

ATOM User Guide - Employers 2025

Prepared by
Apprentice Trainee Online Management
System | Federation TAFE

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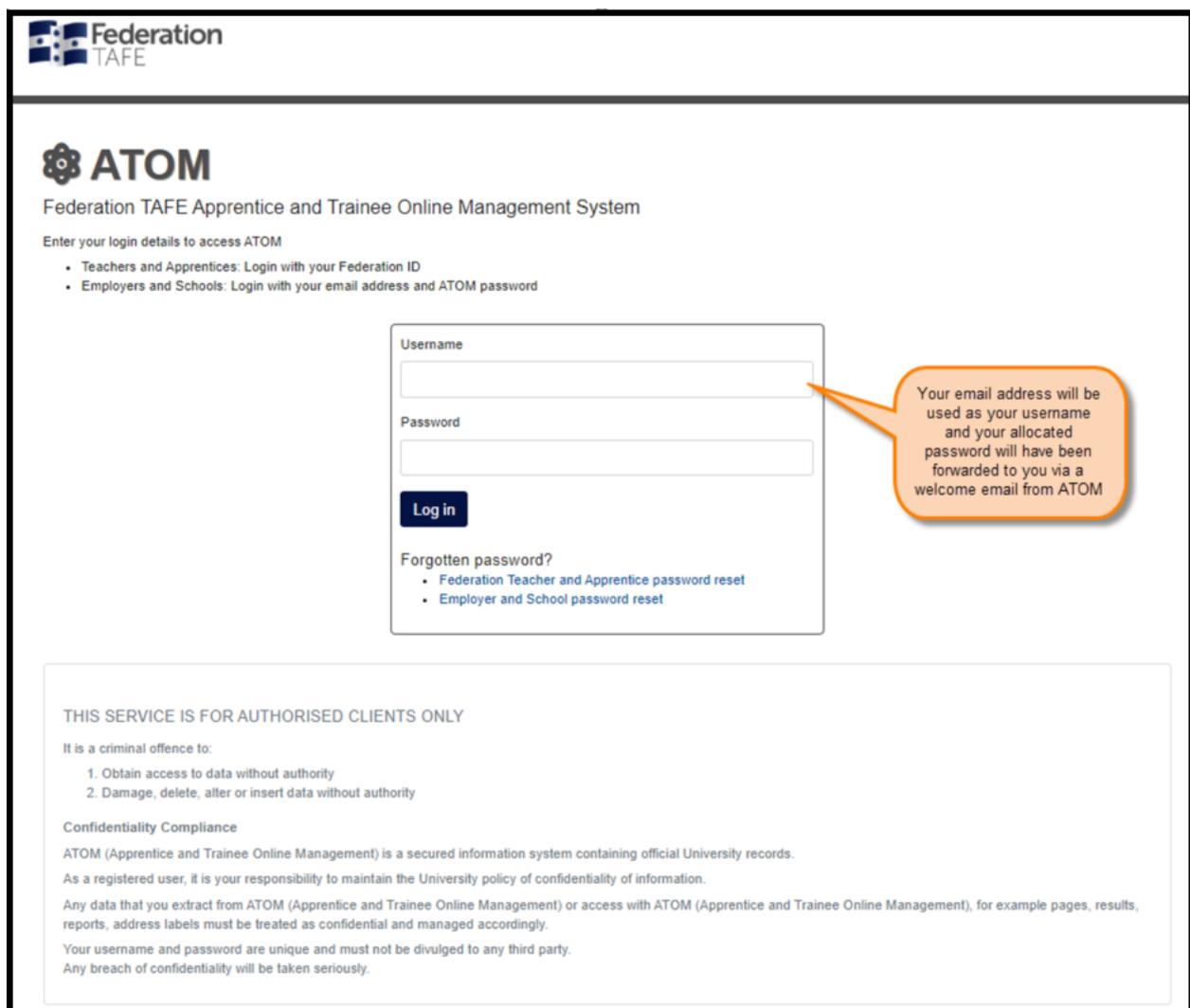


Starting Off

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 screen will appear (please do not enter www.)



The screenshot shows the ATOM login interface. At the top left is the Federation TAFE logo. Below it is the ATOM logo and the text 'Federation TAFE Apprentice and Trainee Online Management System'. A section titled 'Enter your login details to access ATOM' contains two bullet points: 'Teachers and Apprentices: Login with your Federation ID' and 'Employers and Schools: Login with your email address and ATOM password'. The login form has two input fields: 'Username' and 'Password'. A blue 'Log in' button is below the fields. To the right of the form is an orange callout box with a pointer to the Username field, containing the text: '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'. Below the form is a section titled 'THIS SERVICE IS FOR AUTHORISED CLIENTS ONLY' with a list of criminal offenses: '1. Obtain access to data without authority' and '2. Damage, delete, alter or insert data without authority'. Below that is a 'Confidentiality Compliance' section with text about the system's security and confidentiality policies.

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



[Dashboard](#)
[My apprentices](#)
[Pending grades](#)
[Confirmed grades](#)
[Workplace training log](#)
[Profile](#)
[Logout](#)

Pending apprentice grades

No pending units found

Links

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

Forms

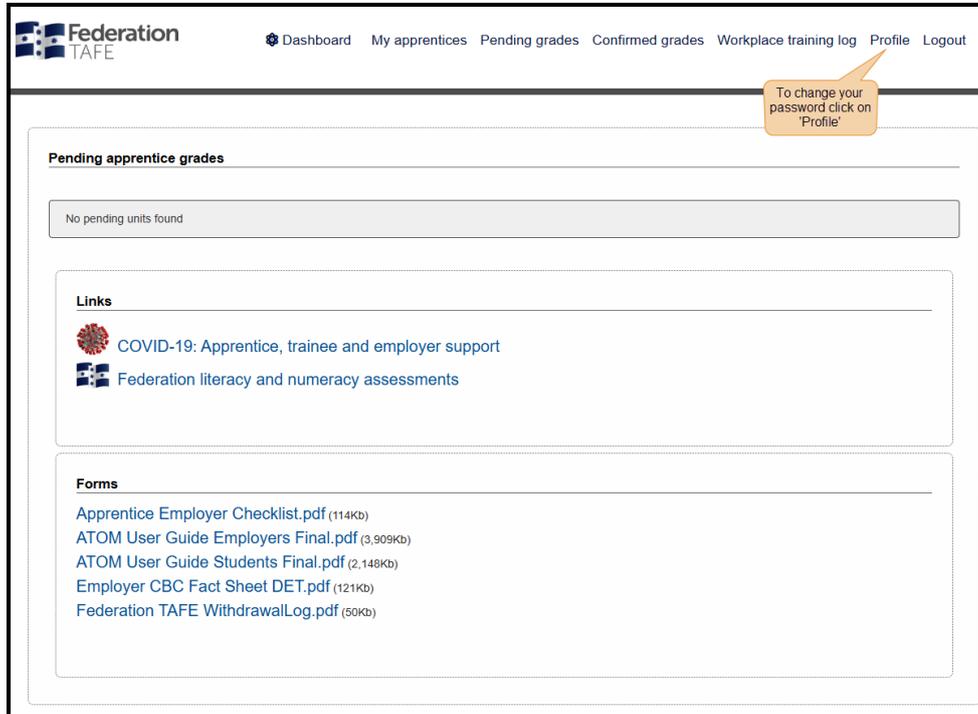
- [Apprentice Employer Checklist.pdf](#) (114Kb)
- [ATOM User Guide Employers Final.pdf](#) (3,909Kb)
- [ATOM User Guide Students Final.pdf](#) (2,148Kb)
- [Employer CBC Fact Sheet DET.pdf](#) (121Kb)
- [Federation TAFE WithdrawalLog.pdf](#) (50Kb)



ATOM Password

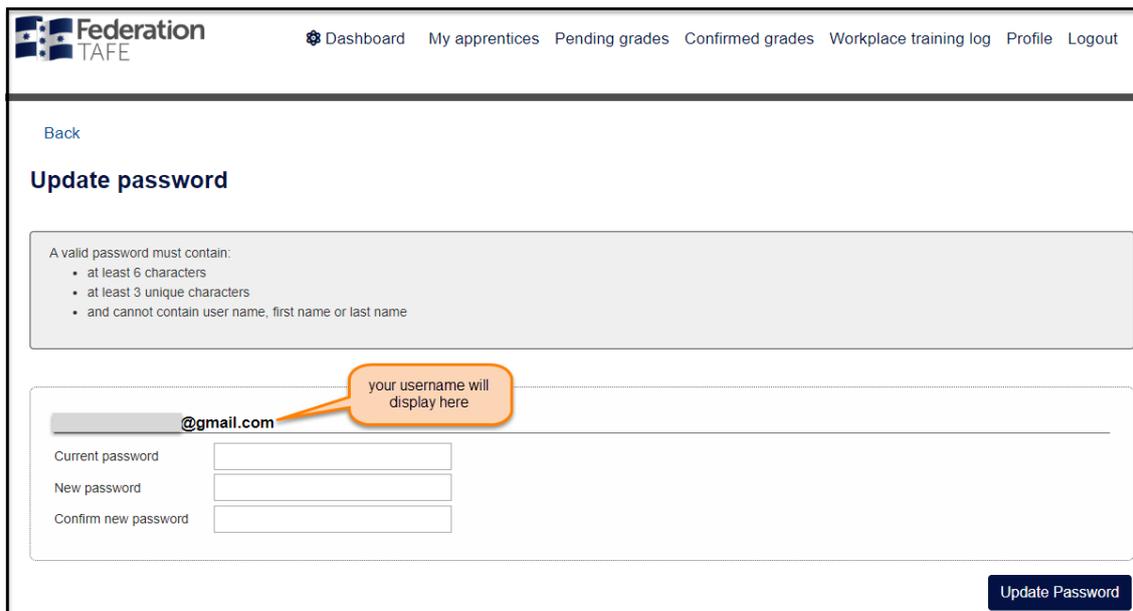
Please ensure to update your temporary password following your first login.

Click on **'Profile'**



The screenshot shows the ATOM user dashboard. The top navigation bar includes: Federation TAFE, Dashboard, My apprentices, Pending grades, Confirmed grades, Workplace training log, Profile, and Logout. The 'Profile' link is highlighted. Below the navigation bar, there are sections for 'Pending apprentice grades' (showing 'No pending units found'), 'Links' (with links for COVID-19 support and literacy assessments), and 'Forms' (with links to various PDF documents like 'Apprentice Employer Checklist.pdf', 'ATOM User Guide Employers Final.pdf', etc.). A callout box points to the 'Profile' link in the navigation bar with the text: "To change your password click on 'Profile'".

Enter your current password, a new password and confirm. Click **'Update Password'**



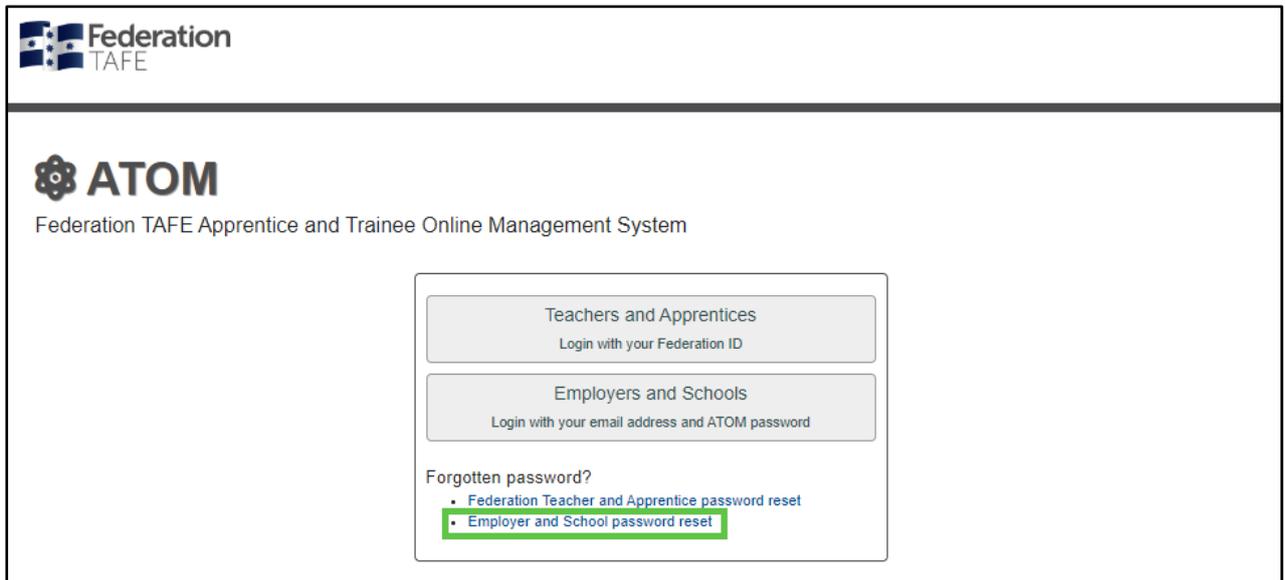
The screenshot shows the 'Update password' form. At the top left is a 'Back' link. The title is 'Update password'. Below the title is a box with the following text: "A valid password must contain:" followed by a bulleted list:

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

 Below this is a large input field for the username, containing "@gmail.com". A callout box points to this field with the text: "your username will display here". Underneath the username field are three password input fields labeled "Current password", "New password", and "Confirm new password". At the bottom right of the form is a blue button labeled "Update Password".

Your password can be changed anytime but please be mindful if you have multiple users for your company to choose a password that is unique to you and easy to remember.

To reset your password, you can contact ATOM Support via atom@federation.edu.au or by clicking the Forgotten Password option on the ATOM login page

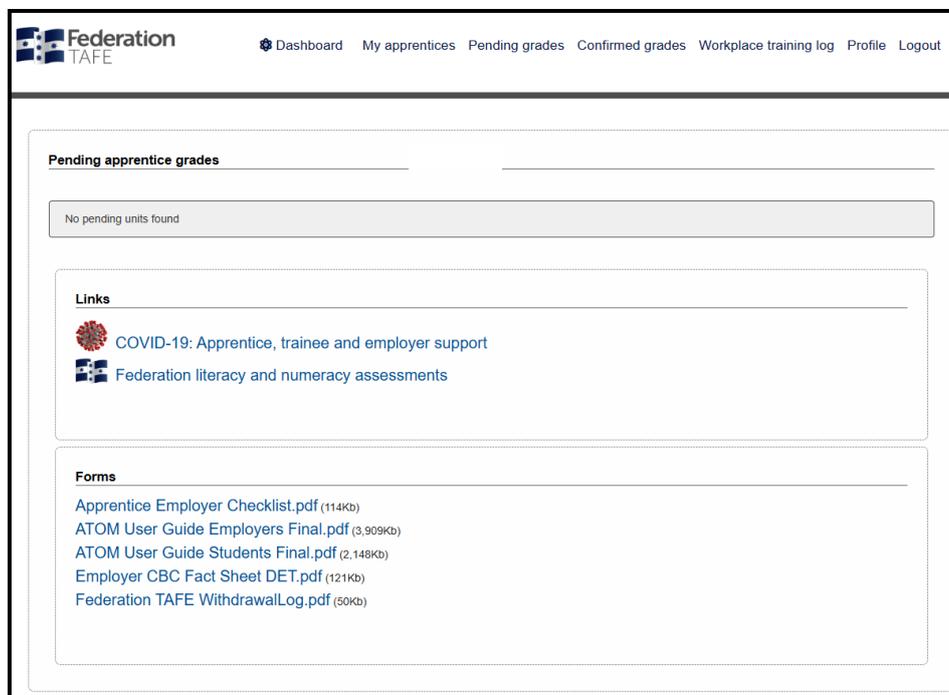


The screenshot shows the ATOM login page. At the top left is the Federation TAFE logo. Below it is the ATOM logo and the text "Federation TAFE Apprenticeship and Trainee Online Management System". In the center, there are two login buttons: "Teachers and Apprentices" (Login with your Federation ID) and "Employers and Schools" (Login with your email address and ATOM password). Below these buttons is a "Forgotten password?" section with two links: "Federation Teacher and Apprentice password reset" and "Employer and School password reset". The "Employer and School password reset" link is highlighted with a green box.



Dashboard

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



The screen consists of the follow key areas:

- **Menu bar selections are:**
 - **Dashboard** - will direct you to a view of all pending grades for all apprentices in your employment. Also includes helpful links and forms you may require.
 - **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
 - **Profile** - 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 may be required during the apprenticeship/ traineeship

My Apprentices

To view a full list of all apprentices/trainees attached to your organisation; click on **My apprentices**

Apprentice management

Type student first name or surname

Keywords:

Qualification:

Approval status:

[Go](#)

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.

6 results found (Displaying 1 - 6)

<
>

Name	Qualification
<div style="display: flex; justify-content: space-between;"> <input type="text" value=""/> SAMUEL </div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> EPSILON: <input type="text" value=""/> CS ID: <input type="text" value=""/> </div>	<div style="display: flex; justify-content: space-between;"> AUR30620 CERTIFICATE III LIGHT VEHICLE MECHANICAL TECHNOLOGY </div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> ACTIVE - RECOMMENCEMENT CONTRACT START: 13-06-2023 CONTRACT COMPLETION: 10-12-2026 </div>
<p style="margin-top: 5px;">Pending units</p> <div style="background-color: #ADD8E6; padding: 2px; margin-bottom: 5px;">AURETR011 - 15/10/2024</div> <ul style="list-style-type: none"> <li style="padding: 2px 5px;">Assessment <li style="padding: 2px 5px;">Attendance <li style="padding: 2px 5px;">View attachments <li style="padding: 2px 5px;">View training plan 	
<div style="display: flex; justify-content: space-between;"> <input type="text" value=""/> KAYDAN </div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> EPSILON: <input type="text" value=""/> CS ID: <input type="text" value=""/> </div>	<div style="display: flex; justify-content: space-between;"> AUR30620 CERTIFICATE III LIGHT VEHICLE MECHANICAL TECHNOLOGY </div> <div style="display: flex; justify-content: space-between; font-size: 0.8em;"> ACTIVE - RECOMMENCEMENT CONTRACT START: 11-12-2023 CONTRACT COMPLETION: 07-10-2026 </div>
<ul style="list-style-type: none"> <li style="padding: 2px 5px;">Assessment <li style="padding: 2px 5px;">Attendance <li style="padding: 2px 5px;">View attachments <li style="padding: 2px 5px;">View training plan 	

Click on the options provided for quick access

Within this page you can access:

- **Assessment** - will provide a view of the units selected on the apprentice's training plan. It will display assessment information against each unit and also allow you to confirm or reject any pending unit grades
- **Attendance** - will allow you to view the attendance history/Workplace training withdrawal logs recorded for your apprentice. You can also print this in a PDF format.
- **View Attachments** - allows you to view any attachments uploaded to your apprentice's record as well as allowing you to upload any documents
- **View Training Plan** - will open up a PDF copy of your apprentice's training plan – please note this copy will only include signatures if they were completed electronically however paperbased signatures will be available under 'Vew Attachments'



Assessment

When you click on **Assessment** the below screen will appear:

- **Unit Completion tab** - provides you with a list of the units selected on the apprentice’s training plan, the class/year assigned for each; the current status of the unit; and assessment dates/confirm dates for graded units of competency. You can also confirm/reject any pending (AC) grades.

Once a grade has been confirmed options will be grey out and no further changes can take place.

Training plan details

Employer: motorworld	Apprentice: Samuel
RTO: Federation University Australia	EPSILON No.:
Qualification: Certificate III Light Vehicle Mechanical Technology	EPSILON Status: ACTIVE - RECOMMENCEMENT
PUSH Hours: 843	Campus Solutions ID:
Expected Supervised PUSH Hours: 390	Unique Student Identifier (USI):
Completed Hours: 280	Qualification Code: AUR30620
Apprenticeship Network Provider: Apprenticeship Support Australia	Next Progression Point: 510

Unit completion Part 4
Attendance/Workplace training

Units to be completed

Unit details	Year	Current Status	Assessment	Options
AURETR125 Test, charge and replace batteries and jump-start vehicles Type: Core Hours: 15 Confirmer: Employer Unit start date: 21-08-2023 Unit end date: 28-02-2024	1	Completed	Assessor: R.Wojcicki ATOM Grade: CY Assess date: 06-02-2024 CS Grade: CY Confirm date: 07-02-2024	<input type="button" value="Confirm"/> <input type="button" value="Reject"/>
AURLTZ101 Diagnose and repair light vehicle emission control systems Type: Core Hours: 20 Confirmer: Employer Unit start date: 21-08-2023 Unit end date: 28-02-2024	1	Completed	Assessor: R.Wojcicki ATOM Grade: CY Assess date: 15-03-2024 CS Grade: CY Confirm date: 25-03-2024	<input type="button" value="Confirm"/> <input type="button" value="Reject"/>
AURTTF101 Inspect and service petrol fuel systems Type: Core Hours: 25 Confirmer: Employer Unit start date: 16-10-2023 Unit end date: 19-12-2024	2	Completed	Assessor: S.Romeo ATOM Grade: CY Assess date: 21-11-2024 CS Grade: CY Confirm date: 26-11-2024	<input type="button" value="Confirm"/> <input type="button" value="Reject"/>
AURETR011 Install basic ancillary electrical systems and components Type: Elective Hours: 40 Confirmer: Employer Unit start date: 27-11-2023 Unit end date: 19-12-2024	2	Awaiting	Assessor: N.Sales ATOM Grade: AC Assess date: 15-10-2024 CS Grade:	<input type="button" value="Confirm"/> <input type="button" value="Reject"/>

- **Attendance/ Workplace Training** - allows you to view the attendance history and withdrawal from training logs for your apprentice. You have the ability to print out as a PDF document.

Training plan details

Employer:	motorworld	Apprentice:	Samuel
RTO:	Federation University Australia	EPSILON No.:	
Qualification:	Certificate III Light Vehicle Mechanical Technology	EPSILON Status:	ACTIVE - RECOMMENCEMENT
PUSH Hours:	843	Campus Solutions ID:	
Expected Supervised PUSH Hours:	390	Unique Student Identifier (USI):	
Completed Hours	280	Qualification Code:	AUR30620
Apprenticeship Network Provider:	Apprenticeship Support Australia	Next Progression Point	510

Unit completion Part 4 Attendance/Workplace training 

Attendance history as at 11 December 2024

Details	Teacher	Attendance	Unit	Unit hours	Withdrawn
Thursday 21 November 2024 AUR30620_2024_A AUR30620_2024_A Location: SMB Method: Classroom	Shane Romeo	Present	AURTTF101 Inspect and service petrol fuel systems	3.0	
			AURTTF102 Inspect and service diesel fuel injection systems	4.0	
				7.0	
Wednesday 20 November 2024 AUR30620_2024_A AUR30620_2024_A Location: SMB Method: Classroom	Shane Romeo	Present	AURTTF102 Inspect and service diesel fuel injection systems	7.0	
				7.0	
Tuesday 19 November 2024 AUR30620_2024_A AUR30620_2024_A Location: SMB Method: Classroom	Nigel Sales	Present	AURTTF101 Inspect and service petrol fuel systems	7.0	
				7.0	
Monday 18 November 2024 AUR30620_2024_A AUR30620_2024_A Location: SMB Method: Classroom	Nigel Sales	Present	AURTTF101 Inspect and service petrol fuel systems	7.0	
				7.0	



Employer Confirmations

Within the Unit Completion tab under Assessment - You have the ability to confirm or reject any unit with an AC – Awaiting Employer Confirmation result.

- **CONFIRM** – **displayed in blue**; Select this option to **agree** with the Federation 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 Federation 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.

AURETR011 Install basic ancillary electrical systems and components	2	Awaiting	Assessor <u>N.Sales</u>	<input type="button" value="Confirm"/>	<input type="button" value="Reject"/>
Type	Elective	ATOM Grade	<u>AC</u>	Assess date	15-10-2024
Hours	40	CS Grade			
Confirmer	Employer				
Unit start date	27-11-2023				
Unit end date	19-12-2024				

Click here to Confirm or Reject a unit of competency. Once selected the option will grey out and a notification will be sent through to Federation TAFE

A verification screen to tell you that your selection has been accepted and an email sent to the Federation TAFE representative advising them of your selection will appear. **Please note:** on **rejection** of a unit of competency a Federation TAFE representative will contact you to discuss further what is needed to support the apprentice/trainee to achieve competence within this unit of competency.



[Dashboard](#) | [My apprentices](#) | [Pending grades](#) | [Confirmed grades](#) | [Workplace training log](#) | [Profile](#) | [Logout](#)

[Back](#)

Success

- Unit AURETR011 AC confirmed for Samuel [redacted]
- Assessor: Nigel [redacted]
- Email notification sent to Nigel [redacted]

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



[Dashboard](#) | [My apprentices](#) | [Pending grades](#) | [Confirmed grades](#) | [Workplace training log](#) | [Profile](#) | [Logout](#)

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Success

- Unit AURLTE102 AC rejected for Riley [redacted]
- Assessor: Nigel [redacted]
- Email notification sent to Nigel [redacted]

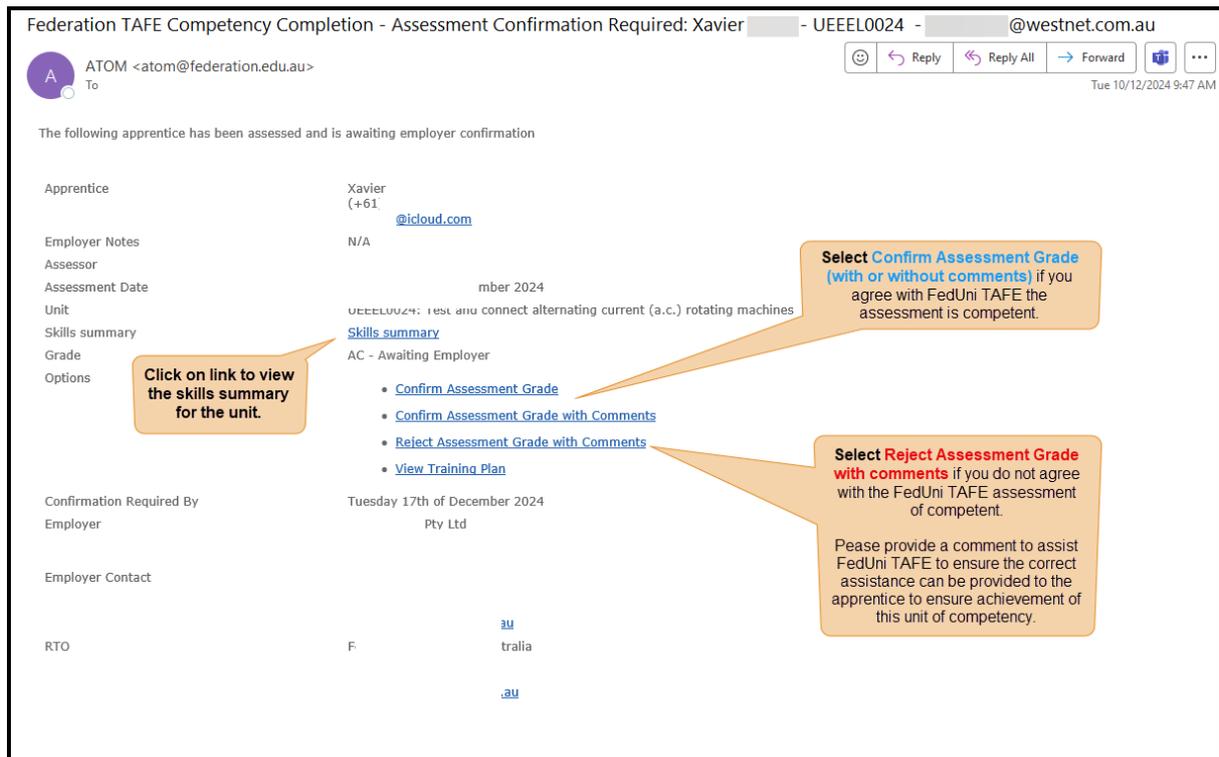
Rejection of competence in the unit of competency and notification that an email has been forward through to the FedUni TAFE RTO contact

Email Confirmations

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

The email will come with a subject title of:

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



Federation TAFE Competency Completion - Assessment Confirmation Required: Xavier - UEEEL0024 - @westnet.com.au

ATOM <atom@federation.edu.au>
 To: Tue 10/12/2024 9:47 AM

The following apprentice has been assessed and is awaiting employer confirmation

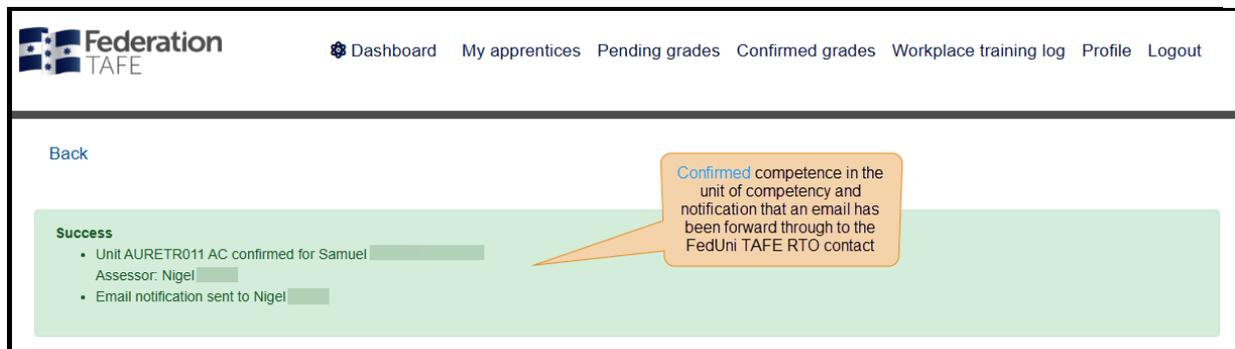
Apprentice	Xavier (+61 @icloud.com)
Employer Notes	N/A
Assessor	
Assessment Date	ember 2024
Unit	UEEEL0024: Test and connect alternating current (a.c.) rotating machines
Skills summary	Skills summary
Grade	AC - Awaiting Employer
Options	<ul style="list-style-type: none"> Confirm Assessment Grade Confirm Assessment Grade with Comments Reject Assessment Grade with Comments View Training Plan
Confirmation Required By	Tuesday 17th of December 2024
Employer	Pty Ltd
Employer Contact	
RTO	F tralia .au

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

Select Confirm Assessment Grade (with or without comments) if you agree with FedUni 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 10.



Federation TAFE | Dashboard | My apprentices | Pending grades | Confirmed grades | Workplace training log | Profile | Logout

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Success

- Unit AURETR011 AC confirmed for Samuel
- Assessor: Nigel
- Email notification sent to Nigel

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

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.

Training plan details

Employer:	motorworld	Apprentice:	Samuel
RTO:	Federation University Australia	EPSILON No.:	
Qualification:	Certificate III Light Vehicle Mechanical Technology	EPSILON Status:	ACTIVE - RECOMMENCEMENT
PUSH Hours:	843	Campus Solutions ID:	
Expected Supervised PUSH Hours:	390	Student Identifier (USI):	
Completed Hours:	280	Qualification Code:	AUR30620
Apprenticeship Network Provider:	Apprenticeship Support Australia	Next Progression Point:	510

Unit completion Part 4 Attendance/Workplace training Please click to print out a full attendance history

Attendance history as at 11 December 2024

Details	Teacher	Attendance	Unit	Unit hours	Withdrawn
Thursday 21 November 2024 AUR30620_2024_A AUR30620_2024_A Location: SMB Method: Classroom	Shane Romeo	Present	AURTTF101 Inspect and service petrol fuel systems AURTTF102 Inspect and service diesel fuel injection systems	3.0 4.0 7.0	
Wednesday 20 November 2024 AUR30620_2024_A AUR30620_2024_A Location: SMB Method: Classroom	Shane Romeo	Present	AURTTF102 Inspect and service diesel fuel injection systems	7.0 7.0	
Tuesday 19 November 2024 AUR30620_2024_A AUR30620_2024_A Location: SMB Method: Classroom	Nigel Sales	Present	AURTTF101 Inspect and service petrol fuel systems	7.0 7.0	
Monday 18 November 2024 AUR30620_2024_A AUR30620_2024_A Location: SMB Method: Classroom	Nigel Sales	Present	AURTTF101 Inspect and service petrol fuel systems	7.0 7.0	

When you select to print, you will be given an attendance history log as per below.



Apprentice attendance history as at 18 December 2024

Apprentice details

Name Samuel [REDACTED]
EPSILON [REDACTED] ACTIVE - RECOMMENCEMENT
CS ID [REDACTED]

Attendance history

AUR30620 Certificate III Light Vehicle Mechanical Technology

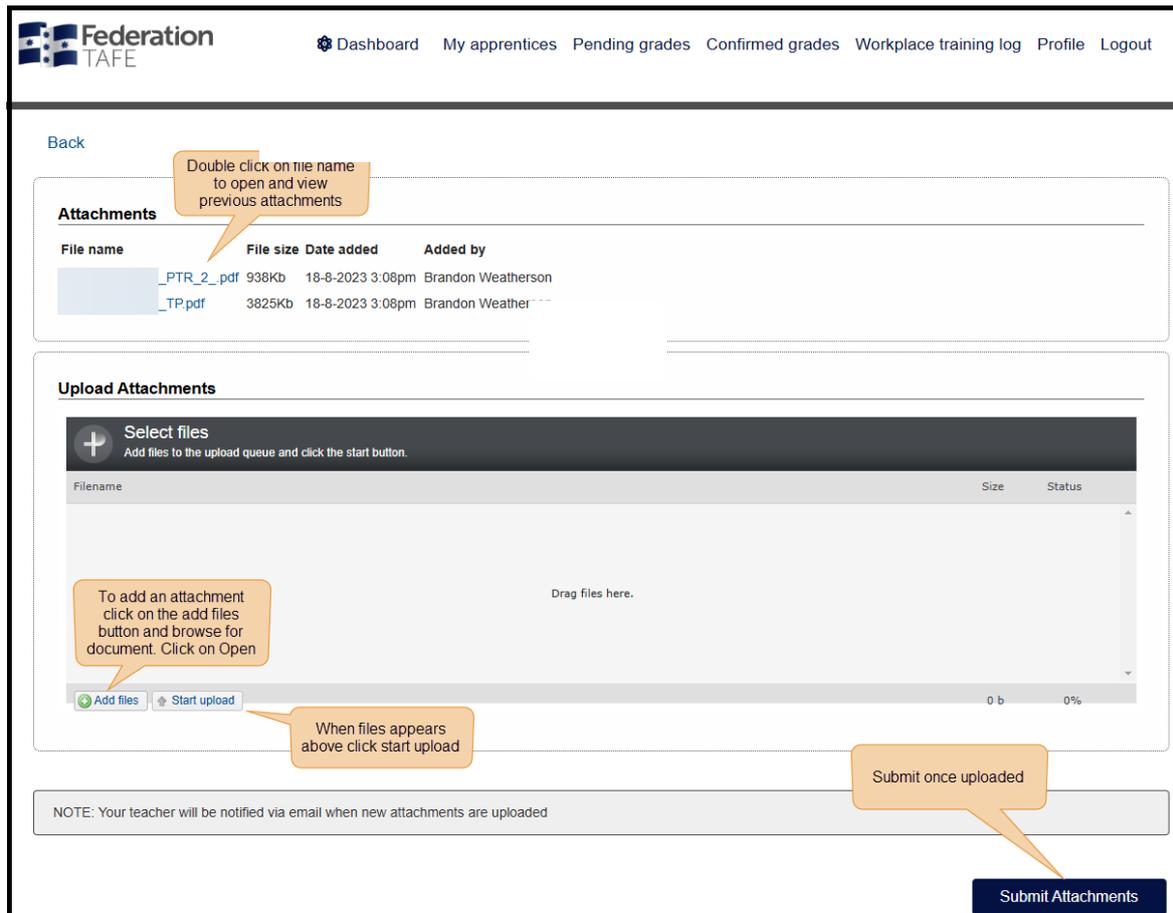
Date	Roll details	Teacher	Attendance	Unit	Unit hours	Withdrawn
Thursday 21 November 2024	AUR30620_2024_A Group: AUR30620_2024_A Location: SMB Method: Classroom	Shane Romeo	Present	AURTTF101 Inspect and service petrol fuel systems	3.0	
				AURTTF102 Inspect and service diesel fuel injection systems	4.0	
Notes:					7.0	
Wednesday 20 November 2024	AUR30620_2024_A Group: AUR30620_2024_A Location: SMB Method: Classroom	Shane Romeo	Present	AURTTF102 Inspect and service diesel fuel injection systems	7.0	
Notes:					7.0	
Tuesday 19 November 2024	AUR30620_2024_A Group: AUR30620_2024_A Location: SMB Method: Classroom	Nigel Sales	Present	AURTTF101 Inspect and service petrol fuel systems	7.0	
Notes:					7.0	
Monday 18 November 2024	AUR30620_2024_A Group: AUR30620_2024_A Location: SMB Method: Classroom	Nigel Sales	Present	AURTTF101 Inspect and service petrol fuel systems	7.0	
Notes:					7.0	
Thursday 17 October 2024	AUR30620_2024_A Group: AUR30620_2024_A Location: SMB Method: Classroom	Shane Romeo	Present	AURTTF101 Inspect and service petrol fuel systems	7.0	
Notes:					7.0	
Wednesday 16 October 2024	AUR30620_2024_A Group: AUR30620_2024_A Location: SMB Method: Classroom	Shane Romeo	Present	AURTTF101 Inspect and service petrol fuel systems	7.0	
Notes:					7.0	

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 Federation TAFE Staff, yourself and the apprentice/ trainee.

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



Federation TAFE | Dashboard | My apprentices | Pending grades | Confirmed grades | Workplace training log | Profile | Logout

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Attachments

File name	File size	Date added	Added by
_PTR_2_.pdf	938Kb	18-8-2023 3:08pm	Brandon Weatherson
_TP.pdf	3825Kb	18-8-2023 3:08pm	Brandon Weather

Upload Attachments

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

Filename	Size	Status
Drag files here.		

0 b 0%

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

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.

Apprentice management

Type student first name or surname

Keywords:

Qualification:

Approval status:

Go

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.

6 results found (Displaying 1 - 6)

<
>

Name	Qualification
<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p>SAMUEL</p> <p>EPSILON: <input style="width: 100%;" type="text"/> CS ID: <input style="width: 100%;" type="text"/></p> </div> <div style="width: 40%; text-align: right;"> <p style="background-color: #008000; color: white; padding: 2px;">ACTIVE - RECOMMENCEMENT</p> <p style="font-size: 0.7em;">CONTRACT START: 13-06-2023 CONTRACT COMPLETION: 10-12-2026</p> </div> </div> <p style="font-size: 0.7em; margin-top: 5px;">Pending units</p> <p style="background-color: #008000; color: white; padding: 2px; font-size: 0.7em;">AURETR011 - 15/10/2024</p> <ul style="list-style-type: none"> <li style="padding: 2px 5px; margin-bottom: 2px;">Assessment <li style="padding: 2px 5px; margin-bottom: 2px;">Attendance <li style="padding: 2px 5px; margin-bottom: 2px;">View attachments <li style="padding: 2px 5px; margin-bottom: 2px;">View training plan 	<div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p>KAYDAN</p> <p>EPSILON: <input style="width: 100%;" type="text"/> CS ID: <input style="width: 100%;" type="text"/></p> </div> <div style="width: 40%; text-align: right;"> <p style="background-color: #008000; color: white; padding: 2px;">ACTIVE - RECOMMENCEMENT</p> <p style="font-size: 0.7em;">CONTRACT START: 11-12-2023 CONTRACT COMPLETION: 07-10-2026</p> </div> </div> <ul style="list-style-type: none"> <li style="padding: 2px 5px; margin-bottom: 2px;">Assessment <li style="padding: 2px 5px; margin-bottom: 2px;">Attendance <li style="padding: 2px 5px; margin-bottom: 2px;">View attachments <li style="padding: 2px 5px; margin-bottom: 2px;">View training plan

Please note: If you are eligible to claim financial incentives from the government distributed through your Apprentice Connect Australia Provider (ACAP), 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/or are unable to access please email ATOM Support for assistance at atom@federation.edu.au



When you click on **View Training Plan** the following screen view will appear.

PART 1 – Competency Based Completion Training Plan Part I



Competency Based Completion Training Plan Part I

Training Plan Details	
Qualification	Certificate III Light Vehicle Mechanical Technology
Qualification Code	AUR30620
Apprenticeship/Traineeship	Apprenticeship
Full Time / Part Time / SBAT	Full time
Approved Training Scheme Duration	42 months
Contract Proposed Start Date	13-06-2023
Contract Proposed Completion Date	10-12-2026

Apprentice / Trainee Details	
Name	Samuel [REDACTED]
EPSILON No.	[REDACTED]
Unique Student Identifier (USI)	[REDACTED]
Campus Solutions ID	[REDACTED]
Workplace Job Title	Apprentice
Current position and/or the broad responsibilities of the apprentice/trainee in the workplace	Duties as required

Employer Details	
Name	[REDACTED] motorworld
Workplace Location	
Contact Person	[REDACTED]
Contact Number	[REDACTED]
Contact Position	

RTO Details	
Name	Federation University Australia
Contact Person	Nigel [REDACTED]
Contact Number	[REDACTED]
Position	TAFE Teacher, Automotive
Program Manager	Stuart Birkin
<small>The Program Manager is responsible for the delivery and/or assessment of each unit of competence.</small>	

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

Training	
Training Proposed Start Date	21-08-2023
Training Proposed End Date	10-12-2026
PUSH Hours:	843
Expected Supervised PUSH Hours:	390
Next Progression Point:	510 hours (50%)

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	motorworld		Apprentice	Samuel		
RTO	Federation University Australia		EPSILON No.			
Qualification	Certificate III Light Vehicle Mechanical Technology		Qualification code	AUR30620		
Current Year	2		Date From	22-01-2024	Date To	19-12-2024
Training and Assessment						
Year	Units of Competence	Core / Elective	Confirmer	Delivery method	Assessment Method(s)	Proposed Date/s
1	AURTTA104 Carry out servicing operations	Core	Employer confirmed	Blended	Practical assessment task Knowledge assessment task	20-12-2023
1	AURTTK001 Use and maintain measuring equipment in an automotive workplace	Elective	Employer confirmed	Blended	Practical assessment task	20-12-2023
1	AURETR125 Test, charge and replace batteries and jump-start vehicles	Core	Employer confirmed	Blended	Practical assessment task	2024
1	AURLTZ101 Diagnose and repair light vehicle emission control systems	Core	Employer confirmed	Blended	Practical assessment task	2024
2	AURETH101 Depower and reinitialise battery electric vehicles	Elective	Employer confirmed	Blended	Knowledge assessment task	2024
2	AURETH102 Inspect and maintain battery electric vehicles	Elective	Employer confirmed	Blended	Practical assessment task Knowledge assessment task	19-12-2024
2	AURETR011 Install basic ancillary electrical systems and components	Elective	Employer confirmed	Blended	Practical assessment task Knowledge assessment task	19-12-2024
2	AURTTA118 Develop and carry out diagnostic test strategies	Core	Employer confirmed	Blended	Practical assessment task Knowledge assessment task	19-12-2024
2	AURTTF101 Inspect and service petrol fuel systems	Core	Employer confirmed	Blended	Practical assessment task Knowledge assessment task	19-12-2024
2	AURTTF102 Inspect and service diesel fuel injection systems	Elective	Employer confirmed	Blended	Practical assessment task Knowledge assessment task	19-12-2024
3	AURETR122 Diagnose and repair vehicle dynamic control systems	Elective	Employer confirmed	Blended	Practical assessment task Knowledge assessment task	17-12-2025
3	AURETR123 Diagnose and repair spark ignition engine management systems	Core	Employer confirmed	Blended	Practical assessment task Knowledge assessment task	17-12-2025
3	AURETR129 Diagnose and repair charging systems	Core	Employer confirmed	Blended	Practical assessment task Knowledge assessment task	17-12-2025
3	AURETR130 Diagnose and repair starting systems	Core	Employer confirmed	Blended	Practical assessment task Knowledge assessment task	17-12-2025
3	AURETR131 Diagnose and repair ignition systems	Core	Employer confirmed	Blended	Practical assessment task Knowledge assessment task	17-12-2025
3	AURETR143 Diagnose and repair electronic body management systems	Elective	Employer confirmed	Blended	Practical assessment task Knowledge assessment task	17-12-2025
3	AURLTB103 Diagnose and repair light vehicle hydraulic braking systems	Core	Employer confirmed	Blended	Practical assessment task Knowledge assessment task	17-12-2025

Part II of the training plan displays the planning of each unit of competency; with time frames for delivery proposed against each and the signatures of all parties to the contract

Commencement signature page

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

Agreement

Employer	
Name	Ben <input style="width: 50px;" type="text"/>
Offline signature recorded Please refer to training plan attachments for scanned copy	
Date	17-08-2023

RTO	
Name	Nigel <input style="width: 50px;" type="text"/>
Offline signature recorded Please refer to training plan attachments for scanned copy	
Date	17-08-2023

Apprentice/Trainee	
Name	Samuel <input style="width: 50px;" type="text"/>
Offline signature recorded Please refer to training plan attachments for scanned copy	
Date	17-08-2023

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

School based apprenticeships only	Name of School	Representative signature
In order for the Training Plan to be registered with the HESG 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 SBNA, 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.		
		Name
		Date

PART 4 – Competency Based Completion Training Plan Part IV (includes Assessment Part III)

Competency Based Completion Training Plan Part IV (includes Assessment Part III)							
Employer	motorworld		Apprentice	Samuel			
RTO	Federation University Australia		State Trainee ID.				
Qualification	Certificate III Light Vehicle Mechanical Technology		Qualification Code	AUR30620			
Units to be completed to gain the above qualification							
Unit	Scheduled Hours	Year	Current Status	Unit Start Unit End date	Assess Date Confirm date	Assessor	Confirmer
AURETR125 Test, charge and replace batteries and jump-start vehicles	15	1	CY Completed	21-08-2023 to 28-02-2024	06-02-2024 07-02-2024	rwojcicki	Employer
AURLTZ101 Diagnose and repair light vehicle emission control systems	20	1	CY Completed	21-08-2023 to 28-02-2024	15-03-2024 25-03-2024	rwojcicki	Employer
AURTTA104 Carry out servicing operations	20	1	CY Completed	21-08-2023 to 22-12-2023	30-11-2023 04-12-2023	rwojcicki	Employer
AURTTK001 Use and maintain measuring equipment in an automotive workplace	15	1	CY Completed	21-08-2023 to 22-12-2023	28-11-2023 29-11-2023	rwojcicki	Employer
AURTTF101 Inspect and service petrol fuel systems	25	2	CY Completed	16-10-2023 to 19-12-2024	21-11-2024 26-11-2024	Sromeo	Employer
AURETR011 Install basic ancillary electrical systems and components	40	2	AC Awaiting Employer	27-11-2023 to 28-03-2025	15-10-2024	nsales	Employer
AURETH101 Depower and reinitialise battery electric vehicles	10	2		27-11-2023			Employer
AURETH102 Inspect and maintain battery electric vehicles	20	2					Employer
AURTTA118 Develop and carry out diagnostic test strategies	20	2					Employer
AURTTF102 Inspect and service diesel fuel injection systems	20	2		16-10-2023 to 28-03-2025			Employer
AURETR122 Diagnose and repair vehicle dynamic control systems	70	3					Employer
AURETR123 Diagnose and repair spark ignition engine management systems	60	3					Employer
AURETR129 Diagnose and repair charging systems	30	3					Employer

Part III and Part IV of the training plan displays the progress of each unit of competency being delivered and the status of each



Completion signature page

This page will only appear once all units have been confirmed competent (completed).

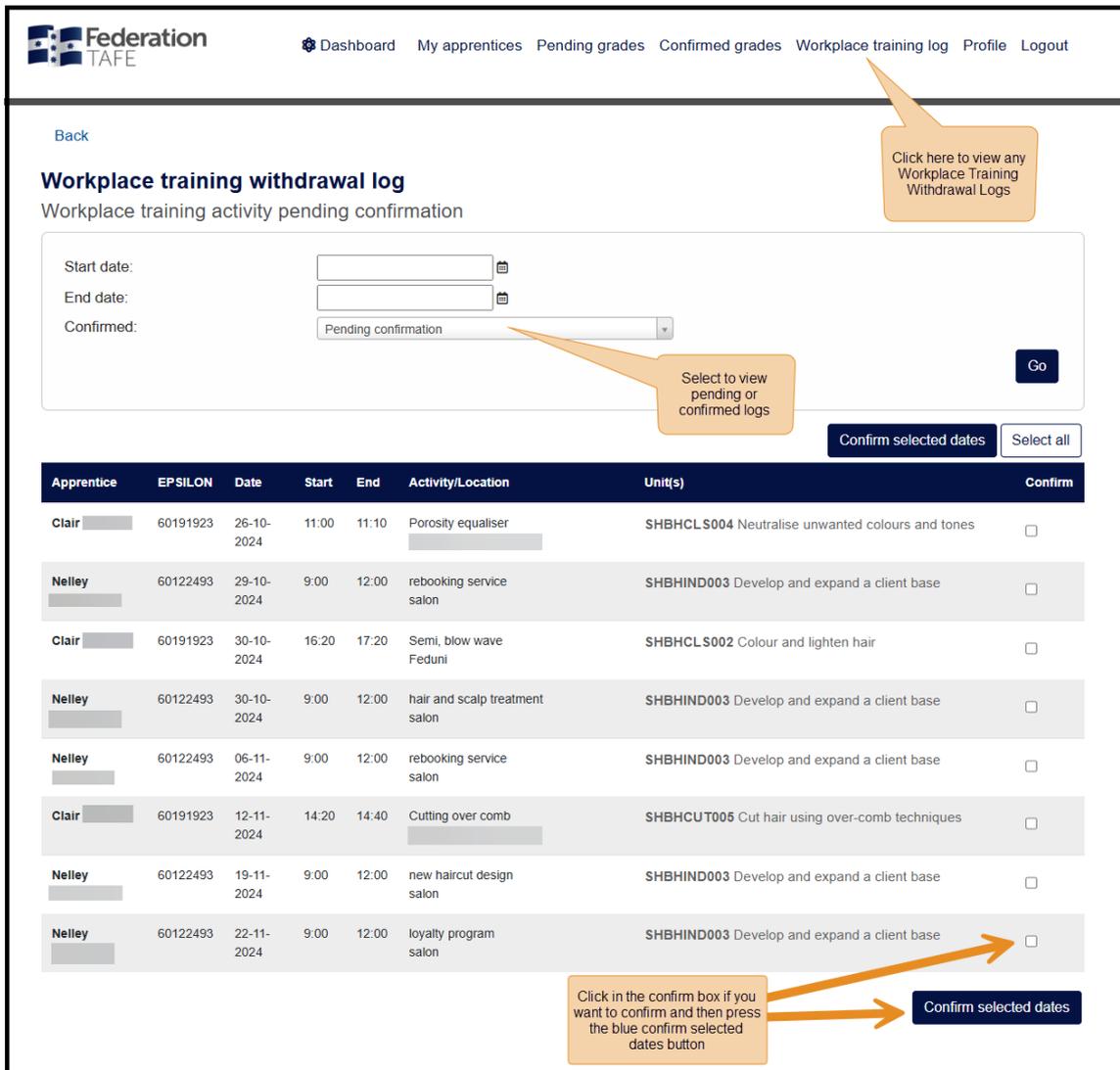
To be completed once all training is completed and competence for the above qualification has been achieved			
Once this is signed Federation University Australia will inform HESG who will then provide confirmation to the parties that the Contract of Training has been completed effective from the stated date. I certify that the effective completion of the qualification is on <u>06 / 12 / 24</u> .			
Qualification	Certificate III Light Vehicle Mechanical Technology	Code	AUR30620
Proposed date	12-12-2024		
Completion date	06-12-2024		
Employer			
<div style="border: 1px solid orange; padding: 5px; display: inline-block; margin-top: 10px;"> On achievement of all units of competency within the qualification signatures from the employer, RTO contact, Apprentice (and school if applicable) will be required. </div>			
Name:			
Date:			
Apprentice			
Name:			
Date:			
RTO			
Name:			
Date:			



Workplace Training Withdrawal Log

If your Apprentice/Trainee 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.



The screenshot shows the 'Workplace training withdrawal log' page. At the top, there is a navigation bar with 'Workplace training log' selected. Below the navigation bar, there is a 'Back' link and the title 'Workplace training withdrawal log'. Underneath, it says 'Workplace training activity pending confirmation'. There are three filter fields: 'Start date', 'End date', and 'Confirmed'. The 'Confirmed' dropdown is set to 'Pending confirmation'. A 'Go' button is to the right of these filters. Below the filters, there are two buttons: 'Confirm selected dates' and 'Select all'. The main content is a table with columns: Apprentice, EPSILON, Date, Start, End, Activity/Location, Unit(s), and Confirm. The table lists several training activities with checkboxes in the 'Confirm' column. Callouts provide instructions: one points to the 'Confirmed' dropdown with the text 'Select to view pending or confirmed logs'; another points to the 'Confirm selected dates' button with the text 'Click here to view any Workplace Training Withdrawal Logs'; and a third points to the 'Confirm' checkboxes with the text 'Click in the confirm box if you want to confirm and then press the blue confirm selected dates button'.

Apprentice	EPSILON	Date	Start	End	Activity/Location	Unit(s)	Confirm
Clair	60191923	26-10-2024	11:00	11:10	Porosity equaliser	SHBHCL004 Neutralise unwanted colours and tones	<input type="checkbox"/>
Nelley	60122493	29-10-2024	9:00	12:00	rebooking service salon	SHBHIND003 Develop and expand a client base	<input type="checkbox"/>
Clair	60191923	30-10-2024	16:20	17:20	Semi, blow wave Feduni	SHBHCL002 Colour and lighten hair	<input type="checkbox"/>
Nelley	60122493	30-10-2024	9:00	12:00	hair and scalp treatment salon	SHBHIND003 Develop and expand a client base	<input type="checkbox"/>
Nelley	60122493	06-11-2024	9:00	12:00	rebooking service salon	SHBHIND003 Develop and expand a client base	<input type="checkbox"/>
Clair	60191923	12-11-2024	14:20	14:40	Cutting over comb	SHBHCUT005 Cut hair using over-comb techniques	<input type="checkbox"/>
Nelley	60122493	19-11-2024	9:00	12:00	new haircut design salon	SHBHIND003 Develop and expand a client base	<input type="checkbox"/>
Nelley	60122493	22-11-2024	9:00	12:00	loyalty program salon	SHBHIND003 Develop and expand a client base	<input type="checkbox"/>

Progress Reports

Employers will be emailed an ‘Apprentice progression report’ on a quarterly basis from ATOM. A separate report is generated for each individual apprentice/trainee where there is a signed training plan in place. The report is a brief summary of your apprentice/trainee’s progress to date and can be viewed via an individual link that opens to a PDF document. Please note that the link is available for a period of 45 days and is ‘live’ therefore it will update if your apprentice/trainee completes any additional assessments during this time.

Progress Report will appear as follows

 Competency Based Completion Training Plan Part IV (Includes Assessment Part III)							
Employer	Bt [redacted]			Apprentice [redacted]			
RTO	Federation University Australia			State Trainee ID. [redacted]			
Qualification	Certificate III In Agriculture			Qualification Code AHC30122			
Units to be completed to gain the above qualification							
Unit	Scheduled Hours	Year	Current Status	Unit Start Unit End date	Assess Date Confirm date	Assessor	Confirmer
AHCCHM304 Transport and store chemicals	50	1	CY Completed - RTO	23-09-2024 to 29-11-2024	07-10-2024 07-10-2024	mbrennan	RTO
AHCCHM307 Prepare and apply chemicals to control pest, weeds and diseases	70	1	CY Completed - RTO	23-09-2024 to 29-11-2024	07-10-2024 07-10-2024	mbrennan	RTO
AHCMOM202 Operate tractors				28-10-2024 to 20-12-2024			RTO
AHCMOM207 Conduct front-end loader operations							RTO
AHCMOM213 Operate and maintain chainsaws	40	1					RTO
AHCWHS302 Contribute to workplace health and safety processes	50	1		22-11-2024 to 20-12-2024			RTO
AHCBAC309 Undertake preparation of land for agricultural crop production	60	2					Employer
AHCBAG313 Establish pastures and crops for livestock production	80	2					Employer
AHCINF307 Plan and construct conventional fencing	60	2					Employer
AHCMOM216 Operate side by side utility vehicles	50	2					RTO
AHCBAG315 Establish agricultural crops	60	3					Employer
AHCLSK301 Administer medication to livestock	80	3					RTO
AHCLSK308 Identify and draft livestock	40	3					Employer
AHCLSK309 Implement animal health control programs	50	3					Employer
AHCLSK331 Comply with industry animal welfare requirements	40	3					RTO
AHCMOM217 Operate quad bikes	60	3					RTO
AHCWRK320 Apply environmentally sustainable work practices	60	3					RTO
Total Units	17	Total Hours	120	CT - Credit Transfer CY - Competent CN - Not yet competent AC - Awaiting Employer Confirmation WDN - Withdrawn			

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 Federation TAFE representative will check this is correct when they meet/ contact you in the initial stages.

Notifications you will receive include:

Employer welcome email

Welcome to Federation 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.federation.edu.au/> and login with the following details:

Username	neilcarlin@bigpond.com
Default Password	a821474
Set Password	Set Password

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

Notification of Absence or Partial Attendance

Dear employer,

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 3.6; https://www.vic.gov.au/sites/default/files/2024-12/20241211_Apprenticeship_Traineeship_v1.0.pdf.

Date	04-03-2025		
Apprentice	Tyler		
	(+61)		
		@gmail.com	
Qualification	MEM31922: Certificate III in Engineering - Fabrication Trade		
Teacher	Raymond		
Attendance	AN - Absent with Notification		
Units	Unit	Hours	Withdrawn?
	MEM05007	0.0	
Notes	Perform manual heating and thermal cutting		

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

Progress Report Email

At Federation TAFE, we are committed to ensuring the best possible outcomes for our learners and their employers.

With this in mind, we have attached the below link for you to be able to view the training progression of your apprentice - please note this link expires in 45 days:

[View progress report for \[redacted\]](#)

If you have any questions or would like to discuss the progress or training of your apprentice, please contact the nominated RTO contact.

If any of your workplace details below require updating, please communicate the changes by emailing atom@federation.edu.au

Apprentice	[redacted] liams
	(+61) 477 [redacted]
	[redacted]@GMAIL.COM
Employer	CC [redacted]
	5/ [redacted]
Employer Contact	BR [redacted]
	(+61) 4 [redacted]
	admin@federation.edu.au
RTO	Federation University Australia
	Peter Collins
	53278450
	pf.collins@federation.edu.au

With thanks,
Federation TAFE.

Apprentice progression email that will be generated quarterly. Employers can check the contact details and advise if what we have on file requires updating.

Contact Details

For any inquiries, please:

- email ATOM Support: atom@federation.edu.au or
- phone: 03 5327 8001

Definitions and Acronyms

AA	Australian Apprentice
ACAP	Apprentice Connect Australia Provider
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. Federation University's student management system
CT	Credit Transfer
CY	Competent
EPSILON Registration	Notification that a training contract has been signed by the Employer and Apprentice/Trainee and that the Federation TAFE have been chosen as the registered training organisation.
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)
HSAT	Head Start Apprentice or Trainee. A HSAT is a SBAT undertaken by a student who is enrolled in a senior secondary certificate program in a government senior secondary school. HSAT arrangements are underpinned by a HSAT Pathway Plan. The HSAT Pathway Plan details a planned approach to the students learning and work program for the duration of the Apprenticeship or Traineeship. The HSAT Pathway Plan is developed and agreed to prior to the student entering a Training Contract with an employer.
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 is a requirement of the University's Agreement with the State Government.



POL	Place of Learning (Term used on EPSILON 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)



