

# ATOM User Guide – Apprentice / Trainee

---

2020

Prepared by  
ATOM Apprentice Traineeship Online  
Management System | Federation TAFE

Status: Final | Version: 10 | Date: 14 October 2020

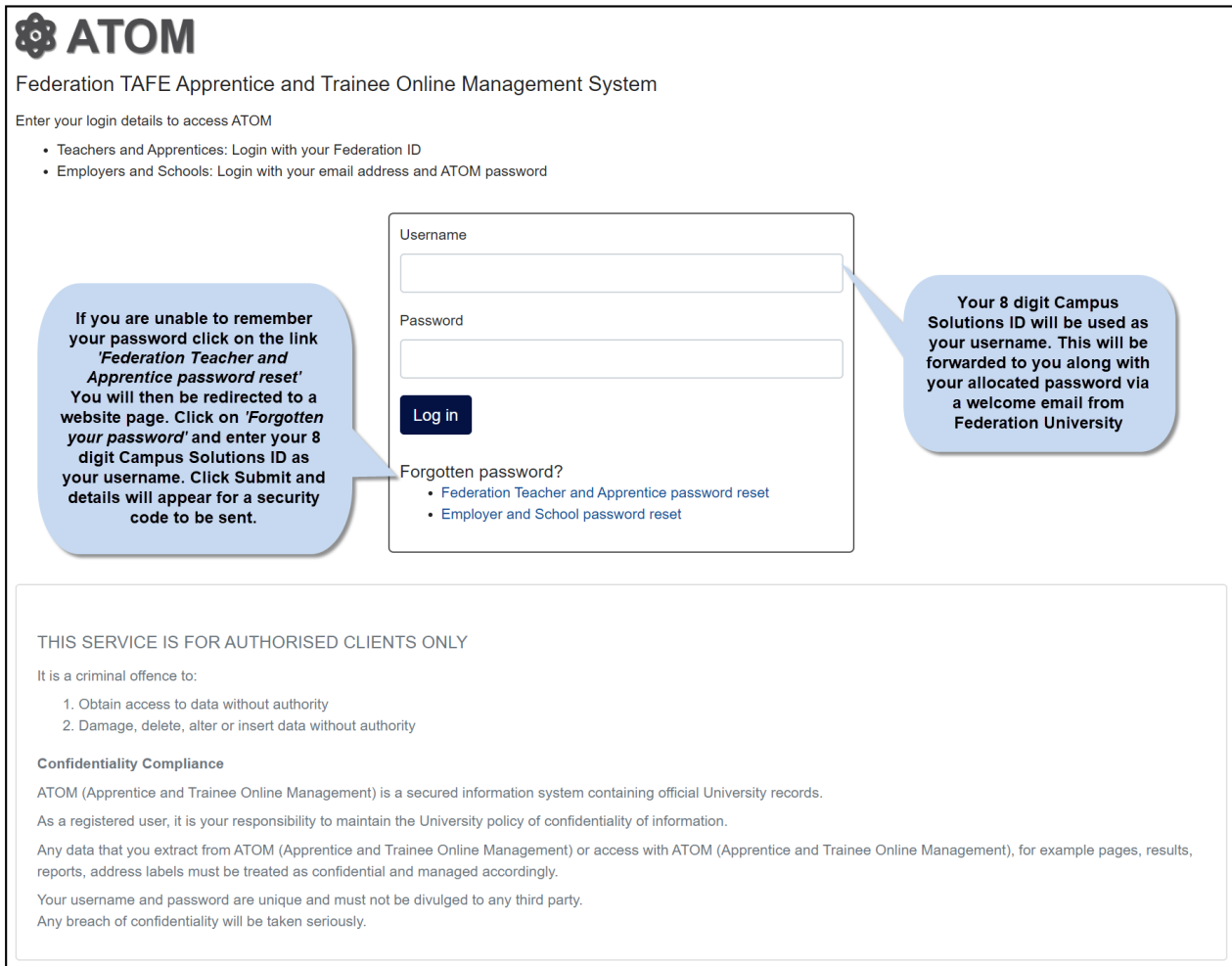
# Contents

Starting Off.....	3
How to access ATOM: Go to <a href="http://atom.federation.edu.au">atom.federation.edu.au</a> .....	3
Dashboard.....	4
View Training Plan.....	5
Attendance History .....	6
Training Withdrawal Log .....	7
Group Information .....	8
My Uploads .....	9
Contact Details.....	12
Notes:.....	13

# Starting Off

## How to access ATOM: Go to [atom.federation.edu.au](http://atom.federation.edu.au)

After entering the above URL to access the website, the following screen will appear (please do not enter www.)



**ATOM**  
Federation TAFE Apprentice and Trainee Online Management System

Enter your login details to access ATOM

- Teachers and Apprentices: Login with your Federation ID
- Employers and Schools: Login with your email address and ATOM password

**If you are unable to remember your password click on the link 'Federation Teacher and Apprentice password reset'** You will then be redirected to a website page. Click on 'Forgotten your password' and enter your 8 digit Campus Solutions ID as your username. Click Submit and details will appear for a security code to be sent.

Username

Password

**Log in**

Forgotten password?

- Federation Teacher and Apprentice password reset
- Employer and School password reset

**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**

**THIS SERVICE IS FOR AUTHORISED CLIENTS ONLY**

It is a criminal offence to:

- Obtain access to data without authority
- Damage, delete, alter or insert data without authority

**Confidentiality Compliance**

ATOM (Apprentice and 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 and Trainee Online Management) or access with ATOM (Apprentice and 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.

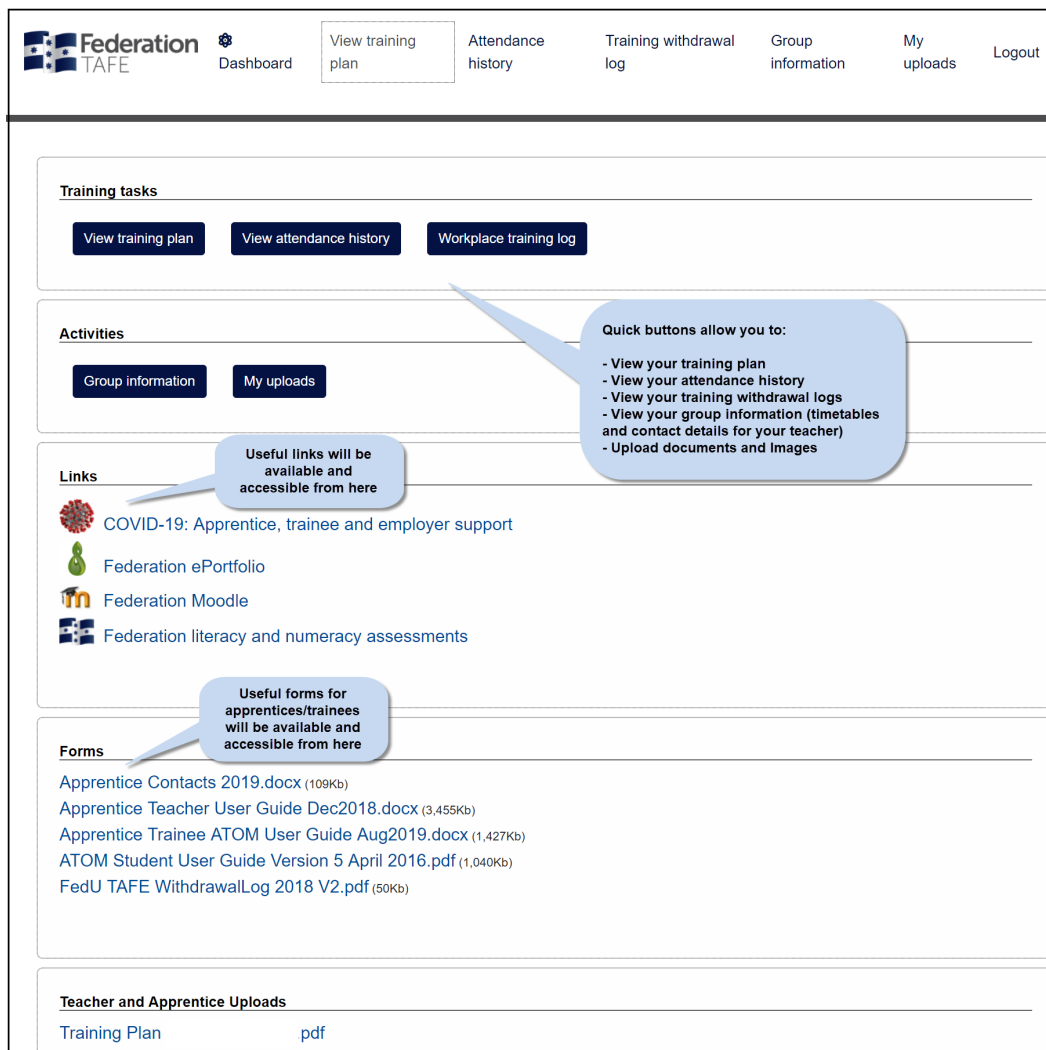
Any breach of confidentiality will be taken seriously.

# Dashboard

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 Federation TAFE teacher
  - [Training withdrawal log](#) - will allow you to add/ review any workplace training activity undertaken within your apprenticeship/traineeship.
  - [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 by Federation TAFE. You will have the ability to view and print as well as upload your own documents. These will also be made available to Federation TAFE.
  - [Log out](#) - click to log out of the ATOM system



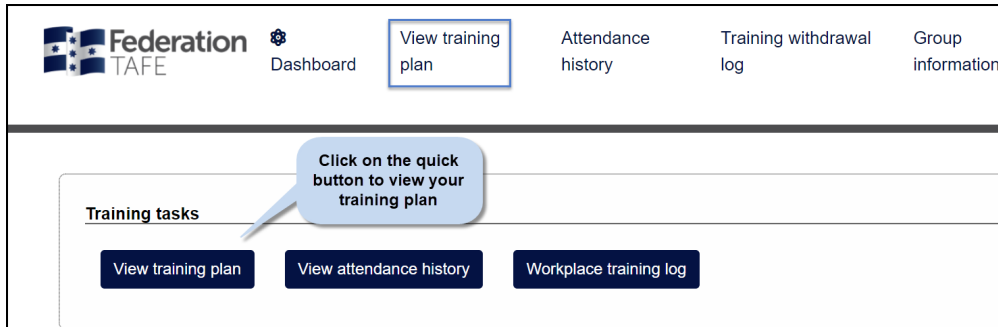
The screenshot shows the ATOM Dashboard interface. At the top, there is a navigation bar with the Federation TAFE logo and several menu items: Dashboard, View training plan, Attendance history, Training withdrawal log, Group information, My uploads, and Logout. Below the navigation bar, the dashboard is divided into several sections:

- Training tasks:** Contains three buttons: View training plan, View attendance history, and Workplace training log.
- Activities:** Contains two buttons: Group information and My uploads.
- Links:** Lists several useful links: COVID-19: Apprentice, trainee and employer support, Federation ePortfolio, Federation Moodle, and Federation literacy and numeracy assessments.
- Forms:** Lists several useful forms for apprentices/trainees: Apprentice Contacts 2019.docx (109Kb), Apprentice Teacher User Guide Dec2018.docx (3,455Kb), Apprentice Trainee ATOM User Guide Aug2019.docx (1,427Kb), ATOM Student User Guide Version 5 April 2016.pdf (1,040Kb), and FedU TAFE WithdrawalLog 2018 V2.pdf (50Kb).
- Teacher and Apprentice Uploads:** Shows a list of uploads, including a Training Plan pdf.

Callouts provide additional information:

- Useful links will be available and accessible from here:** Points to the Links section.
- Useful forms for apprentices/trainees will be available and accessible from here:** Points to the Forms section.
- Quick buttons allow you to:**
  - View your training plan
  - View your attendance history
  - View your training withdrawal logs
  - View your group information (timetables and contact details for your teacher)
  - Upload documents and images

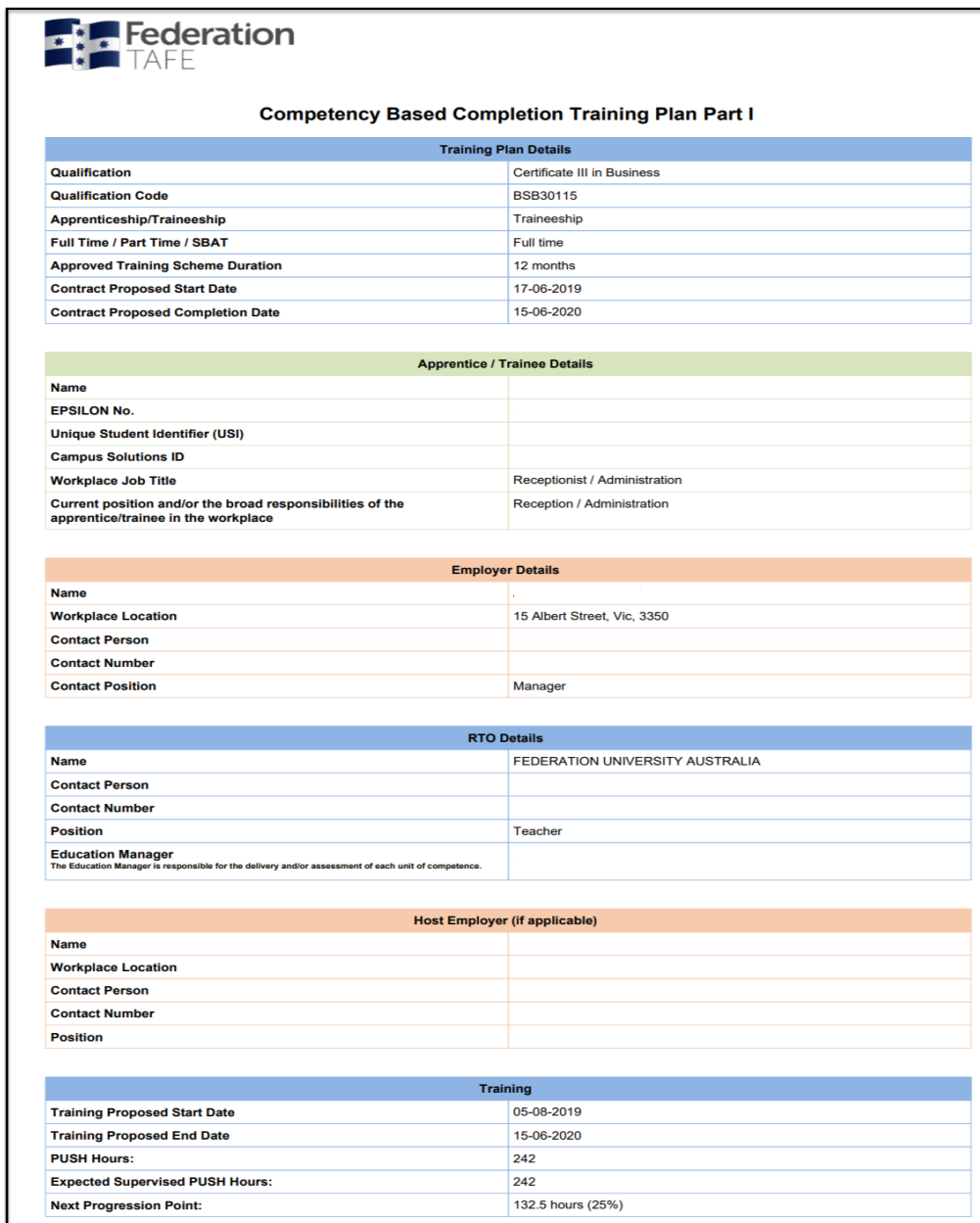
# View Training Plan



The screenshot shows the ATOM dashboard with the following elements:

- Navigation menu: Dashboard, **View training plan** (highlighted), Attendance history, Training withdrawal log, Group information.
- Section: Training tasks
- Buttons: View training plan, View attendance history, Workplace training log.
- Callout box: Click on the quick button to view your training plan.

By clicking on the Quick button you will be given access to your Training Plan. To print – Press the CTRL + P keys together on your keyboard and use the print options as they appear.



**Competency Based Completion Training Plan Part I**

Training Plan Details	
Qualification	Certificate III in Business
Qualification Code	BSB30115
Apprenticeship/Traineeship	Traineeship
Full Time / Part Time / SBAT	Full time
Approved Training Scheme Duration	12 months
Contract Proposed Start Date	17-06-2019
Contract Proposed Completion Date	15-06-2020

Apprentice / Trainee Details	
Name	
EPSILON No.	
Unique Student Identifier (USI)	
Campus Solutions ID	
Workplace Job Title	Receptionist / Administration
Current position and/or the broad responsibilities of the apprentice/trainee in the workplace	Reception / Administration

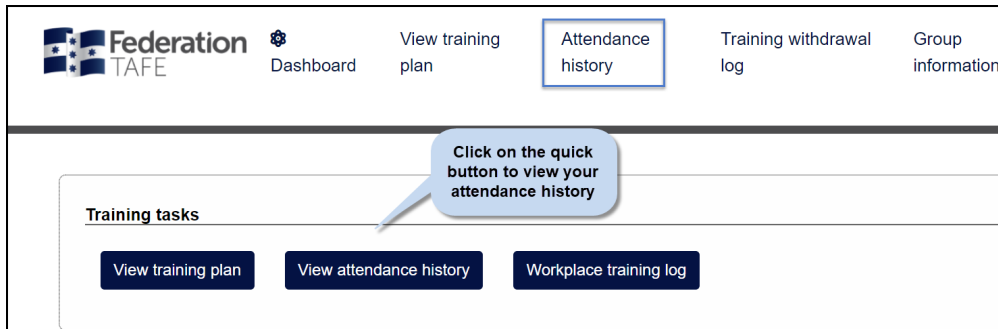
Employer Details	
Name	
Workplace Location	15 Albert Street, Vic, 3350
Contact Person	
Contact Number	
Contact Position	Manager

RTO Details	
Name	FEDERATION UNIVERSITY AUSTRALIA
Contact Person	
Contact Number	
Position	Teacher
Education Manager	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	05-08-2019
Training Proposed End Date	15-06-2020
PUSH Hours:	242
Expected Supervised PUSH Hours:	242
Next Progression Point:	132.5 hours (25%)

# Attendance History




Federation TAFE | Dashboard | View training plan | **Attendance history** | Training withdrawal log | Group information

Training tasks: View training plan | **View attendance history** | Workplace training log

Click on the quick button to view your attendance history

By clicking on the Quick button you will be given access to your Attendance history. To print – Press the CTRL + P keys together on your keyboard and use the print options as they appear.



**Apprentice attendance history as at 26 August 2020**

**Apprentice details**

---

**Name**  
 EPSILON INACTIVE - RECOMMENCEMENT  
**CS ID**

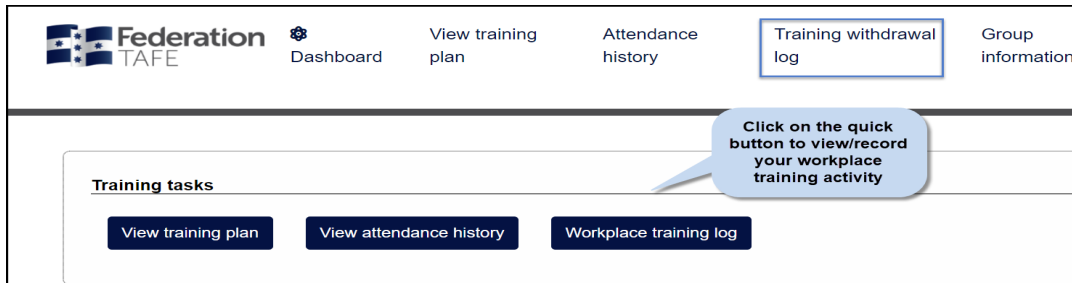
**Attendance history**

---

**SHB30416 Certificate III in Hairdressing**

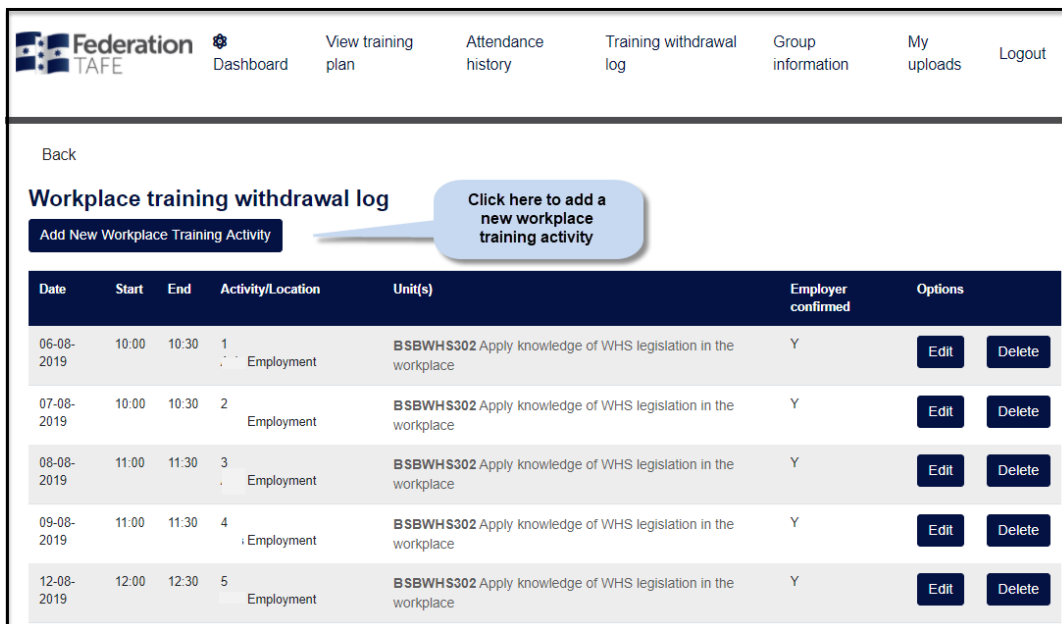
Date	Roll details	Teacher	Attendance	Unit	Unit hours	Withdrawn
Tuesday 19 November 2019	SHB30416_2019_ Group: Apps Tuesday Location: SMB Method: Blended	Shirley	Present	SHBHCLS002 Colour and lighten hair	2.0	
				SHBHCLS003 Provide full and partial head highlight	2.0	
				SHBHCLS004 Neutralise unwanted colours and tones	1.0	
				SHBHIND003 Develop and expand a client base	1.0	
					<b>6.0</b>	
<b>Notes:</b>						
Tuesday 12 November 2019	SHB30416_2019_ Group: Apps Tuesday Location: SMB Method: Blended	Shirley	Absent	SHBHIND003 Develop and expand a client base	0.0	
					<b>0.0</b>	
<b>Notes:</b>						
Tuesday 5 November 2019	SHB30416_2019_ Group: Apps Tuesday Location: SMB Method: Blended	Shirley	Absent with Notification	SHBHIND003 Develop and expand a client base	0.0	
					<b>0.0</b>	
<b>Notes:</b>						
Tuesday 29 October 2019	SHB30416_2019_ Group: Apps Tuesday Location: SMB Method: Blended	Shirley	Present	SHBHIND003 Develop and expand a client base	2.0	
				SHBXCCS002 Provide salon services to clients	2.0	
					<b>4.0</b>	
<b>Notes:</b>						

# Training Withdrawal Log



Click on the quick button to view/record your workplace training activity

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



Click here to add a new workplace training activity

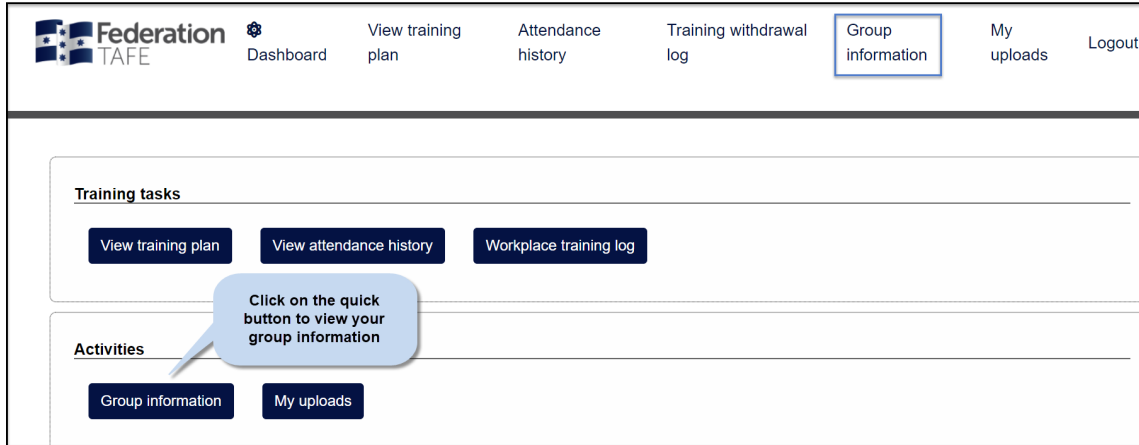
Date	Start	End	Activity/Location	Unit(s)	Employer confirmed	Options
06-08-2019	10:00	10:30	1 Employment	BSBWHS302 Apply knowledge of WHS legislation in the workplace	Y	Edit Delete
07-08-2019	10:00	10:30	2 Employment	BSBWHS302 Apply knowledge of WHS legislation in the workplace	Y	Edit Delete
08-08-2019	11:00	11:30	3 Employment	BSBWHS302 Apply knowledge of WHS legislation in the workplace	Y	Edit Delete
09-08-2019	11:00	11:30	4 Employment	BSBWHS302 Apply knowledge of WHS legislation in the workplace	Y	Edit Delete
12-08-2019	12:00	12:30	5 Employment	BSBWHS302 Apply knowledge of WHS legislation in the workplace	Y	Edit Delete

- Proceed to add details as requested, please note 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



The Employer and Date fields will pre-populate. Use the drop downs to select unit/s and the Start and End times. The Location and Activity are free text fields

## Group Information

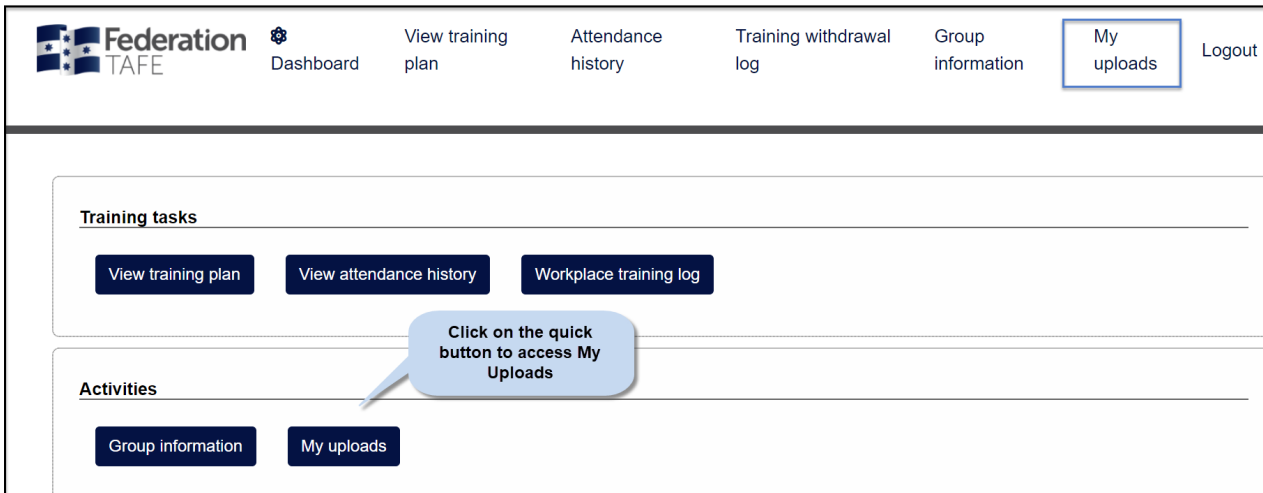


Group Information may display –

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

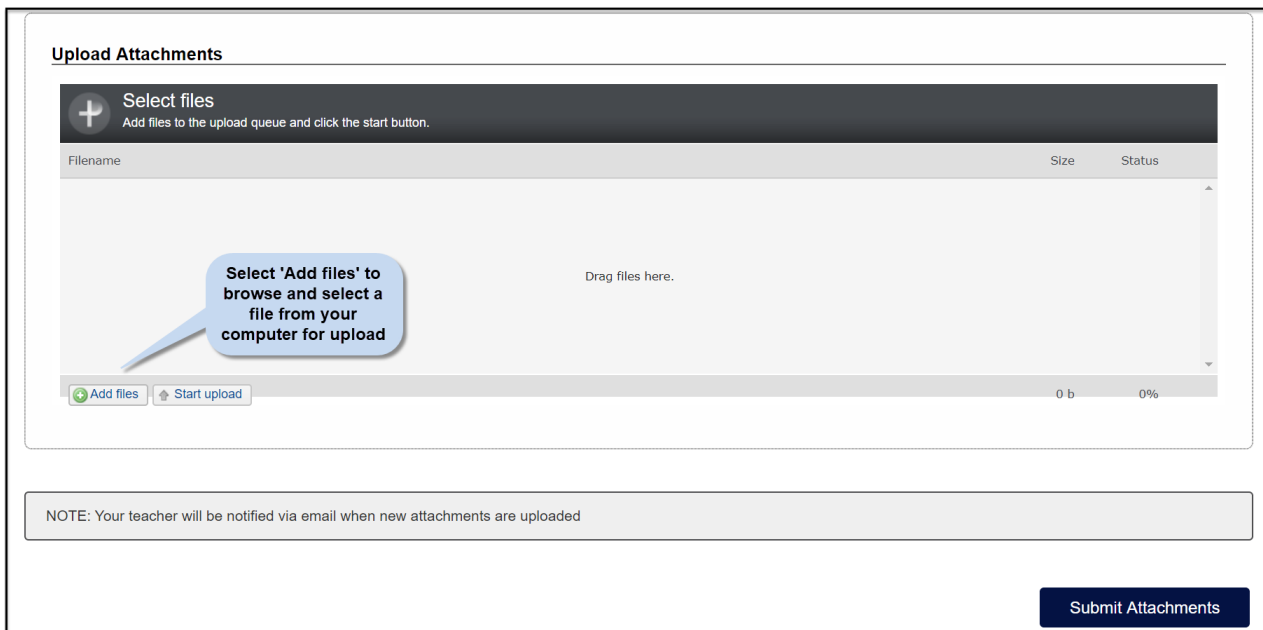


# My Uploads



The screenshot shows the ATOM user interface. At the top, there is a navigation bar with the Federation TAFE logo and several menu items: Dashboard, View training plan, Attendance history, Training withdrawal log, Group information, My uploads (highlighted with a blue box), and Logout. Below the navigation bar, there are two main sections: 'Training tasks' and 'Activities'. The 'Training tasks' section contains three buttons: 'View training plan', 'View attendance history', and 'Workplace training log'. The 'Activities' section contains two buttons: 'Group information' and 'My uploads'. A blue callout bubble points to the 'My uploads' button in the 'Activities' section with the text: 'Click on the quick button to access My Uploads'.

This section will display documents and image files that have been uploaded to your ATOM profile by you or your teacher. You can access these files at any time from ATOM. You will need a browser such as Chrome or Internet Explorer to utilise this function.



The screenshot shows the 'Upload Attachments' interface. At the top, there is a header 'Upload Attachments'. Below it, there is a 'Select files' section with a plus icon and the text 'Add files to the upload queue and click the start button.' Below this, there is a table with columns 'Filename', 'Size', and 'Status'. The table is currently empty, and the text 'Drag files here.' is displayed in the center. A blue callout bubble points to the 'Add files' button at the bottom left of the table with the text: 'Select 'Add files' to browse and select a file from your computer for upload'. At the bottom of the interface, there is a 'NOTE: Your teacher will be notified via email when new attachments are uploaded' and a 'Submit Attachments' button.

**Upload Attachments**

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

Filename	Size	Status
sample training plan_AUG2020.docx	18 KB	0% <span style="color: red;">-</span>

+ Add files
+ Start upload

Submit Attachments

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

Once file has been selected for upload it will appear with the name of the document, size of the file and its upload status

Click 'Start upload' to begin the upload process

**Upload Attachments**

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

Filename	Size	Status
sample training plan_AUG2020.docx	18 KB	100% <span style="color: green;">+</span>

Uploaded 1/1 files
18 KB 100%

**Awaiting Upload:**

- sample training plan\_AUG2020.docx

Submit Attachments

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

Your file will wait here until you click on 'Submit Attachments'

Click here to finalise the upload


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

**Success**  
Attachments saved and teacher notified

**Attachments**

File name	File size	Date added	Added by
sample_training_plan_AUG2020.docx	18Kb		

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.



Dashboard
View training plan
Attendance history
Training log

**Training tasks**

View training plan

View attendance history





Workplace training log

**Activities**

Group information

My uploads

**Links**

-  [COVID-19: Apprentice, trainee and employer support](#)
-  [Federation ePortfolio](#)
-  [Federation Moodle](#)
-  [Federation literacy and numeracy assessments](#)

**Forms**

- [Apprentice Contacts 2019.docx](#) (109Kb)
- [Apprentice Teacher User Guide Dec2018.docx](#) (3,455Kb)
- [Apprentice Trainee ATOM User Guide Aug2019.docx](#) (1,427Kb)
- [ATOM Student User Guide Version 5 April 2016.pdf](#) (1,040Kb)
- [FedU TAFE WithdrawalLog 2018 V2.pdf](#) (50Kb)

**Teacher and Apprentice Uploads**

sample training plan AUG2020.docx

Your files will be visible/accessible

## Contact Details

For any inquiries please email ATOM Helpdesk on [atom@federation.edu.au](mailto:atom@federation.edu.au)

or contact us on: 1800 333 864

