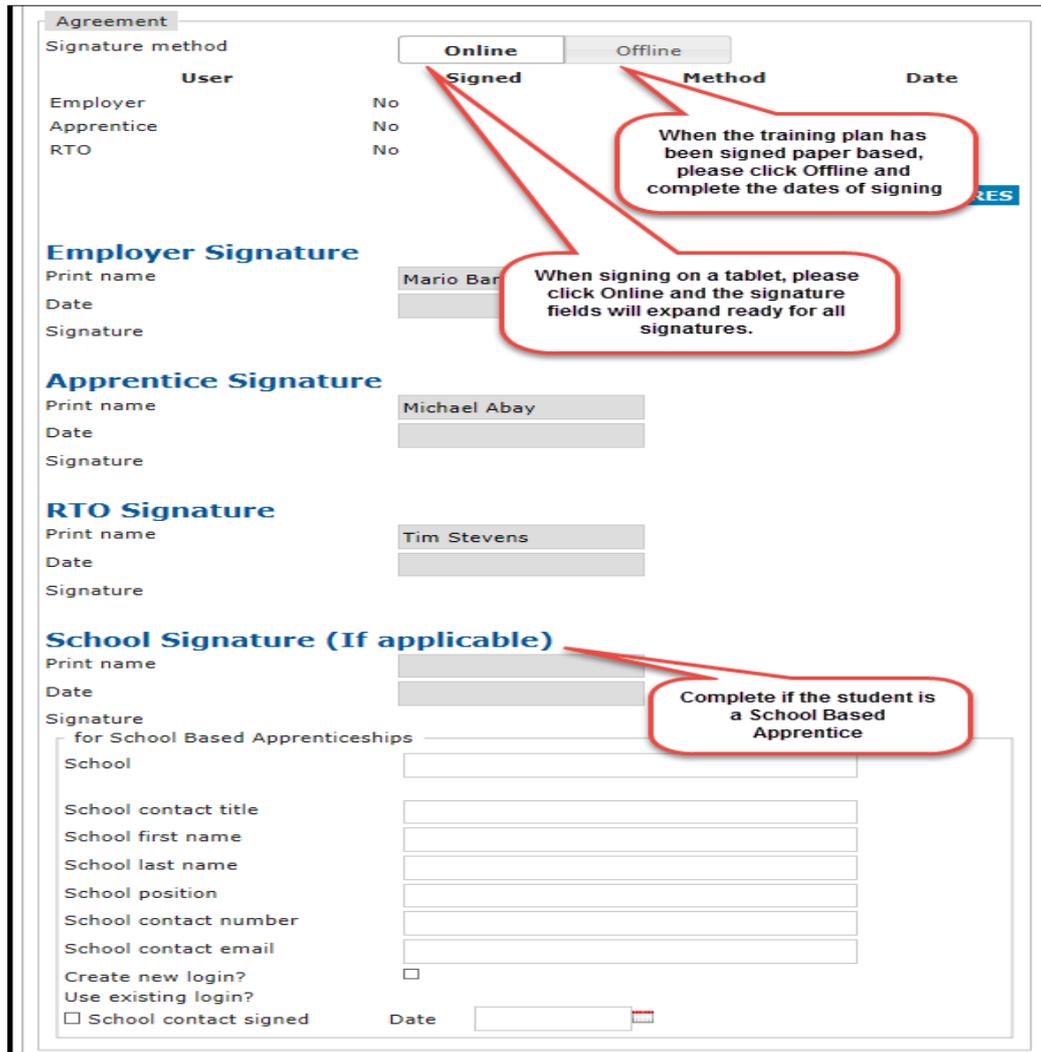
FedUni Specific	
CS Group Code	<input type="text"/>
Enrolment date	13-08-2014 

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Agreement Signatures

- Signatures are able to be signed on the tablet (online) and paper based (offline). Paper based, copies are to be saved in attachments.
- For SBATs you need to complete the School, School Contact and the signature of the School contact person

Notes: In order for the Training Contract to be registered with the Higher Education and Skills Group (HESG) as a School Based Apprenticeship/Traineeship (SBAT), a School representative is required to sign the student's Training Plan. Once the Training Plan has been signed off by the School representative it must be returned to the RTO as soon as possible to enable training to commence.



The screenshot shows the 'Agreement' form with the following sections and callouts:

- Signature method:** 'Online' and 'Offline' buttons. A callout points to the 'Offline' button: "When the training plan has been signed paper based, please click Offline and complete the dates of signing".
- User:** A table with columns 'Signed', 'Method', and 'Date'.

User	Signed	Method	Date
Employer	No		
Apprentice	No		
RTO	No		
- Employer Signature:** Fields for Print name (Mario Bar...), Date, and Signature. A callout points to the 'Online' button: "When signing on a tablet, please click Online and the signature fields will expand ready for all signatures."
- Apprentice Signature:** Fields for Print name (Michael Abay), Date, and Signature.
- RTO Signature:** Fields for Print name (Tim Stevens), Date, and Signature.
- School Signature (If applicable):** Fields for Print name, Date, and Signature. A callout points to this section: "Complete if the student is a School Based Apprentice". Below these are fields for School name, contact title, first name, last name, position, number, and email. There are also checkboxes for 'Create new login?', 'Use existing login?', and 'School contact signed' with a 'Date' field.

Once you have completed the required information, click on **UPDATE AND PROCEED TO PART 2** at the bottom of the page.

ATOM User Guide for Teachers Apprentice/Trainees

Part 2 – Unit Selection

This section is for updating and selecting units that are to be completed.

Once you have completed Part 1 – click on the **Part 2 Unit Selection** tab

Manage Training Plan

Edit Training Plan

Employer:	Apprentice:
RTO: FEDERATION UNIVERSITY	DELTA No.:
Qualification: Certificate III in Carpentry	DELTA Status: ACTIVE
Completed Hours: 0	Qualification Code: CPC30211
	Next Progression Point: 266.5

UPDATE

LLN/Pre-training Review
Part 1 Contract
Part 2 Unit Selection
Contact Schedule

Attachments
Group Information
Contract Completion

Attendance/Workplac

Click on 'Add New Unit' if there is a unit you need added and it is not currently listed here in Part 2 (Qualification Template)

Click on 'Select All' if all units listed here are to be part of the Apprentice/Trainee training plan

Add New Unit
 Select All
 Clear All

Copy Training Plan

Unit ref: This button will allow you to copy a training plan (unit selection) from another student

Please for this qualification when selecting units.

Add new Unit Function

Add Training Plan Unit

Unit Code	Unit Name	Hours	Cluster	Options
BSBSMB301A	Investigate Micro Business Opportunities	30		Select Unit
BSBSMB406A	Manage Small Business Finances	60		Select Unit
CPCCCA2002A	Use Carpentry Tools and Equipment	96		Select Unit

Select the unit(s) you require to add

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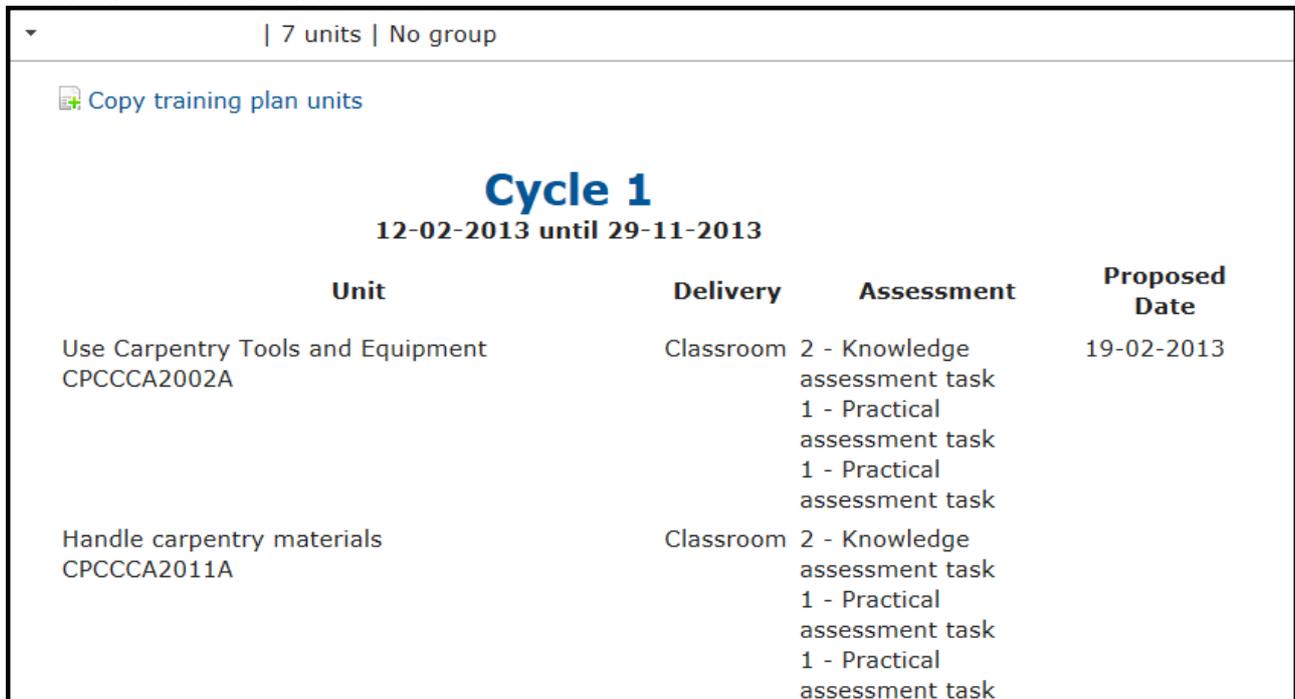
Copy Training Plan Function

Selecting the Copy Training Plan button will show you a list of students that you can select from to copy only parts 2 and 3 of their plan to the current student you are working on.



The screenshot shows a window titled 'Copy Training Plan'. Below the title bar, it says 'All training plans: Certificate III in Carpentry'. There are four expandable items, each with a right-pointing arrow and text indicating the number of units and group status: '| 30 units | No group', '| 30 units | No group', '| 32 units | No group', and '| 33 units | No group'.

Once you select the student to copy from you will be shown a list of their units, once selected you can make some edits if needed.



The screenshot shows a window titled 'Copy training plan units'. At the top, it says '| 7 units | No group'. Below this, there is a section for 'Cycle 1' with the dates '12-02-2013 until 29-11-2013'. A table follows with the following columns: Unit, Delivery, Assessment, and Proposed Date.

Unit	Delivery	Assessment	Proposed Date
Use Carpentry Tools and Equipment CPCCCA2002A	Classroom	2 - Knowledge assessment task 1 - Practical assessment task 1 - Practical assessment task	19-02-2013
Handle carpentry materials CPCCCA2011A	Classroom	2 - Knowledge assessment task 1 - Practical assessment task 1 - Practical assessment task	

To confirm your selection you must first choose 'copy training plan units' then confirm the unit selection with the tick box at the end of Part 2.

NOTE; you should only be using this feature if you are working with a group of students that commenced at the same time and you believe will progress at the same or similar pace, an email alert is sent to the administrator each time the copy training plan function is used to ensure the function is being used correctly.

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Cycle selection

Select the cycle number each unit will sit in and then select 'Unit selection complete' and click update. We recommend 1 cycle per year of the Apprenticeship/Traineeship.

Unit refinement

Please refer to the packaging rules for this qualification when selecting units.
[CPC30211 Packaging Rules](#)

Unit	Nominal Hours	Core	Default Cycle	Options
CPCCCA2002A Use Carpentry Tools and Equipment	96	Core	1 <input type="button" value="v"/>	<input checked="" type="checkbox"/>
CPCCCA2003A Erect and Dismantle Formwork for Footings and Slabs on Ground	24	Optional	4 <input type="button" value="v"/>	<input checked="" type="checkbox"/>
CPCCCA2011A Handle carpentry materials	16	Core	1 <input type="button" value="v"/>	<input checked="" type="checkbox"/>
CPCCCA3001A Carry Out General Demolition of Minor Building Structures	32	Core	6 <input type="button" value="v"/>	<input checked="" type="checkbox"/>

Core Units:	22
Elective Units:	10
Total Hours:	1066
Cycle 1 hours:	192
Cycle 2 hours:	140
Cycle 3 hours:	120
Cycle 4 hours:	236
Cycle 5 hours:	186
Cycle 6 hours:	192

Units from other training plans or employers

No completed units from previous training plans or employers found

Unit Selection Complete?

NOTE: Unit cycles can still be changed at any time after confirming unit selection
 Selected units above will NOT be saved at this stage if unit selection is not complete

Once units have been selected, click the 'unit selection complete' box and then click update

ATOM User Guide for Teachers Apprentice/Trainees

Cycle selection continued

Unit refinement

Please refer to the packaging rules for this qualification when selecting units.
[CPC32413 Packaging Rules](#)

Unit	Nominal Hours	Core	Default Cycle	Options
CPCCCM3001C Operate elevated work platforms	32	Optional	2 <input type="button" value="v"/>	<input type="checkbox"/> 
CPCCOHS1001A Work Safely in the Construction Industry	6	Optional	1 <input type="button" value="v"/>	<input type="checkbox"/> 
CPCPCM2039A Carry out interactive workplace communication	1	Core	<input type="button" value="v"/>	<input type="checkbox"/>
CPCPCM2040A Read plans and calculate plumbing quantities	8	Core	<input type="button" value="v"/>	<input type="checkbox"/> 
CPCPCM2041A Work effectively in the plumbing and services sector	15	Core	1 <input type="button" value="v"/>	<input type="checkbox"/>

This information marker indicates that the unit has been completed and has been confirmed by a previous employer and doesn't need to be reselected for the new training plan.
Please note: This feature will only display if the CS (Campus Solutions) ID number has been entered into Part 1 of the training plan in all previous and the current ATOM files for the Apprentice/Trainee

ATOM User Guide for Teachers Apprentice/Trainees

When unit selection is complete the second tab will change to **Unit Completion**

LLN/Pre-training Review
Part 1 Contract
Part 2 Unit Completion
Part 3 Cycle

Contact Schedule
Attachments
Group Information
Contract Completion

Attendance/Workplace Training



Units to be completed

Unit	Nominal Hours	Cycle No.	Current Status	Assess Date Confirm Date	Assessor	Campus Updated
CPCCA2002A Use Carpentry Tools and Equipment	96	1 <input type="text" value="1"/>				<input type="checkbox"/>
CPCCA2011A Handle carpentry materials	16	1 <input type="text" value="1"/>				<input type="checkbox"/>
CPCCA2003A Erect and Dismantle Formwork for Footings and Slabs on Ground	24	2 <input type="text" value="2"/>				<input type="checkbox"/>
CPCCA3001A Carry Out General Demolition of Minor Building Structures	32	2 <input type="text" value="2"/>				<input type="checkbox"/>

This section will display units that have been assessed & confirmed if the Apprentice/Trainee has previously completed units that are now not required with this new employer (see instructions below)

Units from other training plans or employers

No completed units from previous training plans or employers found

Units From Prior Learning

To set a unit as RPL or CT, select "RPL/CT" from the cycle above

Unit	Hours	Cycle	Outcome

Total hours

Completed Hours	0
Next Progression Point	42
Required Hours	168

UPDATE

UPDATE AND CLOSE

** Units from other training plans or employers – Please ensure you have the Campus Solutions number entered into Part One of the training plan in both the previous and current ATOM file. This will then enable all previously completed units for the Apprentice/Trainee to automatically come across into Part Two. **Do not enter these units as 'CT'**

ATOM User Guide for Teachers Apprentice/Trainees

This section will look like this:

Units from other training plans or employers					
DELTA: CANCELLED					
Unit	Nominal Hours	Cycle No.	Current Status	Assess Date	Assessor Confirm Date
SIHHBAS201A Perform shampoo and basin services	40	1	Completed <u>CY</u>	14-09-2015 22-09-2015	
SIHHBAS202A Perform head neck and shoulder massage	20	1	Completed <u>CY</u>	14-09-2015 22-09-2015	
SIHHIND201A Maintain and organise tools, equipment and work areas	20	1	Completed <u>CY</u>	14-09-2015 22-09-2015	
SIHHOHS201A Apply salon safety procedures	20	1	Completed <u>CY</u>	14-09-2015 22-09-2015	

ATOM User Guide for Teachers Apprentice/Trainees

Part 3 - Cycle

Planning

This section will advise you of the number of units to be completed in each Cycle and the Cycle Start and End Dates. **Teachers must complete this section for all cycles when creating the training plan as employers must agree to the proposed timelines at the commencement of training.**

Teachers will need to enter the following:

- **Proposed date**
- Delivery method –
 - Classroom
 - Workplace
 - Blended
- Assessment Methods –
 - Practical Assessment Task
 - Knowledge Assessment Task
 - Project/Portfolios Assessment Task

Please Note:

- Complete ALL cycle start and end dates.
- When complete click on the Update box at the bottom of the page.
- ATOM will email the relevant teacher with a reminder of cycles ending as per cycle dates in part 3. You will be prompted to complete all outstanding assessments and end the cycle. All/any ongoing units will be moved into the next cycle automatically.

ATOM User Guide for Teachers Apprentice/Trainees

Current Cycle Assessment

Resulting a unit 'AC' to obtain employer confirmation –

Planning | Current Cycle Assessment | Completed Cycles

Cycle 2 Mar 30 2016 - Mar 29 2017 - 11 units

Cycle 2 Status Contact Method

Contact Method

Contact Date

Cycle 2 Notes

B I Ix

CPCCOHS1001A - Work Safely in the Construction Industry

Enrolled Lookup Enrolled Units

Prelim Outcome

Assessor

Assessment Date

Confirmation

Status

Previous cycle?

Units not completed in this cycle will be placed into cycle 3

When you have deemed an apprentice/trainee competent in a unit confirmation is needed from the employer. To do this select AC from the drop down menu next to Prelim Outcome and then Update. This will automatically generate a unit completion request email to the employer. See example on the next page.

ATOM User Guide for Teachers Apprentice/Trainees

The following apprentice has been assessed and is awaiting employer confirmation

Apprentice	
Employer Notes	This is a pending assessment weekly reminder. A maximum of 3 reminders will be sent.
Assessor	
Assessment Date	Thursday 4th of June 2015
Unit	SITXFSA101: Use hygienic practices for food safety
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 Employer	Thursday 11th of June 2015
Employer Contact	
RTO	FEDERATION UNIVERSITY _____@federation.edu.au

If there has been no response a reminder will be sent to the employer up to 3 times

The employer then has to click one of these options

If no response is received from the employer within the option selected in Part 1 of the training plan (see screenshot below), a reminder email will be sent to the employer 3 times.

ATOM can send an email to allow 1 click confirmation of unit completion. Confirmation via Phone or Fax will need to be manually recorded by the assessor.

Assessment Response Time

1 Week	2 Weeks	3 Weeks	4 Weeks
------------------	------------	------------	------------

Please note NEW AC confirmation grading upgrade:

TAFE trainee and apprentice grades (AC Awaiting Confirmation) will only have to be completed in the Apprentice and Trainee Online Management system (ATOM). Once the employer confirms the AC grade in ATOM, the AC automatically converts this to CY in ATOM.

These grades will then be automatically uploaded to Campus Solutions via a nightly export.

Please note grades other than CY graded will still need to be manually added in both systems.

If the CY grade does not process with the nightly export you will receive an email from the ATOM administrator outlining the reason and what is required to rectify this error.

ATOM User Guide for Teachers Apprentice/Trainees

Resulting a unit to 'CY' after receiving assessment confirmation from the employer verbally or written

MSAPMSUP102A - Communicate in the Workplace

Enrolled	<input type="checkbox"/> Lookup Enrolled Units	Complete as shown here, when you have assessed an Apprentice/Trainee and the employer has given a verbal or written confirmation (phone or email). Ensure you enter the date that the employer gave confirmation and scan evidence of this file note into attachments
Prelim Outcome	CY - Competent... x ▾	
Assessor	Jo Reid	
Assessment Date	05-04-2016 	
Confirmation	Verbal/Written/O... x ▾	Attach Scanned Confirmation
Confirm Date	06-04-2016 	
Status	Completed Ongoing	If the unit you are grading needs to be in a previous cycle due to assessment dates, please make selection here
Previous cycle?	<input type="checkbox"/> ▾	

Units not completed in this cycle will be placed into cycle 3

[Reset unit assessment](#)
 [Apply to cycle 2](#)

Please note: NEW AC Confirmation grading upgrade

These grades will then be automatically uploaded to Campus Solutions via a nightly export.

Please note grades other than CY graded will still need to be manually added in both systems.

If the CY graded does not process with the nightly export you will receive an email from the ATOM administrator outlining the reason and what you will be required to rectify prior to the unit being graded within Campus Solutions.

Once all units in a cycle are complete and have been confirmed (CY), they will move to the 'Completed Cycles' tab in Part 3 automatically.

ATOM User Guide for Teachers Apprentice/Trainees

Contact Schedule

This is the Contact Schedule for teachers to make contact with students and employers. The **Proposed Dates** are dates set between the commencement and the nominal completion dates from the Delta registration.

A reminder email will be automatically sent to teachers and students one week prior to each proposed date scheduled in this section.

LLN/Pre-training Review
Part 1 Contract
Part 2 Unit Completion
Part 3 Cycle

Contact Schedule
Attachments
Group Information
Contract Completion

Attendance/Workplace Training



Contact Schedule

Full time Apprenticeship Contact Requirements

- 1 x Face to face meeting per year.
- 3 x Other contact types per year.
- Additional visits for on the job training:
 - 25% on the job = 1 visit per year.
 - 50% on the job = 2 visits per year.
 - 75% on the job = 3 visits per year.
 - 100% on the job = 4 visits per year.

An email reminder will be sent to teacher and apprentice one week before each date

Visit signatures

NOTE: An online signature is only required below if no other signature was obtained during the visit

Scheduled meetings

#	Proposed Date	Completed	Actual Date	Contact Type	Teacher	Signature required?
1	Saturday Dec 12 2015	<input type="checkbox"/>	<input type="text"/>	Contact T... ▼	<input type="text"/>	<input type="checkbox"/>
2	Saturday Mar 12 2016	<input type="checkbox"/>	<input type="text"/>	Contact T... ▼	<input type="text"/>	<input type="checkbox"/>

ATOM User Guide for Teachers Apprentice/Trainees

Scheduled meetings

#	Proposed Date	Completed	Actual Date	Contact Type	Teacher	Signature required?
1	Saturday Dec 12 2015	<input checked="" type="checkbox"/>	05-04-2016 <small>📅</small>	Visit x ▾	Jo Reid	<input type="checkbox"/>

Teachers

Please include the unit code/s to which your contact schedule notes apply, doing this will qualify your notes as evidence of participation.

Notes

Notes can be entered here following the meeting/contact

Units discussed

× MSAPMOHS200A Work safely

× MSAPMSUP102A Communicate in the Workplace |

The contact schedule has now been fitted with the option to capture an electronic signature for a face to face meeting or a visit using a tablet device.

ATOM User Guide for Teachers Apprentice/Trainees

If you have any meetings that sit outside the 'scheduled meetings', you can record them in this section by clicking on 'New unscheduled meeting'

Unscheduled meetings

[+ New unscheduled meeting](#)

New meeting details

Update training plan to add unscheduled meeting

Date:

Contact type:

Teacher:

Notes:
 B *I* U

Date	Contact Type	Teacher
		UPDATE
		UPDATE AND CLOSE

Click here each time you need to add a new 'unscheduled meeting'

Always click on 'update' each time you have entered a new contact

Make sure you 'UPDATE' the page before clicking on the next tab in the training plan.

Contact Schedule (per Teacher)

You can run a report in ATOM that will allow you to check the contacts that have been assigned to you as the teacher of the apprentices.

Dashboard

Apprentice Training

- VET Current Apprentices
- VET Archived Apprentices
- VET Apprentice Groups
- Training Contract Schedule**
- Meeting Records
- Qualification
- Archived
- Templa
- Workpla
- Sales & M

General Students

- VET General Students
- VET Archived General

Contact Meeting Schedule

Start Date:

End Date:

Teacher:

Search

No completed meetings found for the specified date range

Upcoming or Incomplete Meetings

Apprentice	DELTA	Status	Recommended Date
		ACTIVE	17 April 2017
		ACTIVE	6 May 2017
		ACTIVE	7 June 2017
		ACTIVE	27 May 2017

Choose a date range and select your name from the teacher drop down. Click Search.

You can click on Training Contract Schedule from the main screen or by clicking on the Training Plan tile from the Dashboard

ATOM User Guide for Teachers Apprentice/Trainees

Meeting Records

Meeting records include both meetings planned and recorded in the contact schedule as part of the contact requirements, and unplanned/adhoc meetings outside those requirements.

Dashboard

Apprentice Training

- VET Current Apprentices
- VET Archived Apprentices
- VET Apprentice Groups
- Training Contact Schedule
- **Meeting Records**
- Qualification Templates
- Archived Qualification Templates
- Workplace
- Sales & Marketing

General Students

- VET General Students
- VET Archived General Students

Attendance

- VET Apprentice Attendance
- VET General Student Attendance
- VET Attendance Report
- VET Attendance Roll Report
- VET General Attendance

Meeting records

Meeting records include both meetings planned and recorded in the contact schedule as part of the contact requirements, and unplanned/adhoc meetings outside those requirements

[Add New Meeting](#)

Keywords:

Teacher:

Student Name/DELTA

Start date: 

End date:  25 results [Go](#)

91 results found (Displaying 1 - 25) NEXT PAGE >

Date	Teacher	Apprentice	Unscheduled	Contact type	Options
03-01-2017			N	Face	Edit Delete
ALL COMPLETE					
05-01-2017			N	Face	Edit Delete

2017 ENROLMENT, ISSUED RESOURCES FOR FDFOHS3001A, FDFOP2064A & FDFFS2001A
FDFOP1007A-MORE WORK REQUIRED

Click on Meeting Records from the main screen or by clicking on the Compliance tile from the Dashboard

ATOM User Guide for Teachers Apprentice/Trainees

Attachments

- The intended attachment is to be scanned to your desktop.
- Attachments to be named correctly ie (Commencement Signed Training Plan_JoBloggs; Completion Signed TrainingPlan_JoBloggs)

To **Add attachments** to the Training Plan in ATOM:

The screenshot shows the 'Manage Training Plan' interface. At the top, there's a header 'Manage Training Plan' and 'Edit Training Plan'. Below this is a summary table for the training plan details:

Employer:	RTO: FEDERATION UNIVERSITY	Apprentice:	DELTA No.
Qualification:	Certificate III in Electrotechnology Electrician	DELTA Status:	ACTIVE
Completed Hours	280	Qualification Code:	UEE30811
		Next Progression Point	550

Below the summary is an 'UPDATE' button. The main area has tabs for 'LLN/Pre-training Review', 'Part 1 Contract', 'Part 2 Unit Completion', and 'Part 3 Cycle'. Under 'Part 1 Contract', there are sub-tabs for 'Contact Schedule', 'Attachments', 'Group Information', and 'Contract Completion'. The 'Attachments' sub-tab is active, showing a table with columns 'File name' and 'Type'. A file named 'TP_...' with a '.pdf' extension is listed. A dropdown menu for 'Type' is open, showing options: 'Training Plan - Commencement', 'Training Plan - Completion', 'Language, Literacy & Numeracy', 'Pre Training Review', 'File note', 'Photo', and 'Other'. A callout points to this dropdown: 'A file type is now available to identify the type of document you have uploaded'. Below the table is an 'Upload Attachments' section with a 'Drag files here.' area. A callout says: 'Documents you upload will remain here and can be viewed at any time'. At the bottom of the upload section are 'Add files' and 'Start upload' buttons. A callout says: 'Click to add file and browse to find the file you want to upload'. Another callout says: 'Click on Start upload once you have selected the document/s'. Below the upload section is a note: 'Note: Attachment uploads are not finalised until the update button below is selected.' At the bottom right, there are 'UPDATE' and 'UPDATE AND CLOSE' buttons. A callout points to the 'UPDATE' button: 'Click update to ensure the attachment saves'.

Important Note: Only the Super User can **Delete Files**, you must send a request via email (atom@federation.edu.au) to request a file deleted.

ATOM User Guide for Teachers Apprentice/Trainees

Apprentice Groups

This section contains existing lists and also allows you to **Add a New Group**. Groups are created to enable pre population into attendance rolls.

How to Add a New Group

**Click 'ADD GROUP' at the bottom of the page when you have finished selecting the Apprentices.

ATOM User Guide for Teachers Apprentice/Trainees

Whilst adding a new group, or editing an existing group, you are also able to add information in the “free text area” such as block release dates.

Once you have added or updated a group, you should see a green ‘success’ banner -

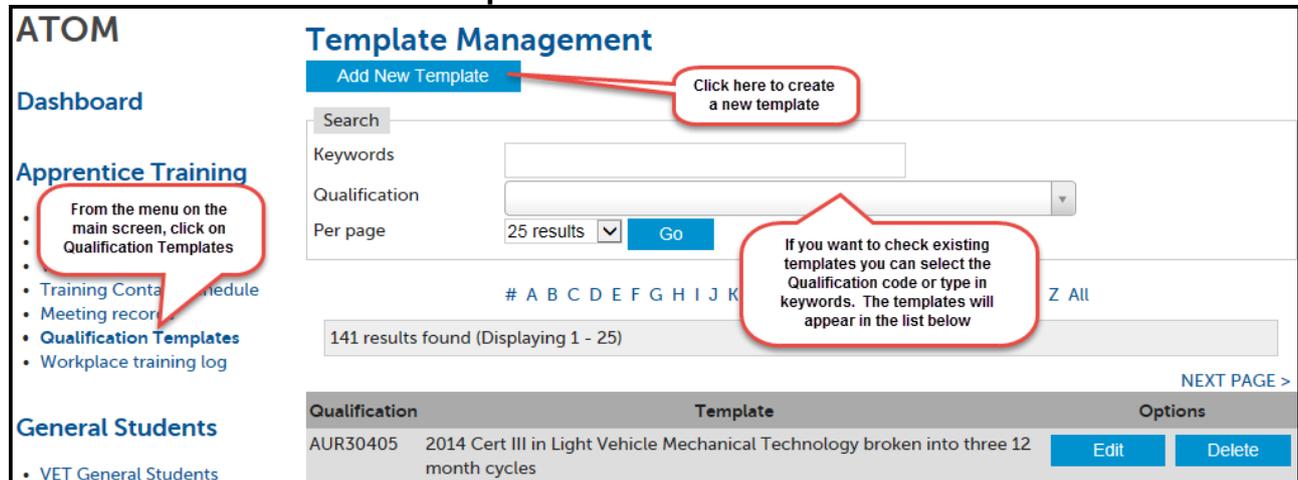


ATOM User Guide for Teachers Apprentice/Trainees

Qualifications Template

These are created to enable pre-population of required qualification units into the training plan.

To add a new Qualification Template



The screenshot shows the ATOM interface with the following elements:

- Left Navigation Menu:**
 - Dashboard
 - Apprentice Training
 - Training Contact Schedule
 - Meeting records
 - Qualification Templates**
 - Workplace training log
 - General Students
 - VET General Students
- Main Content Area: Template Management**
 - Add New Template:** A blue button with a callout: "Click here to create a new template".
 - Search Section:**
 - Keywords:
 - Qualification:
 - Per page: 25 results (dropdown) **Go**
 - Navigation:** # A B C D E F G H I J K Z All
 - Results:** 141 results found (Displaying 1 - 25) **NEXT PAGE >**
 - Table:**

Qualification	Template	Options
AUR30405	2014 Cert III in Light Vehicle Mechanical Technology broken into three 12 month cycles	Edit Delete

If you need to **edit a template** you need to click on **edit** in the options menu at the above screen.

ATOM User Guide for Teachers Apprentice/Trainees

Manage Templates

Back to list of templates

Add New Template

Please refer to the packaging rules for this qualification when selecting units.
[SIT30813 Packaging Rules](#)

Template name: *Type in template name (see note below)*

Template Primary Qualification:

Add Units to Template

Source Qualification:

Available Qualification Units

Unit Code	Unit Name	Hours	Cluster	Options
BSBSUS201				Select
BSBSUS201A	Sustainable Work Practices	20		Select
BSBWOR203	Work effectively with others	15		Select
BSBWOR203B	Work effectively with others	15		Select
HLTAID003	Provide first aid	18		Select

Select the qualification you require the units from. You can select some from one Qualification and then change to select from another

Select the units required for this template

Selected Units

Unit Code	Unit Name	Hours	Cluster	Core	Default Cycle	Options
Total hours: 0						

Units selected will display here. Once complete, click Add Template

The selected units for this course reach the qualification maximum of hours.

ADD TEMPLATE

Please Note: We recommend the Template name should clearly state the Qualification code, cohort and the year e.g. SIT30813 Commercial Cookery 2016

Once you have added or updated a template, you should see a green 'success' banner -

Template Management

✓ Success
Template added successfully

ATOM User Guide for Teachers Apprentice/Trainees

Workplace Training Withdrawal Log

This can be used by apprentice/ trainee to log workplace training activities.

ATOM
< Back
Stacie Duke Logout

Dashboard

Apprentice Training

- VET Current Apprentices
- VET A
- VET A
- Train
- Meet
- Qual
- Archived
- Template
- **Workplace training log**
- Sales & Marketing Report

General Students

- VET General Students
- VET Archived General Students

Workplace Training Withdrawal Log

Workplace training activity pending confirmation

Employer:

Start date:

End date:

Confirmed: Go

[Select all](#)

CONFIRM SELECTED DATES

Apprentice	DELTA	Date	Start	End	Unit	Location	Confirm
TJ STOTTEN	41542662	28-10-2015	8:00	9:00	CPCCPD2013A	new house Horsham	☑
removed doors and door furiture ready for painting							
MEG GREEN	41518723	16-02-2016	10:00	13:00	SIHHCLS303A	Workplace	☑
Developing foil placement on manniquin head							

Callout 1: Click on Workplace Training Log from the main screen or by clicking on the Compliance tab from the Dashboard

Callout 2: Enter details to view pending confirmation or Employer confirmed logs

ATOM User Guide for Teachers Apprentice/Trainees

Procedures and Forms



Links

-  FedUni ePortfolio
-  FedUni TAFE - Moodle
-  FedUni Literacy and Numeracy Assessments

Forms

- 2018_FedU_VET_TAFE_EnrolForm_261017_PRINT.pdf (691Kb)
- 2018_Guidelines_about_Apprenticeship_Traineeship.pdf (510Kb)
- 2018__Continuing_student_Variation_to_Enrolment_Form_29112017.pdf (72Kb)
- Apprentice_Contacts_2018.docx (100Kb)
- Apprentice_Introduction_Letter.docx (29Kb)
- Apprentice_Teacher_User_Guide.docx (352Kb)
- ATOM_integration_to_Campus_FactSheet_2017.pdf (75Kb)
- ATOM_Student_User_Guide_Version_5_April_2016.pdf (1041Kb)
- Australian_Apprenticeship_Network_Services_Jan_2018.pdf (142Kb)
- Child_Safety_Policy.pdf (129Kb)
- Employer_Introduction_letter.docx (20Kb)
- Employer_Units_of_Competency_not_performed_in_the_Workplace_Acknowledgement__Jan_2018.d (197Kb)
- FedUni_Displaced__unemployed__Apprentice_letter.docx (214Kb)
- FedUni_VET_Absence_Non_Compliance_Notification_2018.pdf (49Kb)
- FedU_2018_VET_InfoGuide_020218.pdf (7454Kb)
- FedU_TAFE_AppTrainee_FileNote_2018.pdf (46Kb)
- FedU_TAFE_CBC_TrainingPlan_2018__pdf (476Kb)
- FedU_TAFE_WithdrawalLog_2018__V2.pdf (50Kb)
- Initial_Visit_Pack_Information_Checklist_Jan_2018.docx (94Kb)
- Notification_Apprentice_Change_of_DELTA_Details_Jan_2018.docx (186Kb)
- Notification_of__Non__Completion_Australian_Apprentice_at_RTO_2018.docx (214Kb)
- Outstanding_results_Displaced__unemployed__Apprentice_2018.docx (201Kb)
- Pre_Training_Review_Instructions_for_Staff.pdf (76Kb)
- VET_Attendance_Roll_Teacher_User_Guide_2018.pdf (2151Kb)
- VET_PreTrainingReview_2018.pdf (1057Kb)
- VRQA_apprentice_employer_chk_list.docx (96Kb)

Forms are made available based on your level of access. Simply click on the link for each document.

ATOM

Dashboard

Apprentice Training

- VET Current Apprentices
- VET Archived Apprentices
- VET Apprentice Groups
- Training Contact Schedule
- Meeting records
- Qualification Templates
- Workplace training log

General Students

- VET General Students
- VET Archived General Students

Attendance

- VET Apprentice Attendance
- VET General Student Attendance

Procedures and Forms

- Australian Apprenticeship Delivery (VET) Procedure

Logout

To view the Australian Apprenticeship Delivery (VET) Procedure click on the link on the main screen or by clicking on the Compliance tab from the Dashboard.

ATOM User Guide for Teachers Apprentice/Trainees

Extra Features

“Other Options” under apprentice/ trainee management view

- View Grade Log
- Click on View Grade log

Delta No	Name	Qualification	Commence Date	Assessment Pending
	ACTIVE	CPC30111 Certificate III in Bricklaying/Blocklaying	14-02-2014	N/A
Training Plan <ul style="list-style-type: none"> • LLN/Pre-Training Review • Part 1 - Training Plan • Part 2 - Unit Completion • Part 3 - Cycle • Contact Schedule • Attachments • Group info • Attendance/Workplace Training • Send message 				
Other options <ul style="list-style-type: none"> • View DELTA Record • View Grade Log • View Message Log • Reset unit selection • Reset training plan 				

Note: Callouts in the original image point to 'Send message' and 'View Grade Log View Message'.

Send Message:

When you click on ‘Send Message’, this screen will appear:

Send student message

Message details

Subject

Message

B I Ix [List icons] [Link icon] [Reply icon]

Recipient

Recipient

PREVIEW MESSAGE

Note: Callout in the original image points to the message text area: "Complete the message you wish to send the Apprentice/Trainee (including the subject title). Click on preview message below"

ATOM User Guide for Teachers Apprentice/Trainees

This will then display below. If the email address is valid and it is the correct student name, click on 'Send Message':

Preview student message

Message details

Subject: test

Message

test

Recipients

1 matches found

Apprentice	DELTA	Email	Include?
			<input checked="" type="checkbox"/>

If you have entered an email address into Part 1 of the training plan in 'Apprentice details' the email will show here. Alternatively, enter the email address at this point

Click Send Message

You will then receive a green confirmation.

View Message Log (per Apprentice/Trainee):

Message log					
Recipient	Subject	Message	Date	User	
@GMAIL.COM	FedUni VET login details	Show message	16-10-2015 08:44		
l@federation.edu.au, l@federation.edu.au	FedUni VET login details - @GMAIL.COM	Show message	16-10-2015 08:44		

ATOM User Guide for Teachers Apprentice/Trainees

View Grade Log (per Apprentice/Trainee):

This shows you the date the Assessment Confirmation was sent and the date it was confirmed by the employer.

Apprentice grade confirmation log						
Unit	Cycle	Grade	Status	Email date	Confirm date	Log
MEM03001B	1	CY	Completed	08-10-2015 03:00	13-10-2015 10:46	• 13-10-2015 10:46 Confirmed CY @ksarouo.
MEM05005B	1	CY	Completed	04-06-2015 08:28	13-10-2015 10:46	• 13-10-2015 10:46 Confirmed CY @ksgroup.
MEM05050B	1	CY	Completed	21-05-2015 09:20	13-10-2015 10:46	• 13-10-2015 10:46 Confirmed CY @ksgroup.
MEM09002B	1	CY	Completed	28-05-2015 11:29	13-10-2015 10:46	• 13-10-2015 10:46 Confirmed CY @ksgroup.

Back Button



At the top of each page there is now a back button to help navigate back to previous pages. Please note that if you have not saved a change to the page the back button will not work.

Attendance Rolls

Please refer to the 'ATOM Attendance Roll User Guide for Teachers' for full instructions and explanation.

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)

ATOM User Guide for Teachers Apprentice/Trainees

Definitions and Acronyms

AA	Australian Apprentice
AASN	Australian Apprenticeship Support Network
AC	Awaiting Employer Confirmation
AFO	Apprenticeship Field Officer
ATOM	Apprenticeship Trainee Online Management
CBC Competency Based Completion	Competency Based Completion is the system under which all Apprenticeships and Traineeships now operate. This means that Apprenticeships are no longer set to time and are deemed complete when the RTO and Employer agree on competence (this may not exceed the nominal duration of the contract unless an extension has been formally negotiated via the AASN)
CN	Not Competent
CS	Campus Solutions. The Federation University's student management system
CT	Credit Transfer
CY	Competent
DELTA 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
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

ATOM User Guide for Teachers Apprentice/Trainees

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)