

Apprentice/Trainee

User Guide for ATOM

Apprenticeship | Traineeship | Online
| Management | System

User Guide for ATOM Apprentice/ Trainee

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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

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.

Federation UNIVERSITY AUSTRALIA 

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:

Your 8 digit Campus Solutions ID will be used as your username. This will be forwarded to you along with your allocated password via a welcome email from Federation University

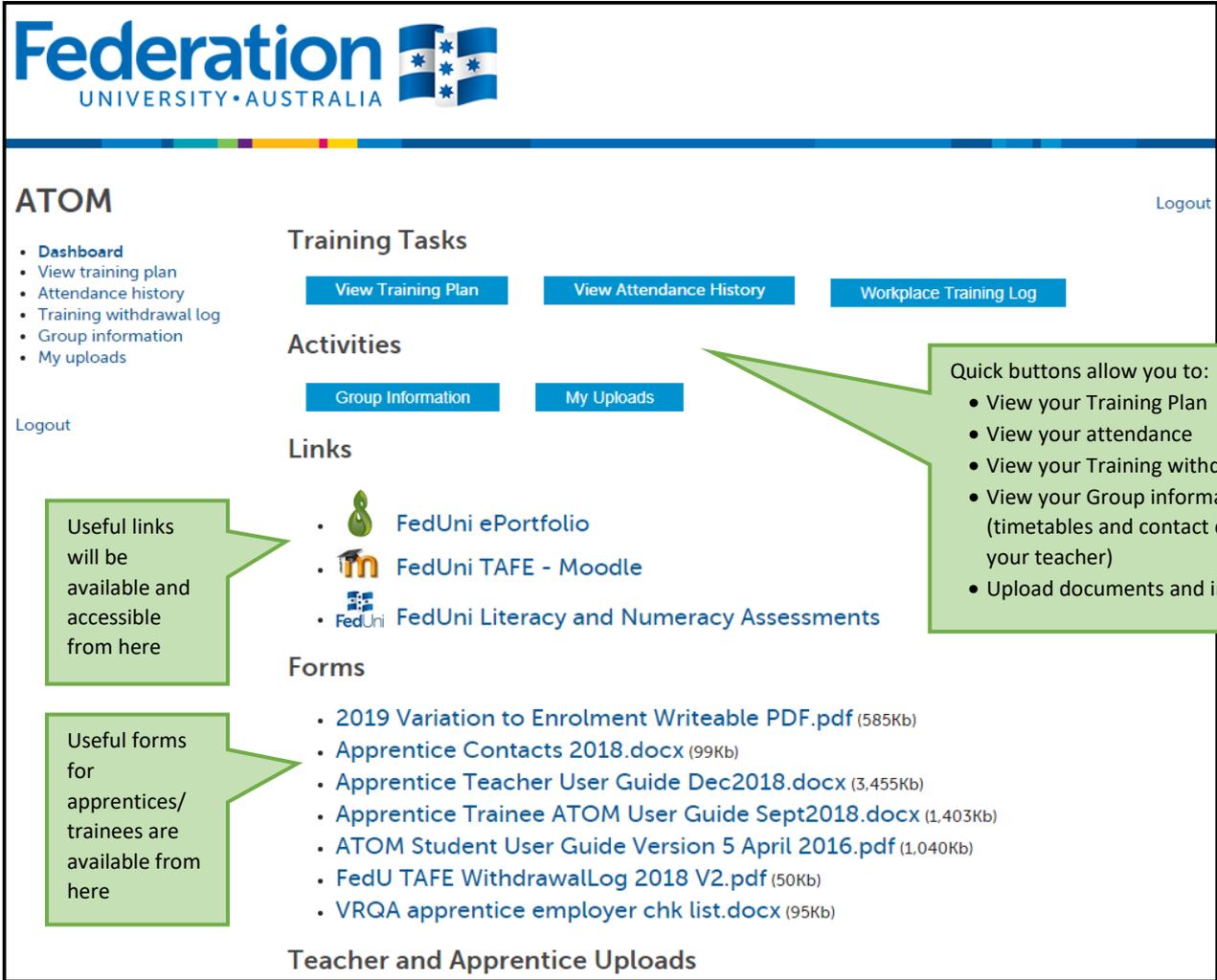
Forgotten password?

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

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

The screen consists of the follow key areas:

- **Side panels of selections are:**
 - **Dashboard** - will direct you back to the original screen for access to all areas
 - **View training plan** - will direct you a PDF printout of your training plan to print and review
 - **Attendance history** - will direct you a PDF printout of your attendance history recorded by FedUni TAFE staff
 - **Training withdrawal log** - will allow you to add/ review any workplace training activity undertaken within your apprenticeship.
 - **Group information** - will allow you to view timetables and contact details of your teacher
 - **My uploads** - will direct you to a view of any documents uploaded into the ATOM system, with the ability to print. These will also be made available to FedUni TAFE.
 - **Log out** - click to log out of the ATOM system



The screenshot shows the ATOM system interface. At the top left is the Federation University Australia logo. The main header area contains the title 'ATOM' and a 'Logout' link. On the left side, there is a sidebar menu with the following items: Dashboard, View training plan, Attendance history, Training withdrawal log, Group information, and My uploads. The main content area is divided into several sections: 'Training Tasks' with buttons for 'View Training Plan', 'View Attendance History', and 'Workplace Training Log'; 'Activities' with buttons for 'Group Information' and 'My Uploads'; 'Links' with three items: 'FedUni ePortfolio', 'FedUni TAFE - Moodle', and 'FedUni Literacy and Numeracy Assessments'; 'Forms' with a list of documents including '2019 Variation to Enrolment Writeable PDF.pdf (585Kb)', 'Apprentice Contacts 2018.docx (99Kb)', 'Apprentice Teacher User Guide Dec2018.docx (3,455Kb)', 'Apprentice Trainee ATOM User Guide Sept2018.docx (1,403Kb)', 'ATOM Student User Guide Version 5 April 2016.pdf (1,040Kb)', 'FedU TAFE WithdrawalLog 2018 V2.pdf (50Kb)', and 'VRQA apprentice employer chk list.docx (95Kb)'. At the bottom is the 'Teacher and Apprentice Uploads' section. Three callout boxes provide additional information: one on the left sidebar points to the menu items, stating 'Useful links will be available and accessible from here'; one on the right points to the 'My Uploads' button, stating 'Quick buttons allow you to: View your Training Plan, View your attendance, View your Training withdrawal logs, View your Group information (timetables and contact details of your teacher), Upload documents and images'; and one at the bottom left points to the 'Forms' section, stating 'Useful forms for apprentices/trainees are available from here'.

View Training Plan

ATOM

- [Dashboard](#)
- [View training plan](#)
- [Attendance history](#)
- [Training withdrawal log](#)
- [Group information](#)
- [My uploads](#)

Training Tasks

[View Training Plan](#)

Activities

Use the Quick button to access your Training Plan

By clicking on the Quick button you will be given access to your Training Plan



Competency Based Completion Training Plan Part I

Training Plan Details	
Qualification	Certificate II in Agriculture
Qualification Code	SHB30418
Apprenticeship/Traineeship	Apprenticeship
Full Time / Part Time / SBAT	Full time
Approved Training Scheme Duration	36 months
Contract Proposed Start Date	18-01-2018
Contract Proposed Completion Date	18-01-2019

Apprentice / Trainee Details	
Name	
Delta No.	
Unique Student Identifier (USI)	N/A
Campus Solutions ID	30321389
Workplace Job Title	Apprentice
Current position and/or the broad responsibilities of the apprentice/trainee in the workplace	Apprentice Hairdresser

Employer Details	
Name	
Workplace Location	
Contact Person	First name Last name
Contact Number	03 5332 6638
Contact Position	Position

RTO Details	
Name	FEDERATION UNIVERSITY
Contact Person	
Contact Number	53278441
Position	Teacher (Information Technology)
Education Manager	Jenny Asplin
The Education Manager is responsible for the delivery and/or assessment of each unit of competence.	

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

Training	
Training Proposed Start Date	19-07-2018
Training Proposed End Date	28-07-2018
PUSH Hours:	N/A
Expected Supervised PUSH Hours:	N/A
Next Progression Point:	N/A hours (N/A%)

To PRINT – Hold Ctrl + P (buttons found on keyboard) and use your print options as they appear

Attendance History

ATOM

- Dashboard
- View training plan
- Attendance history
- Training withdrawal log
- Group information
- My uploads

Training Tasks

[View Attendance History](#)

Use the Quick button to access your Attendance History

Activities



Apprentice attendance history as at 8 October 2018

Apprentice details

Name	DELTA					ACTIVE
CS ID						

Attendance history

SHB30416 Certificate III in Hairdressing

Date	Roll details	Teacher	Attendance	Unit	Unit hours	Withdrawn
Monday 28 May 2018	Cutters chair Group: HAIR/INTERMEDIATE Location: SMB Method: Blended	Shirley Heffernan	Present	SHBHCLS005 Provide on scalp full head and retouch bleach treatments	2.0	
				SHBXCCS001 Conduct salon financial transactions	1.0	
				SHBXCCS002 Provide salon services to clients	1.0	
				SHBXCCS004 Recommend products and services	1.0	
					5.0	
Notes:						
Monday 21 May 2018	Cutters chair Group: HAIR/INTERMEDIATE Location: SMB Method: Blended	Shirley Heffernan	Present	SHBHCLS004 Neutralise unwanted colours and tones	1.0	
				SHBHCLS005 Provide on scalp full head and retouch bleach treatments	1.0	
				SHBXCCS001 Conduct salon financial transactions	1.0	
				SHBXCCS002 Provide salon services to clients	1.0	
				SHBXCCS004 Recommend products and services	1.0	
	5.0					
Notes:						
Monday 14 May 2018	Cutters chair Group: HAIR/INTERMEDIATE Location: SMB Method: Blended	Shirley Heffernan	Present	SHBHCLS004 Neutralise unwanted colours and tones	1.0	
				SHBHCLS005 Provide on scalp full head and retouch bleach treatments	1.0	
				SHBXCCS001 Conduct salon financial transactions	1.0	
				SHBXCCS002 Provide salon services to clients	1.0	
				SHBXCCS004 Recommend products and services	1.0	
	5.0					
Notes:						

Training Withdrawal Log

ATOM

- Dashboard
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- My uploads

Training Tasks

Workplace Training Log

Logout

Click on either this link or click on the blue quick button to access

- To Add a New Workplace Training Activity log click on blue button

- Proceed to add details as requested, please not your employer is already entered from your ATOM details
- Complete all sections then click on 'Add Workplace Training Activity'.
- Your employer will confirm via their access

Once all fields have been completed, click here to add

Group Information

ATOM

- [Dashboard](#)
- [View training plan](#)
- [Attendance history](#)
- [Training withdrawal log](#)
- [Group information](#)
- [My uploads](#)

[Logout](#)

Training Tasks

Activities

[Group Information](#)

Use the Quick button to access your Training Plan

Group Information may display –

- Timetable
- Information that is important in regards to your apprenticeship/ traineeship
- Contact details for your appointed teacher

[< Back](#)
[Logout](#)

AUTO A 2016 (AUR30612)

Block 1	Group A - Light Vehicle Apprentices	8/02/2016	11/02/2016	Mon - Thurs	8.30am 1.00pm	12.00pm 4.30pm
Block 2	Group A - Light Vehicle Apprentices	7/03/2016	10/03/2016	Mon - Thurs	8.30am 1.00pm	12.00pm 4.30pm
Block 3	Group A - Light Vehicle Apprentices	2/05/2016	5/05/2016	Mon - Thurs	8.30am 1.00pm	12.00pm 4.30pm
Block 4	Group A - Light Vehicle Apprentices	30/05/2016	2/06/2016	Mon - Thurs	8.30am 1.00pm	12.00pm 4.30pm
Block 5	Group A - Light Vehicle Apprentices	18/07/2016	21/07/2016	Mon - Thurs	8.30am 1.00pm	12.00pm 4.30pm
Block 6	Group A - Light Vehicle Apprentices	22/08/2016	25/08/2016	Mon - Thurs	8.30am 1.00pm	12.00pm 4.30pm
Block 7	Group A - Light Vehicle Apprentices	3/10/2016	6/10/2016	Mon - Thurs	8.30am 1.00pm	12.00pm 4.30pm
Block 8	Group A - Light Vehicle Apprentices	7/11/2016	10/11/2016	Mon - Thurs	8.30am 1.00pm	12.00pm 4.30pm

My Uploads

ATOM

- Dashboard
- View training plan
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Activities

My Uploads

Use the Quick button to access My Uploads

You can upload documents and image files to your ATOM profile. You can access these files at any time from ATOM. You will need a browser such as Firefox, Chrome or Internet Explorer to utilise this function.

Upload Attachments

Select files
Add files to the upload queue and click the start button.

Filename	Size	Status

0 b 0%

NOTE: Your teacher will be notified via email when new attachments are uploaded

SUBMIT ATTACHMENTS

Select "Add files" to select a file for upload, choose your file from the browsed files on your drive

Upload Attachments

Select files
Add files to the upload queue and click the start button.

Filename	Size	Status
Sample_Training Plan_Signed Commencement.docx	37 KB	0%

37 KB 0%

NOTE: Your teacher will be notified via email when new attachments are uploaded

SUBMIT ATTACHMENTS

Once file is selected for upload it will appear with name of document, size of file and its upload status. Check to ensure the document is correctly named and click on "Start upload".

Awaiting Upload:

- Sample_Training Plan_Signed Commencement.docx

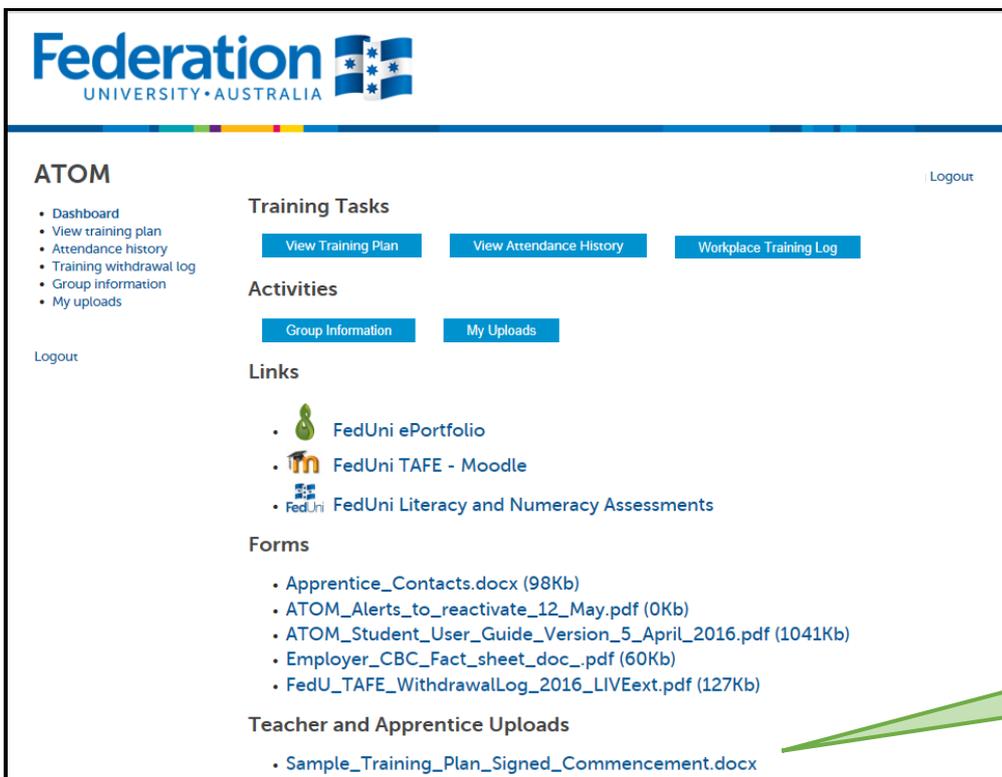
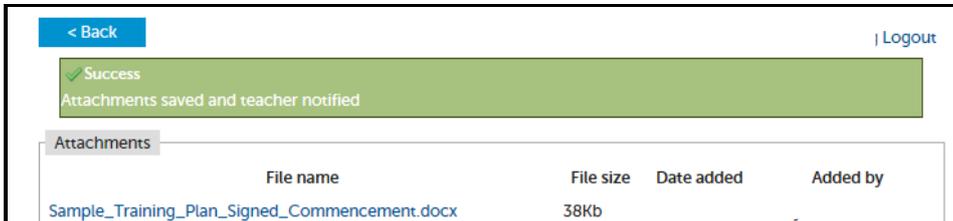
NOTE: Your teachers will be notified via email when new attachments are uploaded

SUBMIT ATTACHMENTS

Your file will wait here until you click on "submit attachments"

Once you have clicked on “submit attachment” your file will be uploaded and your FedUni TAFE teacher will receive a notification email indicating there is a new addition to your ATOM profile.

You can access your uploads from your dashboard view, you can also access any uploads made by your teacher. These files can be opened and printed or edited and resubmitted as an attachment.



Your files will be visible/accessible on each initial login to ATOM.

Contact Details

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

or contact us on: 1800 333 864

