

ATOM User Guide – Teaching Staff 2025

Prepared by
Apprentice Trainee Online Management
System | Federation TAFE

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Contents

Starting off	4
How to access ATOM: Go to atom.federation.edu.au	4
Dashboard View	5
Procedures and Forms	5
Compliance	6
Managing Training Plans.....	7
Student Search	7
Completing Training Plan	11
Contract – Part 1	11
EPSILON Details – Template – Group	11
Employer Details	12
Host Employer (if applicable only)	12
Apprentice Details	13
FedUni TAFE specific fields.....	14
Program Manager.....	14
RTO Details	14
Apprentice Trainee Support Officer Details	14
Training	14
FedUni Specific.....	15
Agreement Signatures	15
School Based Apprenticeships.....	15
Unit Selection (Template units).....	16
Credit Transfer Units (CT)	17
Units identified as confirmed by a previous employer.....	17
Update and proceed to Part 2.....	18
Planning – Part 2	19
Planning Units of Competency – per Year	20
Online Signatures	23
Offline signatures.....	23
Assessment _ Part 3	24
Current Assessment Year.....	25
Prelim Outcome – AC – Awaiting Employer confirmation	25
Prelim Outcome - CY – Competent Yes (Verbal/Written Communication).....	27

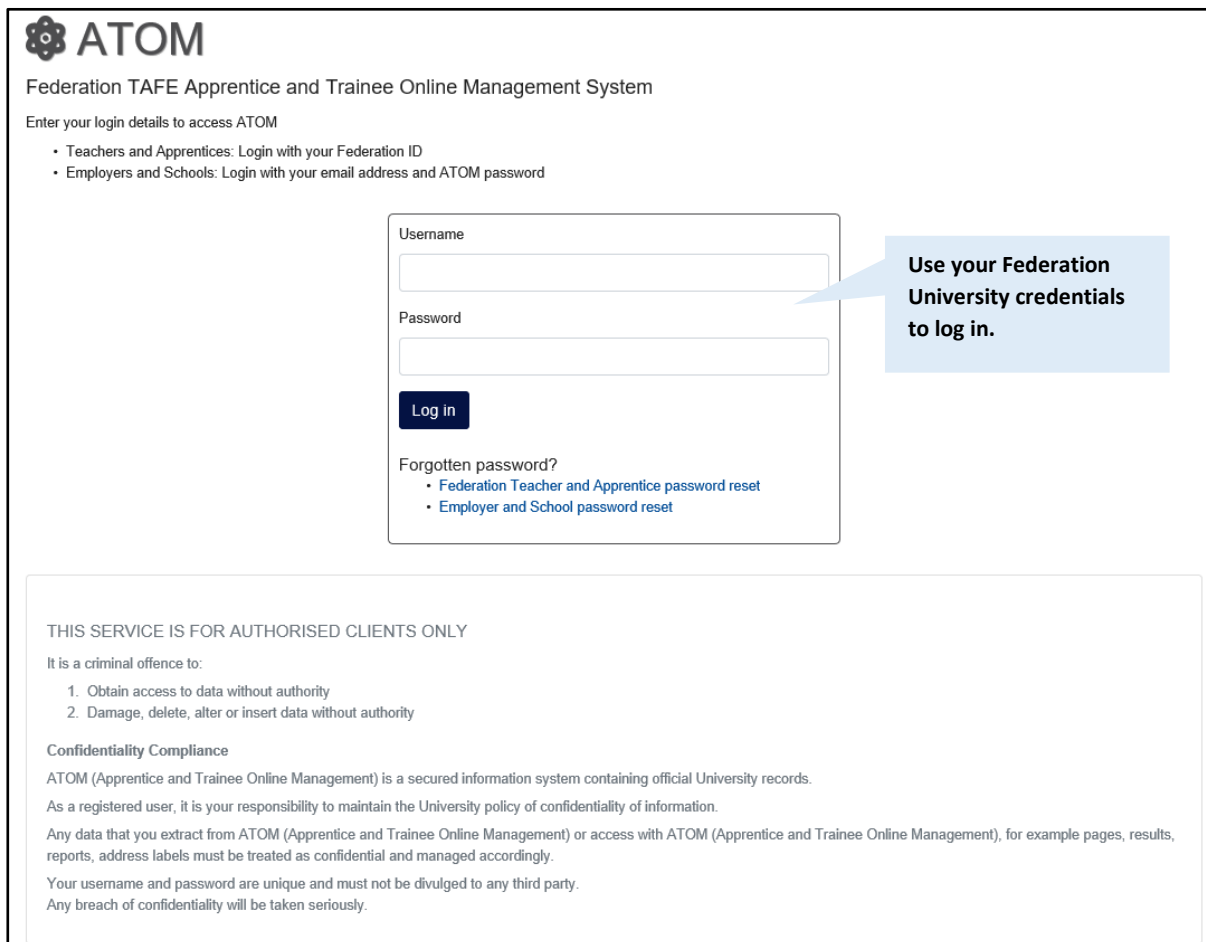
Prelim Outcome - CY – Competent Yes (RTO Confirmation)	28
Grading between ATOM and Campus Solutions.....	29
Completed Assessment Year	30
Unit Completion _ Part 4	31
Units of Competency to be completed	31
Units of Competency that will be undertaken and assessed again	31
Units of Competency from other training plans or employer.....	32
Unit of competency from Other unit enrolments	32
Units from prior learning	33
Total hours.....	33
Qualification Template	34
Add a NEW Qualification Template	34
Edit a Qualification Template	36
Contact Schedule	37
Training Contact Schedule (per Teacher).....	39
Attachments.....	40
VET apprentice groups.....	43
Meeting Records	47
Workplace Training Withdrawal Log	48
Extra Features	49
Send message	49
View message log (per Apprentice/ Trainee).....	50
Attendance Rolls	52
Important Information	52
Definitions and Acronyms.....	53
Notes	55



Starting off

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

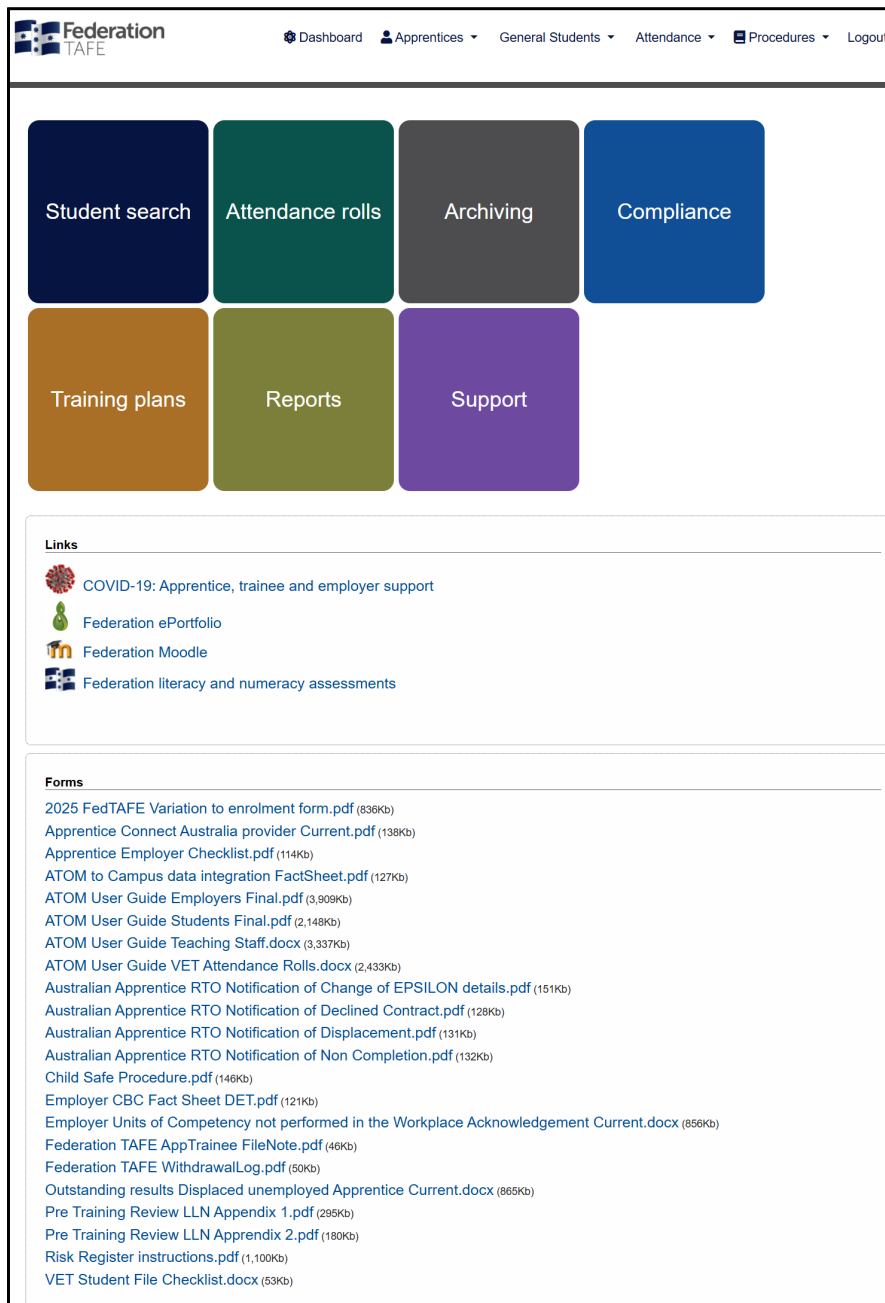
After entering the above URL to access the website the following screens will appear, (please do not put www. In front)



The screenshot shows the ATOM login interface. At the top left is the ATOM logo, a gear icon with the text 'ATOM' next to it. Below the logo is the text 'Federation TAFE Apprentice and Trainee Online Management System'. Underneath is the instruction 'Enter your login details to access ATOM'. There are two bullet points: 'Teachers and Apprentices: Login with your Federation ID' and 'Employers and Schools: Login with your email address and ATOM password'. In the center is a login form with two input fields: 'Username' and 'Password'. Below the 'Password' field is a blue 'Log in' button. To the right of the form is a light blue callout box with a speech bubble pointing to the 'Password' field, containing the text 'Use your Federation University credentials to log in.' Below the login form is a section titled 'Forgotten password?' with two links: 'Federation Teacher and Apprentice password reset' and 'Employer and School password reset'. At the bottom of the page is a large white box with a light grey border containing the following text: 'THIS SERVICE IS FOR AUTHORISED CLIENTS ONLY', 'It is a criminal offence to:', a numbered list (1. Obtain access to data without authority, 2. 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.', and 'Any breach of confidentiality will be taken seriously.'

Dashboard View

Once logged in to the ATOM system, your main dashboard screen will look like this. You will see additional tiles included when a teacher has access to apprentices/ trainees.



The screenshot shows the ATOM dashboard interface. At the top is a navigation bar with the Federation TAFE logo and several menu items: Dashboard, Apprentices, General Students, Attendance, Procedures, and Logout. The main content area features seven large, colored tiles arranged in two rows. The first row contains 'Student search' (dark blue), 'Attendance rolls' (teal), 'Archiving' (grey), and 'Compliance' (blue). The second row contains 'Training plans' (orange), 'Reports' (olive green), and 'Support' (purple). Below the tiles are two sections: 'Links' and 'Forms'. The 'Links' section contains four items with icons: 'COVID-19: Apprentice, trainee and employer support', 'Federation ePortfolio', 'Federation Moodle', and 'Federation literacy and numeracy assessments'. The 'Forms' section contains a list of 20 documents with their file names and sizes in parentheses, such as '2025 FedTAFE Variation to enrolment form.pdf (838Kb)' and 'Apprentice Connect Australia provider Current.pdf (138Kb)'. The list ends with 'VET Student File Checklist.docx (53Kb)'.

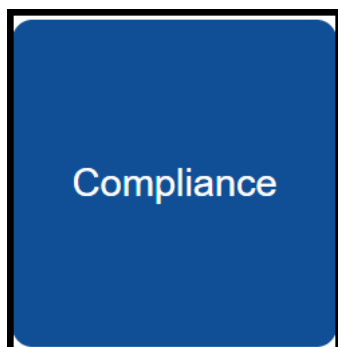
Procedures and Forms

Forms are made available based on your level of access. Simply click on the link for each document to view/ print the selected document.

Compliance

Click on the dark blue tile – Compliance to access;

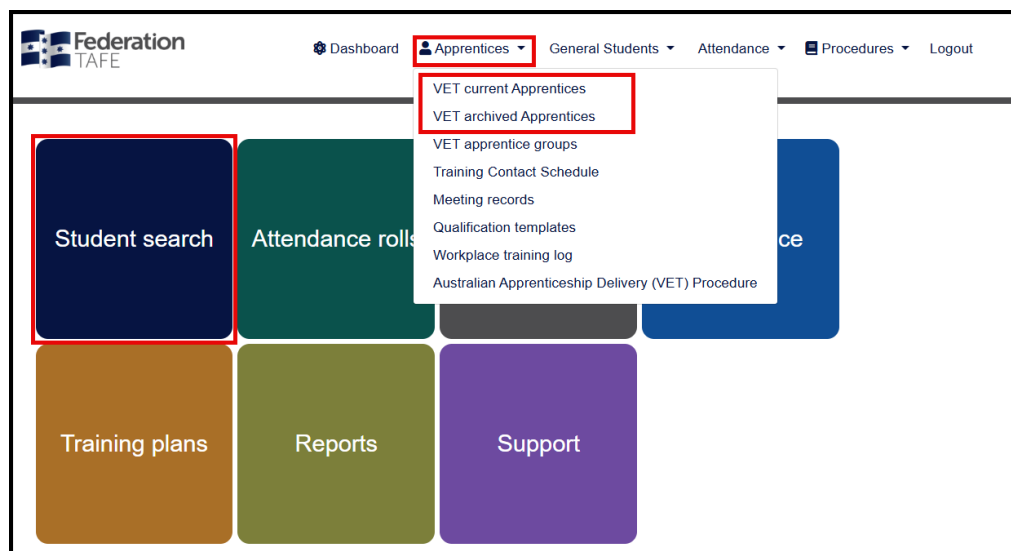
- Australian Apprenticeship Delivery (VET) Procedure
- Meeting Records
- Workplace Training Log



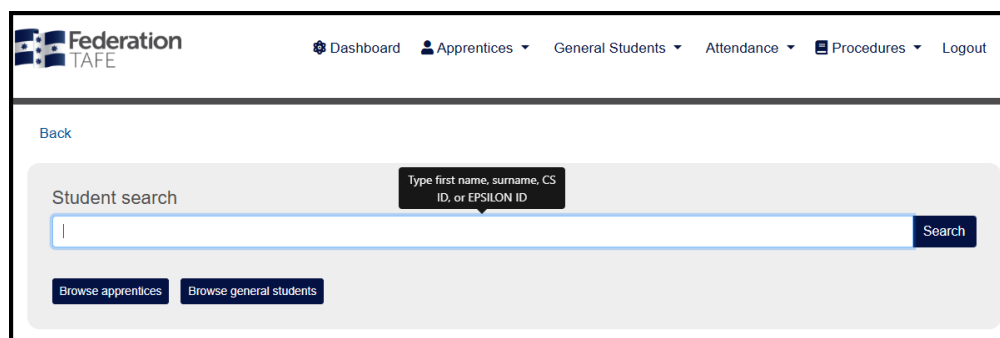
Managing Training Plans

Student Search

To look up VET Apprentice/Trainee student click on the Student search tile or the Apprentice drop down tab.



You can search by entering the student's first name or surname, EPSILON or Campus Solutions ID. ATOM will filter records based on what has been entered. Simply select the correct student from the drop down menu.



Dashboard
Apprentices
General Students
Attendance
Procedures
Logout

Back

Apprentice management

Keywords:

Qualification:

Template:

Group:

RTO contact:

Apprentice Trainee Support Officer contact:

Start date

Approval status:

Search for VET Apprentices using any of these search fields

Advanced filters

Go

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

1317 results found (Displaying 1 - 25)

<

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

18

19

>

>>

Name

Qualification

HARPUR

EPSILON:

CS ID:

ACTIVE

CONTRACT START: 08-01-2024

CONTRACT COMPLETION: 06-01-2028

Contract

Unit completion

Group info

Planning

Contact schedule

Attendance/Workplace Training

Assessment

Attachments

File notes

Advanced options

Contract completion

Send message

JETT

EPSILON:

CS ID:

ACTIVE

CONTRACT START: 31-01-2022

CONTRACT COMPLETION: 29-01-2026

Contract

Unit completion

Group info

Planning

Contact schedule

Attendance/Workplace Training

Assessment

Attachments

File notes

Advanced options

Contract completion

Send message

NATHANIEL

EPSILON:

CS ID:

ACTIVE

CONTRACT START: 12-04-2024

CONTRACT COMPLETION: 11-04-2026

Contract

Unit completion

Group info

Planning

Contact schedule

Attendance/Workplace Training

Assessment

Attachments

File notes

Advanced options

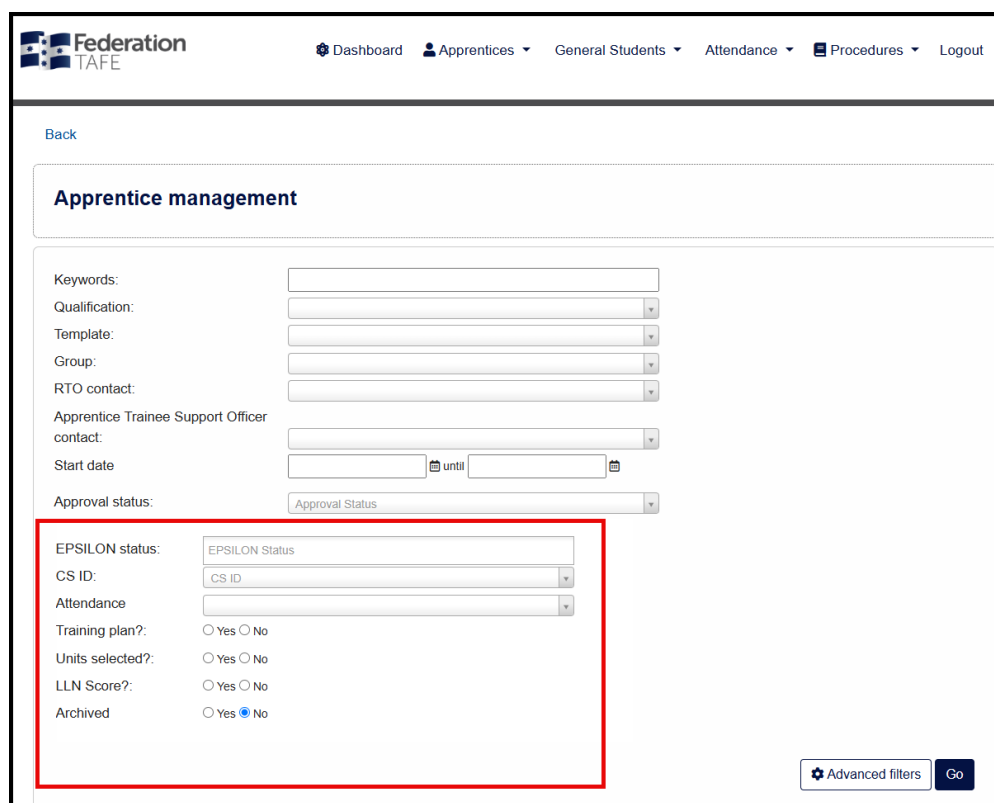
Contract completion

Send message

All enrollments for students will display with current program status

By clicking the 'Advanced filters' option you can further refine your search as follows - update the relevant field and click go;

- EPSILON Status (active, active-recommencement, cancelled, completed, displaced, pending cancelation, suspended, RTO Transfer out, transitioned, withdrawn)
- CS ID (Apprentice ID set, Apprentice ID not set)
- Attendance (No Attendance recorded, no attendance recorded in last 30 days, attendance recorded, attendance recorded in last 30 days)
- Training Plan (yes/no)
- Units Selected (yes/no)
- Archived (yes/no)



Back

Apprentice management

Keywords:

Qualification:

Template:

Group:

RTO contact:

Apprentice Trainee Support Officer contact:

Start date: until

Approval status:

EPSILON status:

CS ID:

Attendance:

Training plan?: ☐ Yes ☐ No

Units selected?: ☐ Yes ☐ No

LLN Score?: ☐ Yes ☐ No

Archived: ☐ Yes ☒ No

[Advanced filters](#) [Go](#)

You can easily identify the:

1. EPSILON training contract number and Campus Solutions number
2. Qualification code and title
3. Apprentice status
4. Contract start and end date

Name	Qualification
HARPUR ¹	UEE30820 CERTIFICATE III IN ELECTROTECHNOLOGY ELECTRICIAN ²
EPSILON: <input type="text"/> CS ID: <input type="text"/>	ACTIVE ³ CONTRACT START: 08-01-2024 CONTRACT COMPLETION: 06-01-2028
Contract	Unit completion ⁴
Planning	Contact schedule
Assessment	Attachments
Advanced options	Contract completion
View EPSILON record	Reset unit selection
View grade log	Reset training plan
View message log	

If there is no training plan completed yet the students search results will look like the below with some sections greyed out.

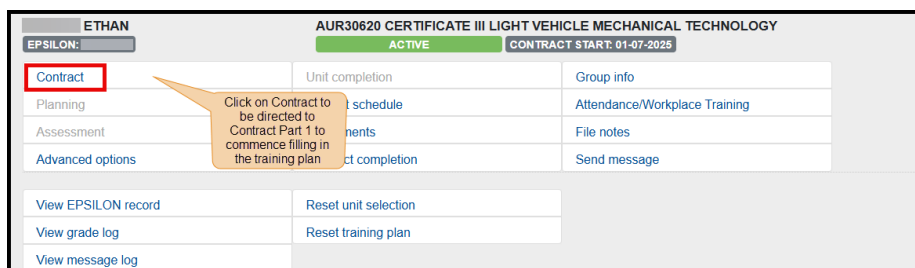
ETHAN		AUR30620 CERTIFICATE III LIGHT VEHICLE MECHANICAL TECHNOLOGY	
EPSILON: 		<div>ACTIVE</div> <div>CONTRACT START: 01-07-2025</div>	
Contract	Unit completion	Group info	
Planning	Contact schedule	Attendance/Workplace Training	
Assessment	Attachments	File notes	
Advanced options	Contract completion	Send message	
View EPSILON record		Reset unit selection	
View grade log		Reset training plan	
View message log			

Please note: Information for VET Apprentices is downloaded from EPSILON and directly imported into ATOM daily by the ATOM Support team. If any information looks incorrect please contact ATOM Support via ServiceNow.

Completing Training Plan Contract – Part 1

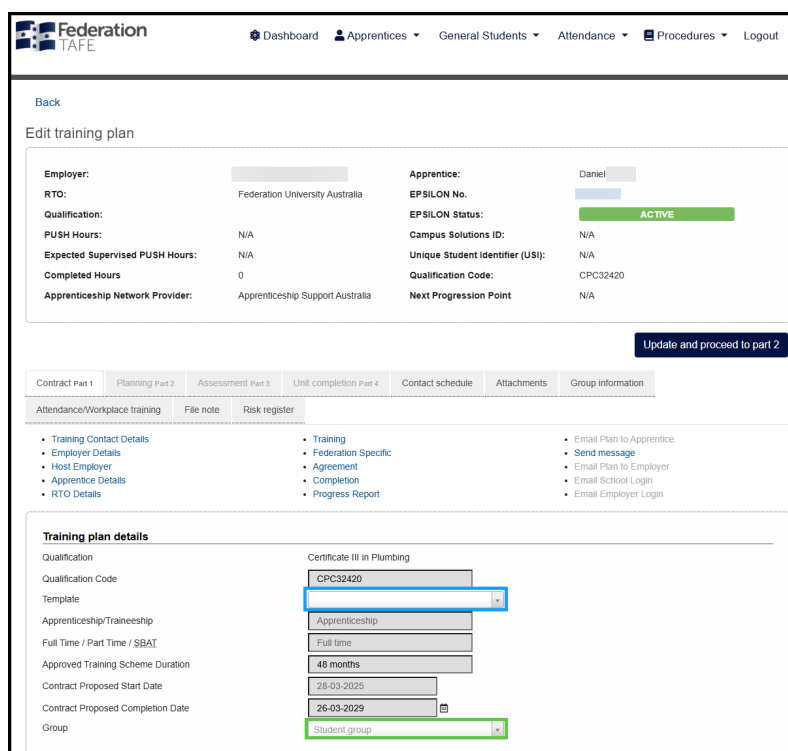
Part 1 of the training plan contains the training contract details – the agreement between the apprentice/trainee, their employer and the registered training organisation (RTO).

Initially you will only find pre-populated details as supplied via the importing of the EPSILON contract, you will be required to update any remaining fields with information as per the apprentice/ trainee enrolment details.



EPSILON Details – Template – Group

- Shaded in grey are pre-filled fields imported via the EPSILON Contract
- The following sections will need to be completed:
 - **Template** – use drop down menu and click on the relevant Program identifier – once selected you will be provided with units of competency applied to this qualification at the bottom of the Contract Part 1 page.
Please note if a qualification identifier is not available you will need to add one by going to “Qualification Templates”, Go to Page on how to add a Qualification Template.
 - **Group** – use drop down menu and click on the relevant group you wish the enrolment to be attached with.



Employer Details

- Some fields are pre-filled with data imported via the EPSILON contract. The following sections will need to be completed:
 - Workplace Location
 - Contact Title; Contact First Name; Contact Last Name; Contact Position
 - Phone – Mobile
 - Email - this is **very important** as ATOM will forward out correspondence to employers please ensure the correct email address is entered
Please note if the employer does not have an email address or you are awaiting to confirm details, please use your FedUni TAFE email address until details are confirmed. DO NOT USE A “fake” email address.
 - ATOM login – 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 an existing employer select from the options listed. Always make sure the email address section matches the login email

Employer details

Name
PLUMBING &

Workplace Location

Contact Title
(Optional) E.g. Mr, Ms etc.

Contact First Name

Contact Last Name

Contact Position

Phone - Work
(+61)

Phone - Mobile

Email
admin@

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

Use existing login?
☐ admin@
Hayden
PLUMBING &

Preferred Contact Method
Email Phone 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
STREET

City

Postcode

Host Employer (if applicable)

- If the apprentice/trainee is employed with a Group Training Organisation this section can be filled with the host employer information. Please note host employers are not set up with ATOM login details.

Host employer (if applicable)

Name

Workplace Location

Contact Title

Contact First Name

Contact Last Name

Contact Position

Contact Number

Email

Fax

Apprentice Details

- Some fields are pre-filled with data imported via the EPSILON contract. The following sections will need to be completed:
 - Contact number/ Mobile Number – if not pre-filled please ensure a contact phone number is provided
 - Email address – the system requires this for correspondence, if not provided the system will identify this as a warning. All enrolled students with FedUni TAFE are provided with a student email.
 - Address – whilst pre-filled from the EPSILON, please check to ensure correct
 - Job Title/ Job Role – requires to be populated
 - CS ID – is not mandatory to complete the training plan and will automatically populate once the apprentice has accepted their unit enrolments on Campus Solutions.

Apprentice details	
First Name	Jake
Last Name	
Contact Number	(+61) 4
Mobile Number	
Email	
Address	Road
City	
Postcode	
EPSILON	
EPSILON Status	ACTIVE
Trainee ID	
Job Title	
Job Role	
CS ID	

Lookup CS ID

FedUni TAFE specific fields

Program Manager

The Program Manager is responsible for the design and structure of the Training and Assessment Strategy of each qualification.

Please select from the drop down menu your Program Manager

Program manager

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

Program Manager

RTO Details

As the teacher appointed you are the contact person for selection here- Select your name from the drop down menu and all your details will automatically pre-fill all fields. If any fields have missing data please enter manually and make ATOM Support aware of this for updating.

RTO details

RTO

RTO contact

RTO contact number

RTO email

RTO position

Apprentice Trainee Support Officer Details

Assign your program area Apprentice Trainee Support Officer (ATSO), if unsure please speak to your program manager. The ATSO will be able to assist with apprentice / trainee sign up and signing off training plans.

Apprentice Trainee Support Officer details

Contact name

Contact number

Contact email

Training

You will need to indicate the dates that reflect the apprentices/ trainees **training proposed start date** and **training proposed completion date**. This enables the employer and apprentice/trainee to have a good indication of the proposed duration of the training contract

Training

Training proposed start date

Training proposed completion date

FedUni Specific

CS (Campus Solutions) Group Code is not a mandatory field but will assist in identifying the group attached to the apprentice/ trainee that they are enrolled within.

Enrolment Date will need to be manually entered from the **signed enrolment form**

Federation specific	
CS Group Code	<input type="text"/>
Enrolment date	<input type="text"/>

Agreement Signatures

These will not be recorded until the end of Planning Part 2.

Agreement
<p>Agreement signatures are no longer recorded in Part 1</p> <p>Signatures are now recorded at the completion of Planning Part 2.</p> <p>Select template units below, then tick "Unit selection complete" to advance to the Planning - Training and Assessment stage.</p>

School Based Apprenticeships

Please complete the below fields for those apprentice/trainees identified as a "Part Time Attending School" apprentice as per their EPSILON contract. The school's signature will also be required, prior to commencement of training, in the signature section of the full training plan.

School based apprenticeships	
School	<input type="text"/>
School contact title	<input type="text"/>
School first name	<input type="text"/>
School last name	<input type="text"/>
School position	<input type="text"/>
School contact number	<input type="text"/>
School contact email	<input type="text"/>
Create new login?	<input type="checkbox"/>
<p><small>On provision of a school contact email, a login to access ATOM will automatically be generated on creation of this training plan.</small></p> <p><small>To send these details to the school contact select the 'Email School Login' link at the top of this form once the training plan has been created.</small></p>	
School contact signed	<input type="checkbox"/>
Date	<input type="text"/>

Unit Selection (Template units)

- This section will only appear when you have attached a **template** under “**Training Plan Details**” - a list of units will be shown to select from.

Template units

Packaging rules
Please refer to the packaging rules for this qualification when selecting units.
CPC32420 Packaging Rules

Packaging Rules - Provided is a link to the training.gov.au site to review the qualification packaging rules

Employer vs RTO confirmed units
Not all employers perform the full scope of work of an apprenticeship qualification. Where a core unit of competency is not performed in the workplace, the Training Provider is not required to seek employer sign-off on that competency, this must be identified upfront in the training plan.
An elective that is not performed in the workplace may also be identified upfront in the Training Plan

Employer Vs RTO confirmed units - please select from the drop down menu which applies to each unit of competency

Click on Select All if all units listed are to be part of the training plan
Click on Clear All if you require all units to be removed.

Select All Clear All

Unit	Nominal Hours	Core/Elective	Default Year	Confirmer	
CPCCCM2012 Work safely at heights	8	Core	1	Employer to Confi	<input type="checkbox"/>
CPCCCM3001 Operate elevated work platforms up to 11 metres	32	Elective	1	Employer to Confi	<input type="checkbox"/>
CPCWC2001 Complete penetrations and flashings	20	Elective	3	Employer to Confi	<input type="checkbox"/>
CPCWHS2001 Apply WHS requirements, policies and procedures in the construction industry			1	Employer to Confi	<input type="checkbox"/>
CPCPWT3025 Install water pumpsets	8	Core	2	Employer to Confi	<input type="checkbox"/>
CPCPWT3026 Install and fit off sanitary fixtures, water services and adjust water service controls	36	Core	3	Employer to Confi	<input type="checkbox"/>
CPCPWT3027 Install backflow prevention devices	6	Core	2	Employer to Confi	<input type="checkbox"/>
CPCPWT3028 Install property service	10	Elective	1	Employer to Confi	<input type="checkbox"/>
CPCPWT3029 Install water pipe systems	12	Elective	2	Employer to Confi	<input type="checkbox"/>
HLTAID011 Provide First Aid	18	Core	1	Employer to Confi	<input type="checkbox"/>
UEECD0007 Apply work health and safety regulations, codes and practices in the workplace	20		3	Employer to Confi	<input type="checkbox"/>
UEERA0049 Install and start up single head split air conditioning and water heating heat pump systems			3	Employer to Confi	<input type="checkbox"/>
UEERA0059 Prepare and connect refrigerant tubing and fittings			3	Employer to Confi	<input type="checkbox"/>
UEERA0064 Recover, pressure test, evacuate, charge and leak test refrigerants - split systems	60	Elective	3	Employer to Confi	<input type="checkbox"/>
Core Units:	0				
Elective Units:	0				
Total Hours:	0				

You will see a list of CORE / ELECTIVE units and the hours applied to each unit.

Default Year - please select from the drop down menu which year of delivery applies against the unit of competency; these are pre-filled from the Qualification template and will only need adjusting if a change is required per apprentice / Trainee.

Employer vs RTO confirmed units

The 'RTO to confirm' option should only be selected as the confirmer if a traineeship or in the case of an apprentice where a core unit of competency or elective is not performed in the workplace. An apprentice training plan should not identify the RTO as the confirmer for a majority/all unit selections.

Credit Transfer Units (CT)

Credit transfer allows you to apply a CT for completed units of competency where the apprentice/ trainee has provided a statement of attainment/ transcript for units that are code for code or identified as equivalent.

Please use the dropdown box to select the CT option.

Unit	Nominal Hours	Core/Elective	Default Year	Confirmer
CPCCCM2012 Work safely at heights	8	Core	1	Employer to Confi <input type="checkbox"/>
CPCCCM3001 Operate elevated work platforms up to 11 metres	32	Elective	1	Employer to Confi <input type="checkbox"/>
CPCCWC2001 Complete penetrations and flashings	20	Elective	2	Employer to Confi <input type="checkbox"/>
CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry	20	Elective	3	Employer to Confi <input type="checkbox"/>
CPCCWHS2001	20	Elective	4	Employer to Confi <input type="checkbox"/>
CPCCWHS2001	20	Elective	5	Employer to Confi <input type="checkbox"/>
CPCCWHS2001	20	Elective	6	Employer to Confi <input type="checkbox"/>
CPCCWHS2001	20	Elective	CT	Employer to Confi <input type="checkbox"/>
CPCCCM2039 Carry out interactive workplace communication	10	Core	1	Employer to Confi <input type="checkbox"/>

Units identified as confirmed by a previous employer

When a unit for selection is identified with a red marker as below, this indicates the unit of competency has been completed and confirmed by a previous employer. In this instance you are not required to select this unit to be added to the training plan. This will occur automatically and display under the 'Units from other training plans or employers' section of the finalised training plan.

Please note if a CS ID is not displayed within Contract Part 1 the match up of units will not occur.

Unit	Nominal Hours	Core/Elective	Default Year	Confirmer
CPCCCM2012 Work safely at heights	8	Core	1	Employer to Confi <input type="checkbox"/>
CPCCCM3001 Operate elevated work platforms up to 11 metres	32	Elective	1	Employer to Confi <input type="checkbox"/>
CPCCWC2001 Complete penetrations and flashings	20	Elective	2	Employer to Confi <input type="checkbox"/>
CPCCWHS2001 Apply WHS requirements, policies and procedures in the construction industry	20	Elective	1	Employer to Confi <input type="checkbox"/>

This information marker indicates that the unit of competency has been completed and has been confirmed by a previous employer. You do not need to select this unit of competency.

Units from other training plans or employers

Employer: [REDACTED] & COOLING PTY. LTD.

Location: [REDACTED]

Contact: Mr [REDACTED]

EPSILON: [REDACTED] **CANCELLED**

Unit	Nominal Hours	Cycle No.	Current Status	Assess Date Confirm date	Assessor
CPCCCM3001 Operate elevated work platforms up to 11 metres	32	CT	Completed - CT		
CPCGWS2001 Apply WHS requirements, policies and procedures in the construction industry	20	CT	Completed - CT		
CPCPCM2039 Carry out interactive workplace communication	10	CT	Completed - CT		

- Once all units have been selected you will be required to **“tick”** the Unit Selection Complete box and click on **“update and proceed to part 2”**

Confirmation required

Unit selection must be confirmed to proceed to Part 2 - Planning

☐ Unit Selection Complete?

Update and proceed to part 2

Units from other training plans or employers

Campus Solutions ID required

Lookup the Apprentice CS ID in Part 1 and update the training plan to automatically include units from previous training plans or employers

Do not add units from previous employers as CT

Update and proceed to part 2 - When all selections have been completed click on this button to progress to the Planning tab.

Update and proceed to Part 2

- On successfully clicking on **“update and proceed to Part 2”** you will be given a green box indicating **“Training Plan added successfully”**, any errors will be highlighted that will need to be fixed prior to moving on to Planning Part 2.

Federation TAFE

Dashboard Apprentices General Students Attendance Procedures Logout


Back

Success

Training Plan added successfully

Planning – Part 2

You will be provided with an additional page to review unit selection. Please review and when satisfied click on “update”.



Dashboard
Apprentices
General Students
Attendance
Procedures
Logout

Back

Success
Training Plan added successfully

Edit training plan

Employer:
RTO:
Qualification:
PUSH Hours:
Expected Supervised PUSH Hours:
Completed Hours:
Apprenticeship Network Provider:

Federation University Australia
Certificate III in Plumbing
N/A
N/A
0
Apprenticeship Support Australia

Apprentice:
EPSILON No.:
EPSILON Status:
Campus Solutions ID:
Unique Student Identifier (USI):
Qualification Code:
Next Progression Point:

Angus

ACTIVE - RECOMMENCEMENT

N/A
CPC32420
410.75

Update

Contract Part 1
Planning Part 2
Assessment Part 3
Unit completion Part 4
Contact schedule
Attachments
Group information
Contract completion

Attendance/Workplace training
File note
Risk register

Unit selection confirmation required
Confirm unit selection and update the training plan to begin unit planning.

Current units

Unit	Hours	Year	Core
CPCCCM2012 Work safely at heights	8	1	Elective
CPCCCM3001 Operate elevated work platforms up to 11 metres	32	1	Elective
CPCPGS3060 Install LPG storage of aggregate storage capacity exceeding 500 litres and less than 8 kl	4	2	Elective
CPCPIG2021 Design domestic urban irrigation systems	5	2	Elective
UEERA0059 Prepare and connect refrigerant tubing and fittings	40	3	Elective
UEERA0064 Recover, pressure test, evacuate, charge and leak test refrigerants - split systems	60	3	Elective

NOTE: Unit years can still be changed at any time after confirming unit selection.

Update

Planning Units of Competency – per Year

Please note this section is mandatory and all selected units of competency must contain all required data to each before you can progress to recording of signatures. Proposed assessment dates should be over the total duration of the training contract which may differ to the scheduled delivery plan – in these cases the employer must be made aware ie 4 year training contract vs 3 year delivery plan.

- This section is required to ensure that we present to employers and apprentices/trainees a training plan that outlines proposed assessment timelines at the commencement of training
- Based on your unit selections each year will identify the number of units allocated, the Year Start Date and Year End Date.

Year 1 - 13 units	
Year start date	01-05-2025
Year end date	30-04-2026

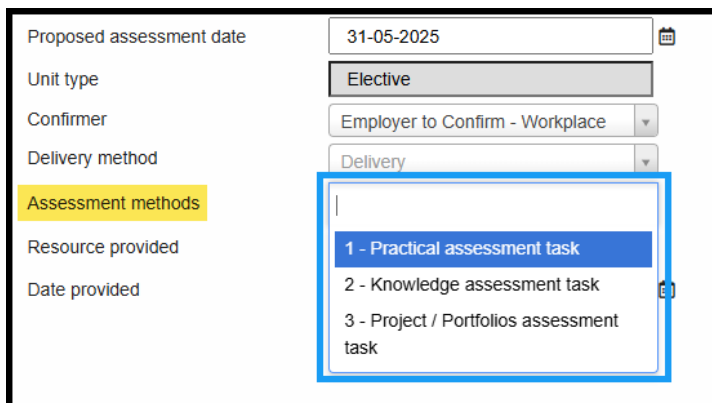
- The following details must be identified for each unit of competency:
 - Proposed Assessment Date** – date must be within the **Year Start Date** and **Year End Date** – this can either be based on a calendar/annual year, please do not use the year start date or nominal completion date
 - Unit type** – this is pre-filled and identified at the Qualification Template stage
 - Confirmer** – this will be populated from the previous step and can be amended if required at this stage.

Proposed assessment date	31-05-2025
Unit type	Elective
Confirmer	Employer to Confirm - Workplace
Delivery method	
Assessment methods	
Resource provided	
Date provided	

- Delivery Method** – use dropdown menu to choose; Classroom/ Workplace/ Blended

Proposed assessment date	31-05-2025
Unit type	Elective
Confirmer	Employer to Confirm - Workplace
Delivery method	Classroom
Assessment methods	
Resource provided	
Date provided	

- **Assessment Methods** – use dropdown menu to choose:
 - **Practical Assessment Task**
 - **Knowledge Assessment Task**
 - **Project/ Portfolios Assessment Task**



Proposed assessment date: 31-05-2025

Unit type: Elective

Confirmer: Employer to Confirm - Workplace

Delivery method: Delivery

Assessment methods

Resource provided

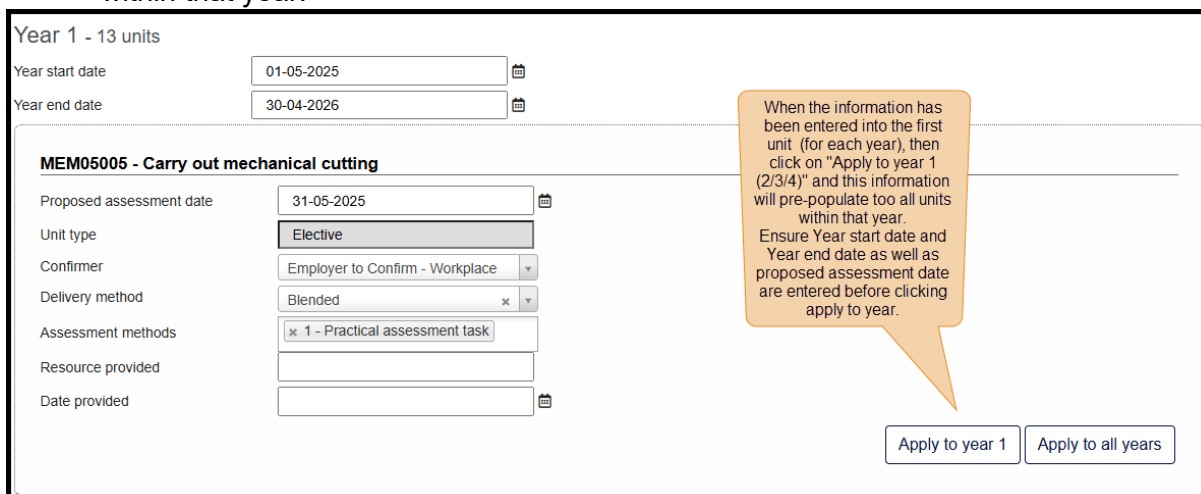
Date provided

1 - Practical assessment task

2 - Knowledge assessment task

3 - Project / Portfolios assessment task

- After the information has been entered into the first unit (for each year), you can then click 'Apply to year 1 (2/3/4)' and this information will pre-populate against all units within that year.



Year 1 - 13 units

Year start date: 01-05-2025

Year end date: 30-04-2026

MEM05005 - Carry out mechanical cutting

Proposed assessment date: 31-05-2025

Unit type: Elective

Confirmer: Employer to Confirm - Workplace

Delivery method: Blended

Assessment methods: 1 - Practical assessment task

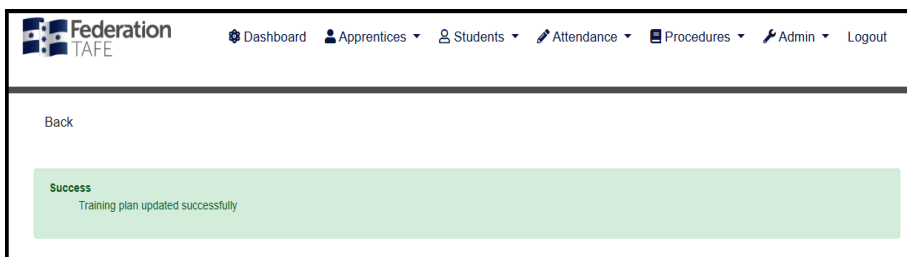
Resource provided

Date provided

When the information has been entered into the first unit (for each year), then click on "Apply to year 1 (2/3/4)" and this information will pre-populate too all units within that year. Ensure Year start date and Year end date as well as proposed assessment date are entered before clicking apply to year.

Apply to year 1 Apply to all years

- Once planning information has been recorded for each unit, Click on "Update" button at the bottom of the page.
- If completed successfully the below banner will appear.
 - **Please note** all units require planning to be completed prior to recording signatures. If Planning has not been identified for each unit signatures will not be available to sign.



Dashboard Apprentices Students Attendance Procedures Admin Logout

Back

Success
Training plan updated successfully

Record Signatures

Signatures are able to be signed on the tablet (online) or paper based (offline).

- For School Based apprentice/ trainees (SBAT) you need to complete the School details contained in Contract Part 1, and ensure the School Contact is made available to sign
Please note: In order for the Training Contract to be registered with the Skills First Program as a School Based Apprenticeship/Traineeship (SBAT), a School representative is required to sign the students' training plan. Signatures must be obtained ASAP to enable training to commence.
- Proceed to the end of the page

Signature method

Online

Offline

Employer Signature

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

Print name

Date

Signature

Names will be pre-populated.

Apprentice Signature

Print name

Date

Signature

RTO Signature

Print name

Darren

Date

Signature

School Signature (If applicable)

Print name

Date

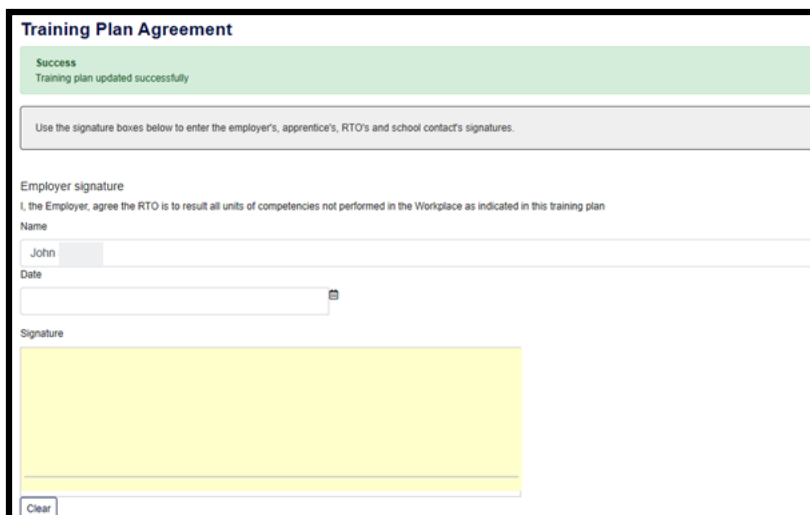
Signature

Record Signatures

Update
Update and close

Online Signatures

- When on an iPad, click on Online and then click on Record Signatures
- Ensure a signature and date are entered prior to saving signatures – then click on save signatures at the bottom of page.



Training Plan Agreement

Success
Training plan updated successfully

Use the signature boxes below to enter the employer's, apprentice's, RTO's and school contact's signatures.

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

Name
John

Date
[Date Picker]

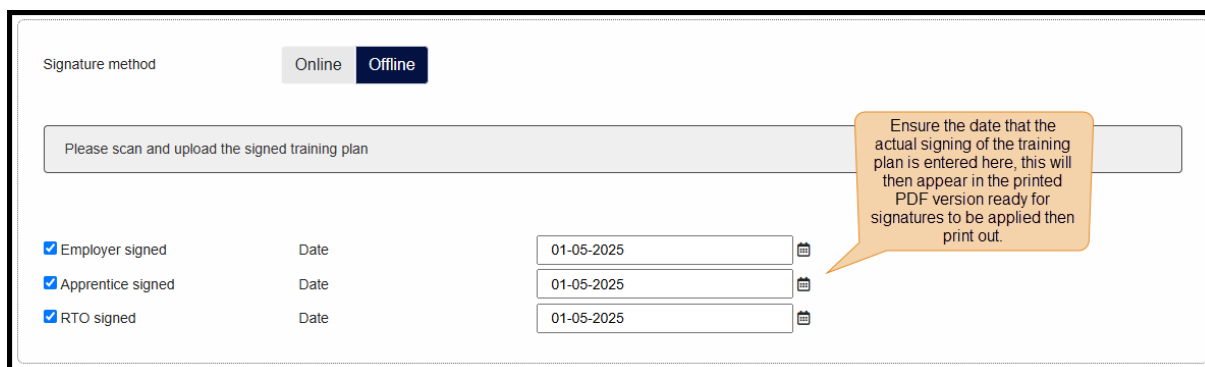
Signature
[Large Yellow Signature Box]

Clear

Offline signatures

When obtaining paper based signatures, set the signature method to Offline prior to printing – this will provide a larger space on the printed version for signing. Once signatures have been obtained:

- Update the signature method to Offline
- Enter the date of signatures into ATOM.



Signature method: Online **Offline**

Please scan and upload the signed training plan

☒ Employer signed Date 01-05-2025

☒ Apprentice signed Date 01-05-2025

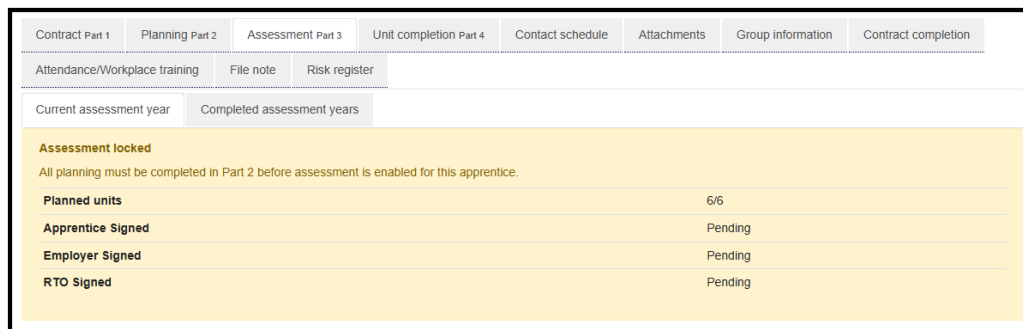
☒ RTO signed Date 01-05-2025

Ensure the date that the actual signing of the training plan is entered here, this will then appear in the printed PDF version ready for signatures to be applied then print out.

- Paper based copies are to be uploaded to the “attachment” tab within ATOM.

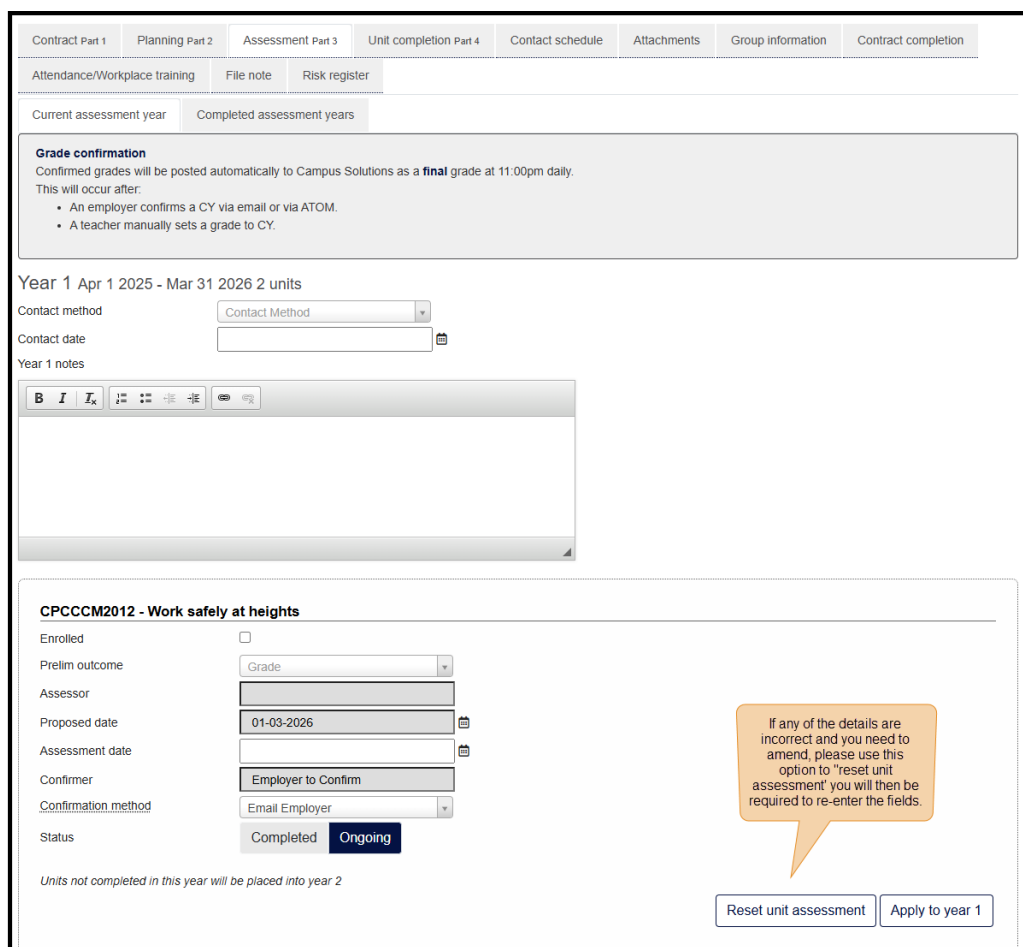
Assessment _ Part 3

Within the “Assessment Part 3” tab you will be given 2 sub – tabs to work/ review within. If you are unable to access and provided with the below image you must complete Planning Part 2 for all units and complete offline/ online signatures.



Contract Part 1		Planning Part 2	Assessment Part 3	Unit completion Part 4	Contact schedule	Attachments	Group information	Contract completion
Attendance/Workplace training		File note	Risk register					
Current assessment year		Completed assessment years						
Assessment locked								
All planning must be completed in Part 2 before assessment is enabled for this apprentice.								
Planned units					6/6			
Apprentice Signed					Pending			
Employer Signed					Pending			
RTO Signed					Pending			

When this has been completed you will be able to access both **Current assessment year** and **Completed assessment years** tabs



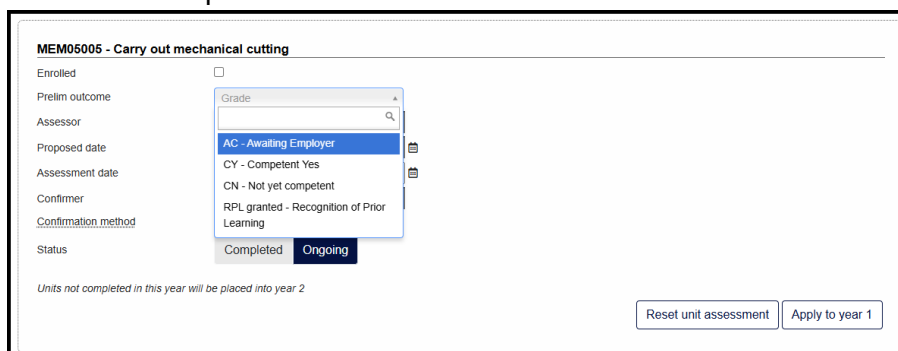
Contract Part 1		Planning Part 2	Assessment Part 3	Unit completion Part 4	Contact schedule	Attachments	Group information	Contract completion
Attendance/Workplace training		File note	Risk register					
Current assessment year		Completed assessment years						
Grade confirmation								
Confirmed grades will be posted automatically to Campus Solutions as a final grade at 11:00pm daily.								
This will occur after:								
<ul style="list-style-type: none"> An employer confirms a CY via email or via ATOM. A teacher manually sets a grade to CY. 								
Year 1 Apr 1 2025 - Mar 31 2026 2 units								
Contact method		Contact Method						
Contact date								
Year 1 notes								
<div> <div>B I T</div> <div> <div> <div></div> <div></div> <div></div> </div> <div> <div></div> <div></div> <div></div> </div> </div> </div>								
CPCCCM2012 - Work safely at heights								
Enrolled		<input type="checkbox"/>						
Prelim outcome		Grade						
Assessor								
Proposed date		01-03-2026						
Assessment date								
Confirmer		Employer to Confirm						
Confirmation method		Email Employer						
Status		Completed Ongoing						
Units not completed in this year will be placed into year 2								
<div> <div>Reset unit assessment</div> <div>Apply to year 1</div> </div>								

Current Assessment Year

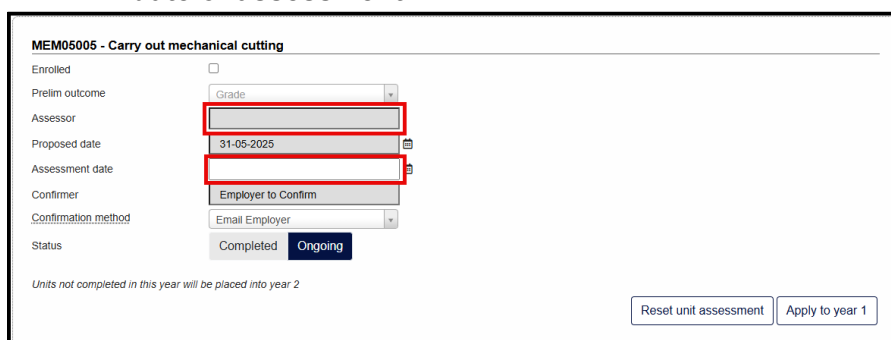
Prelim Outcome – AC – Awaiting Employer confirmation

When an apprentice/ trainee is deemed competent in a unit of competency where confirmation is required from the employer (if identified within Contract Part 1) you will be required to:

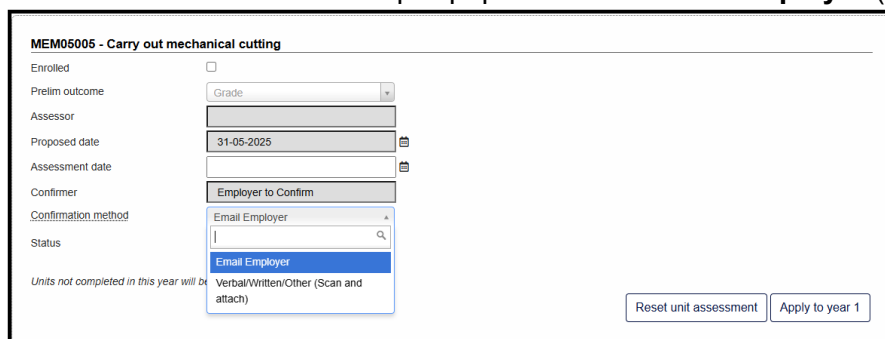
- click on the drop down menu - **Prelim outcome** and select **AC – Awaiting Employer**



- enter your name as the **assessor**
- the **proposed assessment date** will be pre-populated, and relate back to the date provided within the planning stage
- enter the **date of assessment**



- confirmer** will be pre-populated, and relate back to the option selected within the planning stage
- confirmation method** will be pre-populated with **Email Employer** (do not amend)



- **Status** to be changed to **Completed** – Note: if this is left on Ongoing and email notification to the employer will not be sent.

MEM05005 - Carry out mechanical cutting

Enrolled ☐

Prelim outcome

Assessor

Proposed date

Assessment date

Confirmer

Confirmation method

Status ☒ Completed ☐ Ongoing

Units not completed in this year will be placed into year 2

Reset unit assessment Apply to year 1

- Go to the end of the page and click on **“update”**.

This will automatically generate an assessment confirmation required email to the employer and you will be provided with the below success statement.


Success

- Employer has been sent email requesting confirmation for 'UEECO0023'

Training plan updated successfully

Sample view – FedUni TAFE Competency Completion – Assessment Confirmation Required

Federation TAFE Competency Completion - Assessment Confirmation Required: Oliver - AURLTJ102 - apprenticeship@


ATOM <atom@federation.edu.au>
To

The following apprentice has been assessed and is awaiting employer confirmation

Apprentice	Oliver (+61) @gmail.com
Employer Notes	N/A
Assessor	Justin
Assessment Date	Wednesday 21st of May 2025
Unit	AURLTJ102: Remove, inspect, repair and refit light vehicle tyres and tubes
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 Wednesday 28th of May 2025

Employer

Employer Contact

RTO Federation University Australia
Justin @federation.edu.au

From these options an employer will identify the one applicable, click on the link and this will then be emailed through to the FedUni TAFE Assessor / teacher and the ATOM System will update where applicable

If the assessment confirmation request is not actioned a follow up email will be generated as per the assessment response time option identified within Contract Part 1 – Employer Details (default is set to 1 Week).

Preferred Contact Method	Email Phone Visit Mail
<i>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.</i>	
Assessment Response Time	1 Week 2 Weeks 3 Weeks 4 Weeks

An employer will continue to receive a reminder email for the unit of competency up to 4 times.

Prelim Outcome - CY – Competent Yes (Verbal/Written Communication)

When an apprentice/ trainee is deemed competent in a unit of competency via **verbal or written communication** from an employer, the Federation TAFE assessor will need to update as below:

- click on the drop down menu - **Prelim outcome** and select the **CY – Competent Yes**
- enter your name as the assessor
- the **proposed assessment date** will be pre-populated, and relate back to the date provided within the planning stage
- enter the **date of assessment**
- **confirmer** will be pre-populated
- **confirmation method** will be pre-populated to show Verbal/ Written/ Other
- enter the **confirm date**
- **Status** to be changed to “completed”

UEECO0023 - Participate in electrical work and competency development activities

Enrolled	<input type="checkbox"/>
Prelim outcome	CY - Competent Yes
Assessor	Tim
Proposed date	06-01-2028
Assessment date	14-05-2025
Confirmer	Employer to Confirm
Confirmation method	Verbal/Written/Other (Scan and ...)
Confirm date	15-05-2025
Status	Completed Ongoing

Units not completed in this year will be placed into year 2

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 as confirmation and scan evidence of this file note into attachments.

Attach scanned confirmation

Reset unit assessment | Apply to year 1

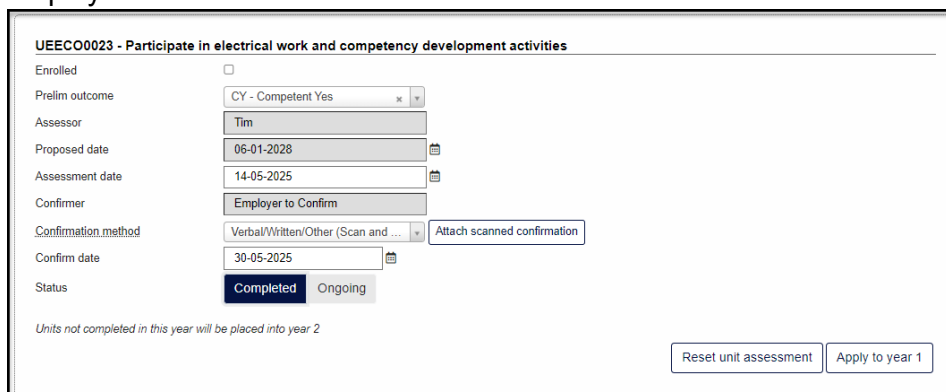
- Go to the bottom of the page and click on “**update**”. You will be provided with the below success statement.

Success
Training plan updated successfully

Prelim Outcome – AC to CY – Competent Yes (Verbal/Written Communication)

When an apprentice/ trainee has been previously graded with AC – Awaiting Employer and competency has been obtained via **verbal or written communication** from an employer, the Federation TAFE assessor will need to update as below:

- click on the drop down menu - **Prelim outcome** and **change the AC – Awaiting Employer to CY – Competent Yes**
- Change the **confirmation method** from Email Employer to **Verbal/ Written/Other**
- A **confirm date** field will appear – enter the date confirmation was obtained from the employer



UEECO0023 - Participate in electrical work and competency development activities

Enrolled ☐

Prelim outcome

Assessor

Proposed date

Assessment date

Confirmer

Confirmation method

Confirm date

Status

Units not completed in this year will be placed into year 2

- Go to the bottom of the page and click on **“update”**. You will be provided with the below success statement.



Success
Training plan updated successfully

Prelim Outcome - CY – Competent Yes (RTO Confirmation)

When an apprentice/ trainee is deemed competent in a unit of competency where the RTO is identified as the confirmer you will be required to:

- click on the drop down menu - **“prelim outcome”** and select the **CY – Competent Yes**
- enter your name as the assessor
- the **proposed assessment date** will be pre-populated, and relate back to the date provided within the planning stage
- enter the **date of assessment**
- **confirmer** will be pre-populated
- **confirmation method** will be pre-populated to show not required
- **confirm date** will be greyed out but reflect the date of assessment
- **Status** to be changed to “completed”

HLTAID009 - Provide cardiopulmonary resuscitation

Enrolled ☐
Prelim outcome
Assessor
Proposed date
Assessment date
Confirmer
Confirmation method
Confirm date
Status ☒ Completed ☐ Ongoing

When a unit is identified 'RTO to confirm' the following blurb will appear.

RTO confirmed unit

Not all employers perform the full scope of work of an apprenticeship qualification. Where a core unit of competency is not performed in the workplace, the Training Provider is not required to seek employer sign-off on that competency, this must be identified upfront in the training plan.

An elective that is not performed in the workplace may also be identified upfront in the Training Plan

Units not completed in this year will be placed into year 2

Reset unit assessment Apply to year 1

- Go to the end of the page and click on **“update”**. You will be provided with the below success statement.

Success

Training plan updated successfully

Grading between ATOM and Campus Solutions

Federation TAFE apprentice/trainee grades will only require an AC – Awaiting Employer or CY – Competent Yes to be entered into ATOM.

Once the employer confirms the AC grade via their ATOM login or the email notification, the AC will be converted to a CY – Competency Yes within the ATOM system.

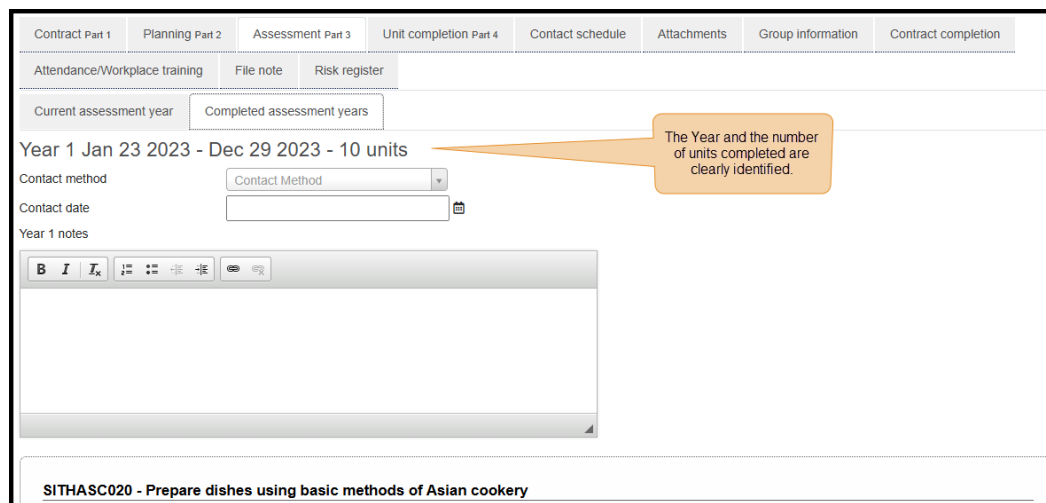
The system will automatically upload the confirmed grade to our student management system (CS – Campus Solutions) via a nightly export of data. *Please Note: It is the employer’s confirm grade date that is posted as the official grade date in Campus Solutions, **not** the assessor’s grade date – please do not manually grade within Campus.*

Grades other than a CY will still be required to be manually updated within the Campus Solutions (CS) system ie Withdrawals and Credit Transfers.

If any CY grade does not process during the nightly export, you will be contacted by ATOM Support with information on how to fix grade errors.

Completed Assessment Year

Units of Competency that have been deemed competent within a Year will appear within this tab.



Once a year has been completed it cannot be reactivated and no additional units can be added. Any corrections to grade data in this section will need to be actioned by the ATOM Support team.

Unit Completion _ Part 4

This tab shows a full list of selected units of competency for the apprentice/ trainee and is divided into the following categories:

- Units to be completed
- Units that will be undertaken and assessed again
- Units from other training plans or employers for (QUALIFICATION CODE)
- Other unit enrolments for (QUALIFICATION CODE)
- Units from prior learning
- Total Hours

Units of Competency to be completed

- Identifies full list of units and their current status. Will provide a unit start date and unit end date imported from Campus Solutions. Will identify units that have been completed or are AC – Awaiting employer confirmation.

Contract Part 1		Planning Part 2		Assessment Part 3		Unit completion Part 4		Contact schedule		Attachments		Group information		Contract completion	
Attendance/Workplace training				File note				Risk register							
Units to be completed															
Unit details				Year		Current Status				Assessment					
SITHCCC023 Use food preparation equipment				1		Awaiting				Assessor					
Type		Core				ATOM Grade		AC		Assess date		23-06-2025			
Hours		25				CS Grade		Grade details							
Confirmer		Employer													
Unit start date		03-03-2025													
Unit end date		12-12-2025													
SITHKOP009 Clean kitchen premises and equipment				1		Completed - RTO				Assessor					
Type		Core				ATOM Grade		CY		Assess date		06-12-2024			
Hours		13				CS Grade		CY		Confirm date		06-12-2024			
Confirmer		RTO						Grade details							
Unit start date		09-08-2024													
Unit end date		15-12-2024													

Units of Competency that will be undertaken and assessed again

- Units that will be undertaken and assessed again will appear within this section of the training plan

Units that will be undertaken and assessed again					
Unit details		Cycle	Previous Status	Assessment	CS Posted Grade
MSAENV272B Participate in environmentally sustainable work practices		2	Not yet competent	Assessor	M Windsor
Hours	30		Grade	CN	Assess date
Confirmer	Employer				Confirm date
Class Number*	10172				22-11-2017
Unit Start*	06-02-2017				
Unit End*	30-11-2017				
* Retrospective class dates are an estimate and could be incorrect for multiple re-enrolments.					

Units of Competency from other training plans or employer

- Units from other training plans or employers – Please ensure you have the Campus Solutions number entered in Contract Part 1 of the training plan in both “previous” and “current” ATOM profiles.
- This will enable the system to use the CS ID as an identifier between both training plans and import completed units and units of competency identified

Units from other training plans or employers for UEE30820

Employer:
Location: BALLARAT
Contact:
EPSILON: **CANCELLED**

Unit	Year	Current Status	Assessment
UEECD0016 Document and apply measures to control WHS risks associated with electrotechnology work	1	Completed <input type="text"/>	Assessor <input type="text"/>
Hours	20		Assess date 30-03-2023
Confirmer	RTO to Confirm		Confirm date 04-07-2023
UEECD0020 Fix and secure electrotechnology equipment	1	Completed <input type="text"/>	Assessor <input type="text"/>
Hours	20		Assess date 08-11-2023
Confirmer	RTO to Confirm		Confirm date 21-11-2023
UEEDV0005 Install and maintain cabling for multiple access to telecommunication services	1	Completed <input type="text"/>	Assessor <input type="text"/>
Hours	120		Assess date 10-05-2024
Confirmer	RTO to Confirm		Confirm date 10-05-2024

Unit of competency from Other unit enrolments

- Units of competency will be identified in this location where there is an enrolment in Campus Solutions (CS) that has not been included within the training plan

Other unit enrolments for AHC30122					
Unit		Start date	End date	Term	Posted Grade
AHCINF306 Plan and construct an electric fence		12-05-2025	18-07-2025	2501	
Hours	60				
AHCINF307 Plan and construct conventional fencing		28-04-2025	18-07-2025	2501	
Hours	60				

Units from prior learning

- Units identified as Credit Transfer will appear within this section of the training plan.

Units From Prior Learning

To set a unit as CT OR "CY PE", select "CT/CY PE" above
RPL is set in Part 2 - Current Year

Unit	Year	Outcome
AHCBAC309 Undertake preparation of land for agricultural crop production	CT	
Hours	60	
AHCBAC313 Establish pastures and crops for livestock production	CT	
Hours	80	
AHCBAC315 Establish agricultural crops	CT	
Hours	60	
AHCBAC317 Undertake agricultural crop harvesting activities	CT	
Hours	80	
AHCCHM304 Transport and store chemicals	CT	
Hours	50	

Total hours

- This section outlines the nominal hours completed to date, the next progression point, and the total hours required for completion according to the units identified within the training plan.

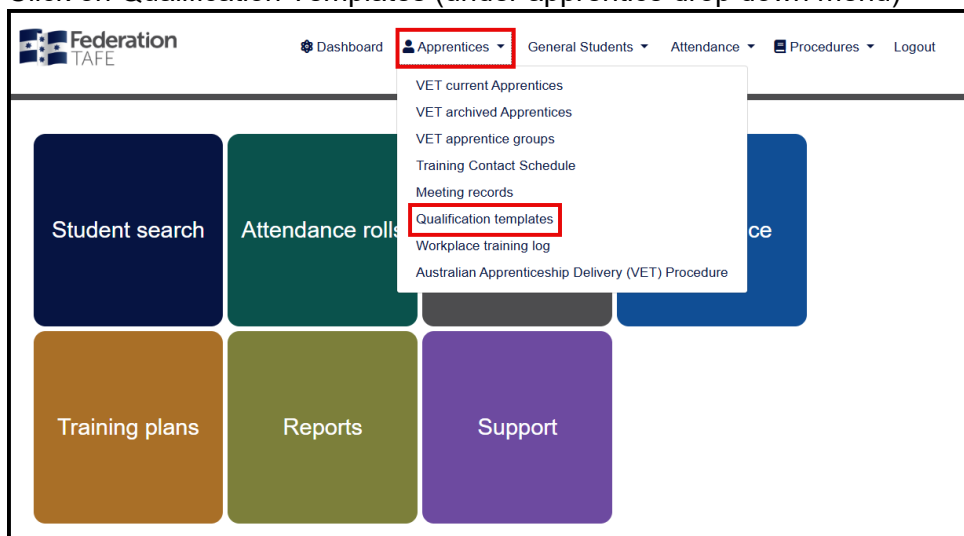
Total hours	
Completed Hours	715
Next Progression Point	875
Required Hours	875

Qualification Template

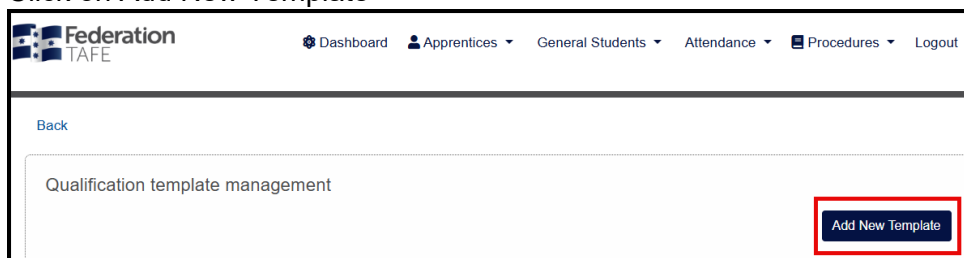
These are created to enable pre-population of required qualification units into the training plan.

Add a NEW Qualification Template


- Click on Qualification Templates (under apprentice drop down menu)



- Click on Add New Template



- Locate your qualification from the 'Template Primary Qualification' drop down menu
- The QUAL code/ current YEAR/ will automatically populate to assist with consistent naming conventions for templates
- Year will automatically default to the current year
- From the 'Source qualification' drop down select your qualification to show the full suite of units available for delivery
- Scroll through the units listed under the 'Available Qualification Units' section and click the corresponding 'Select' button to add. If a unit is chosen in error you can click the 'Remove' button under the 'Selected Units' section.
- Update the 'Default Year' column for each selected unit – this should correspond with the delivery structure identified within the Training and Assessment Strategy of the qualification.
- Click 'Add Template'



Dashboard
Apprentices
General Students
Attendance
Procedures
Logout

Back

Add new template

Please refer to the packaging rules for this qualification when selecting units.
[AHC31024 Packaging Rules](#)

Print

Template Primary Qualification
AHC31024 - Certificate III in Parks and Gardens

Template name [QUAL_GROUP]
AHC31024_2025_

Year
2025

Add Units to Template

Source Qualification
AHC31024 - Certificate III in Parks and Gardens

Available Qualification Units

AHCPM303	Identify plant specimens	80	Elective	Select
AHCPM305	Implement a plant nutrition program	60	Elective	Select
AHCPM306	Provide information on plants and their culture	70	Core	Select

Selected Units

Unit Code	Unit Name	Hours	Core/Elective	Default Year	Options
AHCCHM307	Prepare and apply chemicals to control pest, weeds and diseases	70	Elective	1	Remove
AHCIRG346	Operate pressurised irrigation systems	50	Core	1	Remove
AHCLSC316	Implement a paving project	100	Elective	2	Remove
AHCMOM213	Operate and maintain chainsaws	40	Elective	2	Remove
AHCMOM304	Operate machinery and equipment	40	Core	3	Remove

Total hours: 1010 Year 1 hours: 340 Year 2 hours: 180 Year 3 hours: 450 Year 4 hours: 40

Add Template

A good indicator of each year's delivery will appear here and should match the TAS part A (apprenticeship / Trainee) cohort version.

Select the units you require

Remove any units that will not be required

When you have updated the template you will be given the below screen to indicate success

Qualification template management

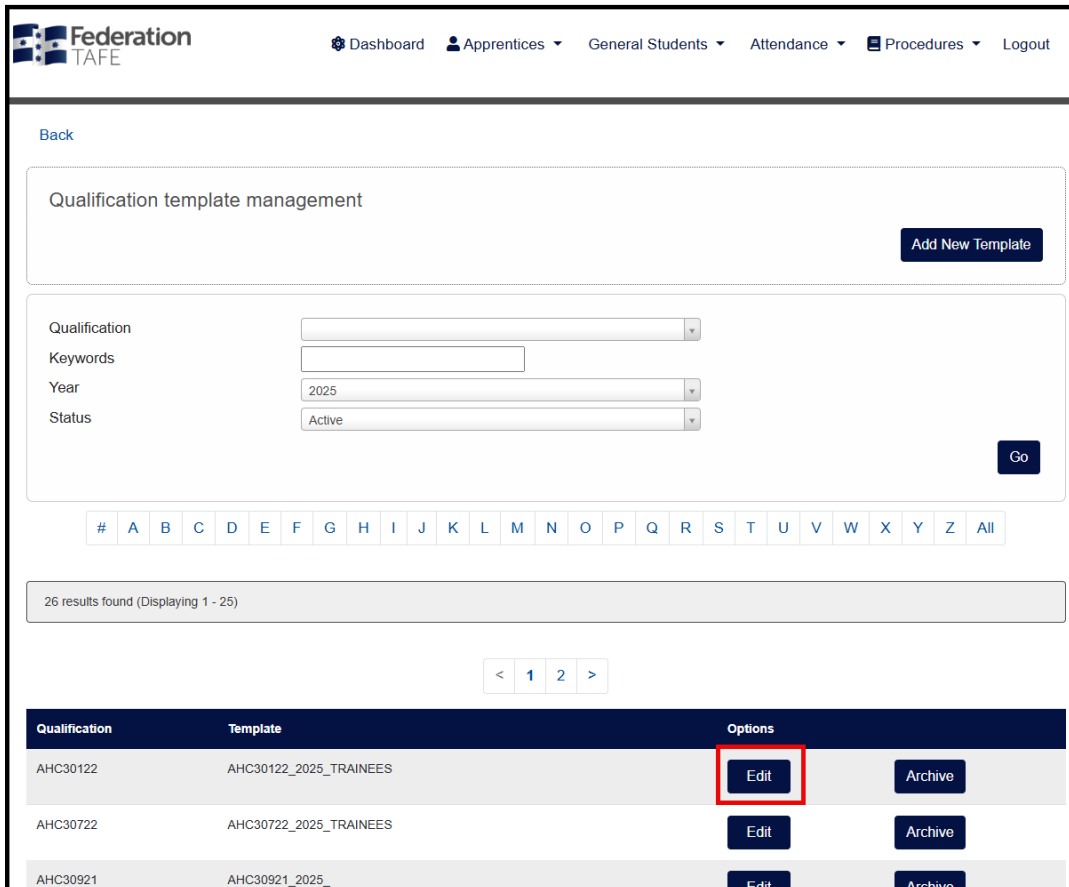
Success

Template added successfully

Add New Template

Edit a Qualification Template

If you need to **edit a template** click on the **'Edit'** button of the qualification template you would like to amend.



Back

Qualification template management

Add New Template

Qualification:

Keywords:

Year:

Status:

Go

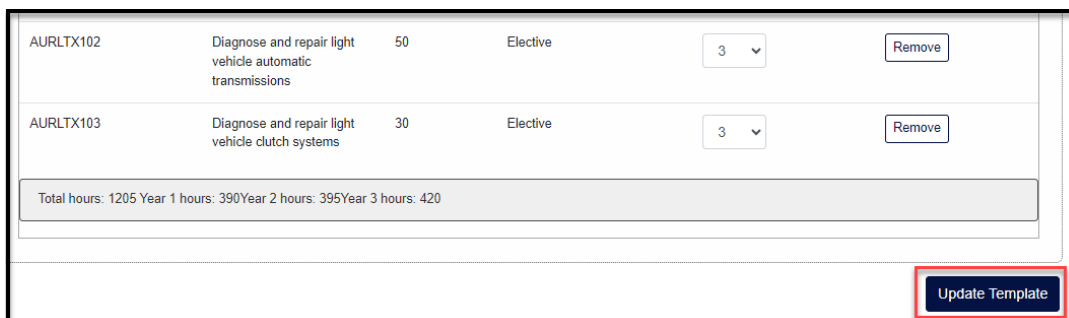
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

26 results found (Displaying 1 - 25)

< 1 2 >

Qualification	Template	Options
AHC30122	AHC30122_2025_TRAINEES	Edit Archive
AHC30722	AHC30722_2025_TRAINEES	Edit Archive
AHC30921	AHC30921_2025_	Edit Archive

Make sure to click the 'Update Template' button to save your changes



AURLTX102	Diagnose and repair light vehicle automatic transmissions	50	Elective	3	Remove
AURLTX103	Diagnose and repair light vehicle clutch systems	30	Elective	3	Remove


Total hours: 1205 Year 1 hours: 390 Year 2 hours: 395 Year 3 hours: 420

Update Template

Contact Schedule

The Contact Schedule is for teachers to make contact with students and employers and record details. The **Proposed Dates** are dates set between the commencement and the nominal completion dates of the EPSILON training contract.

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


Dashboard Apprentices General Students Attendance Procedures Logout

[Back](#)

Edit training plan

Employer:		Apprentice:	
RTO:	Federation University Australia	EPSILON No.	
Qualification:	Certificate III in Commercial Cookery	EPSILON Status:	ACTIVE
PUSH Hours:	507	Campus Solutions ID:	
Expected Supervised PUSH Hours:	488	Unique Student Identifier (USI):	
Completed Hours	838	Qualification Code:	SIT30821
Apprenticeship Network Provider:	Apprenticeship Support Australia	Next Progression Point	1070

Update

Contract Part 1
Planning Part 2
Assessment Part 3
Unit completion Part 4
Contact schedule
Attachments
Group information
Contract completion

Attendance/Workplace training
File note
Risk register

(Please save the training plan before printing the contact schedule to avoid losing changes)

Contact Schedule

Part 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.

Contract Requirements information will be displayed here, ie Full time contracts / Part-time contracts

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	Tuesday Jan 28 2025	<input checked="" type="checkbox"/>	18-02-2025	Face to Fac Email Phone Online Visit Face to Face Other	Dean	<input type="checkbox"/>

Teachers

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

Notes

B *I* U

[List Icons]

body p

Once the contact has taken place, the teacher will then mark this as completed and insert the actual date meeting was held.

Units discussed

Choose contact type

When using a tablet and a signature is required, click the tick box and a signature panel will display for signing.

Click within the section 'Units discussed', this will provide a list from the training plan to select from.

If you have any meetings that sit outside the “scheduled meetings”, you can record them in this section by clicking on ‘New unscheduled meeting’ located at the bottom of the page.

Unscheduled meetings

Update

Update and close

New unscheduled meeting

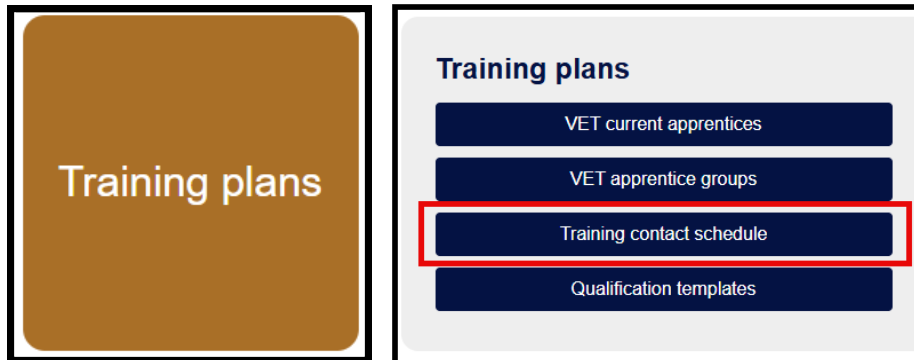
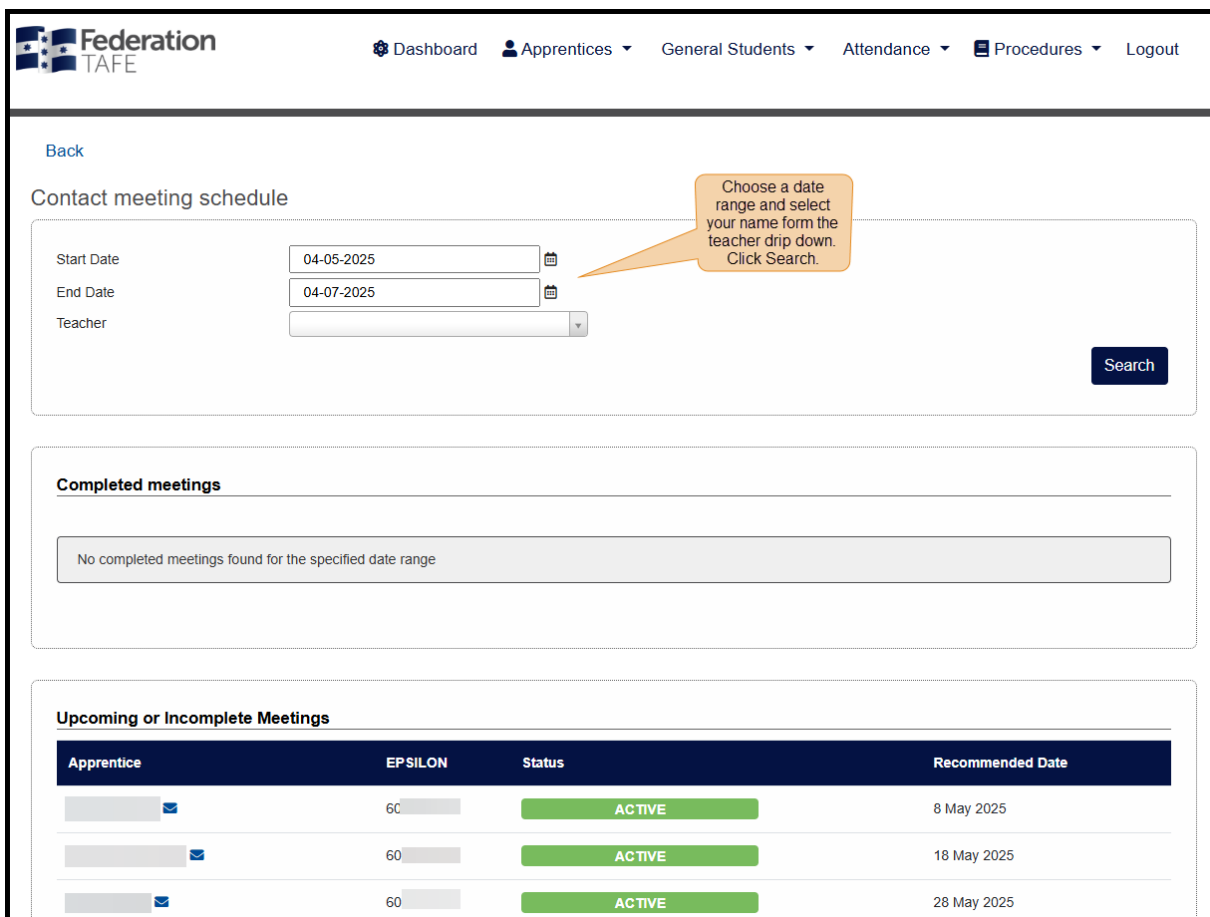
Ensure you click on 'Update' every time you enter a new contact.

Click here to add a new 'unscheduled meeting'

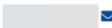
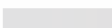

Training Contact Schedule (per Teacher)

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

Click on Training plans tile and then Training Contact Schedule

The screenshot shows the ATOM web interface. At the top is the Federation TAFE logo and a navigation bar with links: Dashboard, Apprentices, General Students, Attendance, Procedures, and Logout. Below the navigation bar is a 'Back' link. The main section is titled 'Contact meeting schedule'. It contains a search form with three fields: 'Start Date' (04-05-2025), 'End Date' (04-07-2025), and 'Teacher' (a dropdown menu). A 'Search' button is to the right. A callout box points to the date fields with the text: 'Choose a date range and select your name from the teacher drip down. Click Search.' Below the search form is a section titled 'Completed meetings' which shows a message: 'No completed meetings found for the specified date range'. At the bottom is a section titled 'Upcoming or Incomplete Meetings' which contains a table.

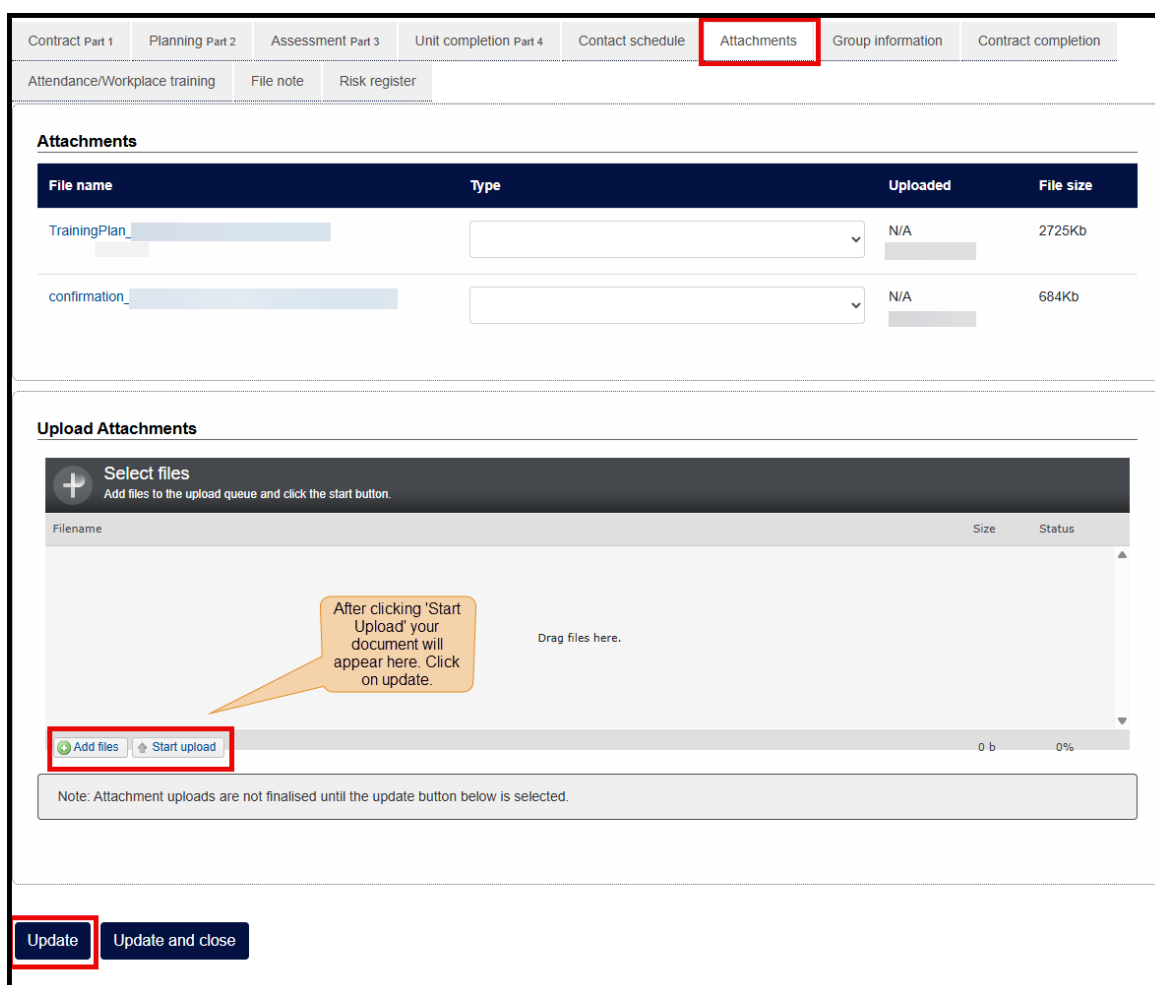
Apprentice	EPSILON	Status	Recommended Date
	60	ACTIVE	8 May 2025
	60	ACTIVE	18 May 2025
	60	ACTIVE	28 May 2025

Attachments

- Scan document and save as follows
Document Name_ Apprentice Full Name
(Commencement Training Plan_ Jack Black)
- Attachments are date and user stamped

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

- Step 1: Click on Add Files
- Step 2: From the windows pop up, select the relevant document and click 'Open'
- Step 3: File will appear within the 'Select Files' section of ATOM - Click 'Start Upload'
- Step 4: The attachment will show 'Awaiting Upload' in red – Click Update
- Step 5: The attachment will now be uploaded – Select the file type from the drop down menu and click update.



Contract Part 1 | Planning Part 2 | Assessment Part 3 | Unit completion Part 4 | Contact schedule | **Attachments** | Group information | Contract completion

Attendance/Workplace training | File note | Risk register

Attachments

File name	Type	Uploaded	File size
TrainingPlan_		N/A	2725Kb
confirmation_		N/A	684Kb

Upload Attachments

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

Filename	Size	Status
Drag files here.		

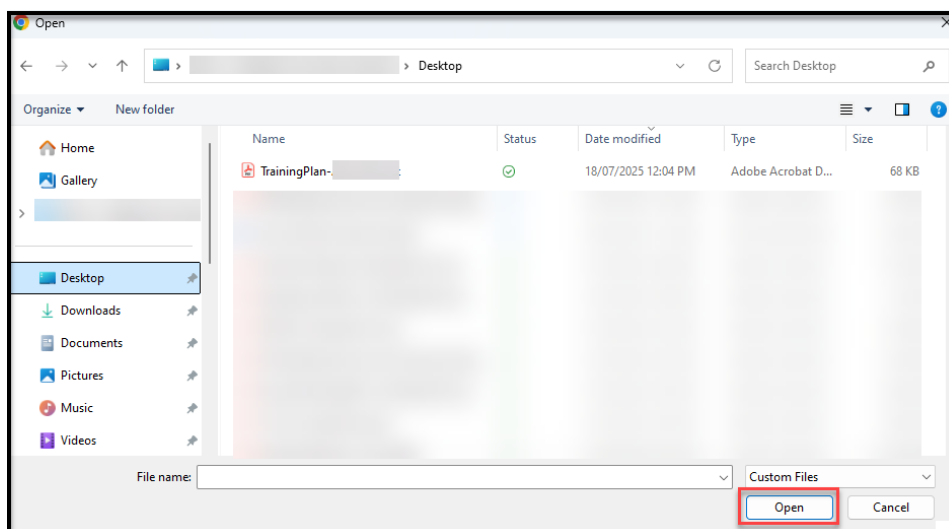
After clicking 'Start Upload' your document will appear here. Click on update.

Add files **Start upload**

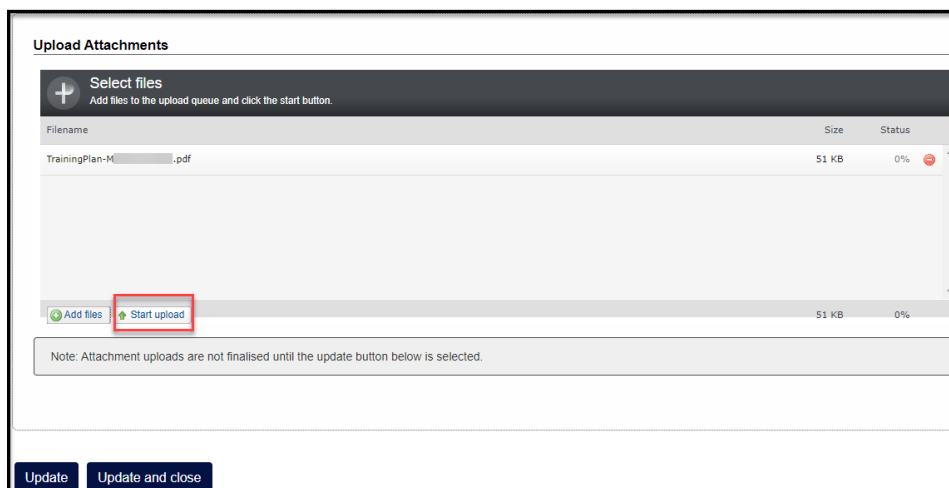
Note: Attachment uploads are not finalised until the update button below is selected.

Update **Update and close**

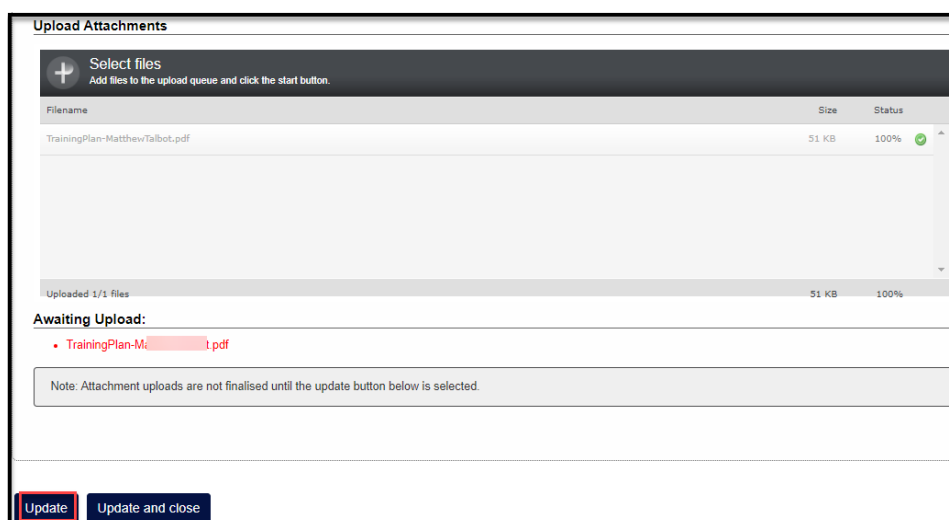
Step 2



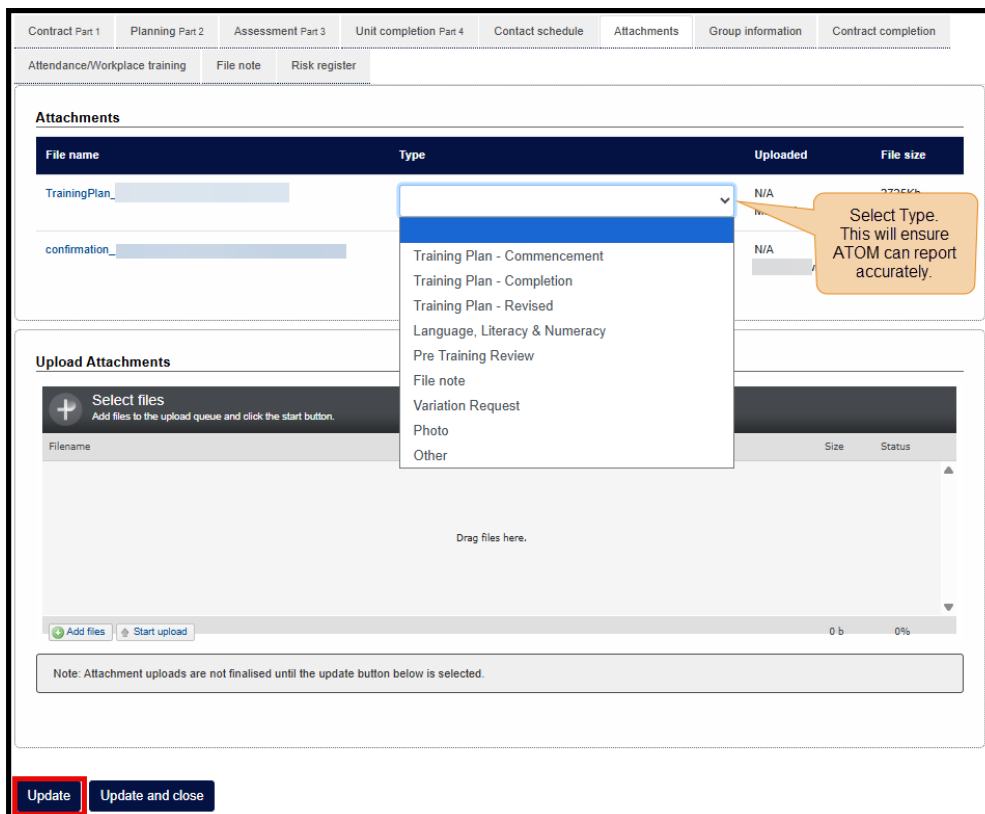
Step 3



Step 4



Step 5



The screenshot shows the 'Attachments' section of the ATOM system. At the top, there are tabs for 'Contract Part 1', 'Planning Part 2', 'Assessment Part 3', 'Unit completion Part 4', 'Contact schedule', 'Attachments', 'Group information', and 'Contract completion'. Below these are sub-tabs for 'Attendance/Workplace training', 'File note', and 'Risk register'. The 'Attachments' sub-tab is active, displaying a table with columns: 'File name', 'Type', 'Uploaded', and 'File size'. Two rows are visible: 'TrainingPlan_...' and 'confirmation_...'. The 'Type' dropdown for the first row is open, showing a list of options: 'Training Plan - Commencement', 'Training Plan - Completion', 'Training Plan - Revised', 'Language, Literacy & Numeracy', 'Pre Training Review', 'File note', 'Variation Request', 'Photo', and 'Other'. An orange callout box points to the dropdown with the text: 'Select Type. This will ensure ATOM can report accurately.' Below the table is the 'Upload Attachments' section, which includes a 'Select files' button, a 'Drag files here.' area, and 'Add files' and 'Start upload' buttons. A note at the bottom states: 'Note: Attachment uploads are not finalised until the update button below is selected.' At the very bottom, there are 'Update' and 'Update and close' buttons.

Note: ATOM Support are the only users that can delete attachments.

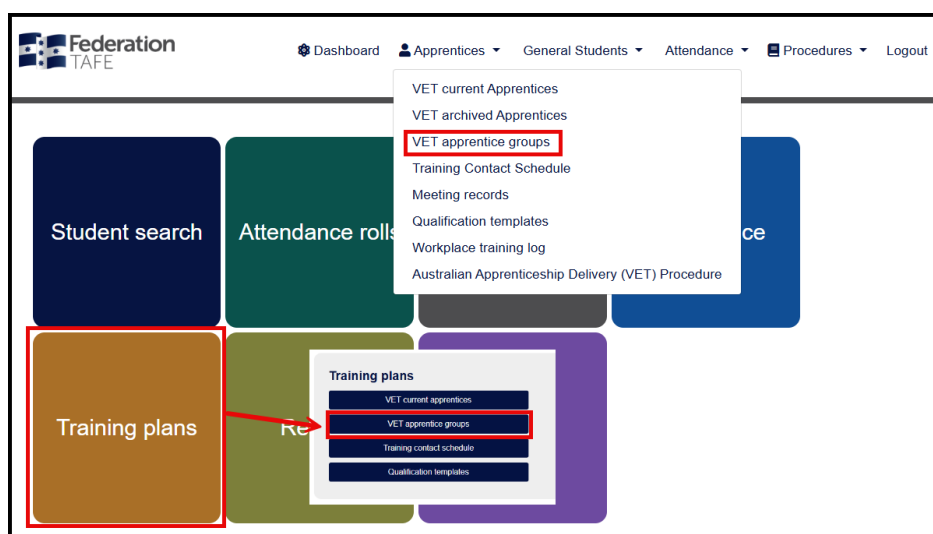
If you have uploaded a document in error, please log a ServiceNow request to the team to have the attachment removed.

VET apprentice groups

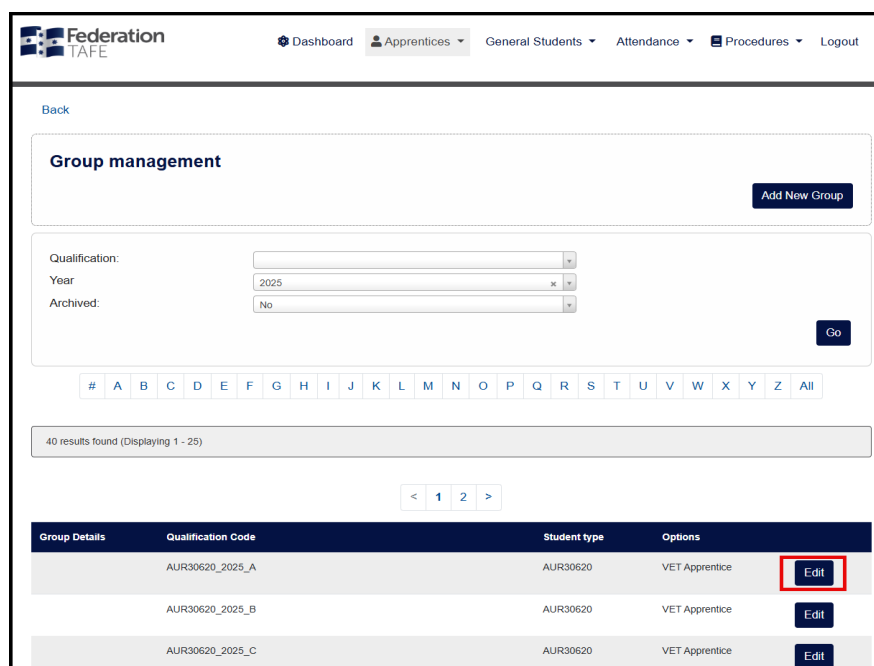
Apprentice groups are created to enable pre-population into attendance rolls.

Unlike VET general students where the student's groups are imported from the student management system (Campus Solutions), apprentice groups need to be manually created in ATOM.

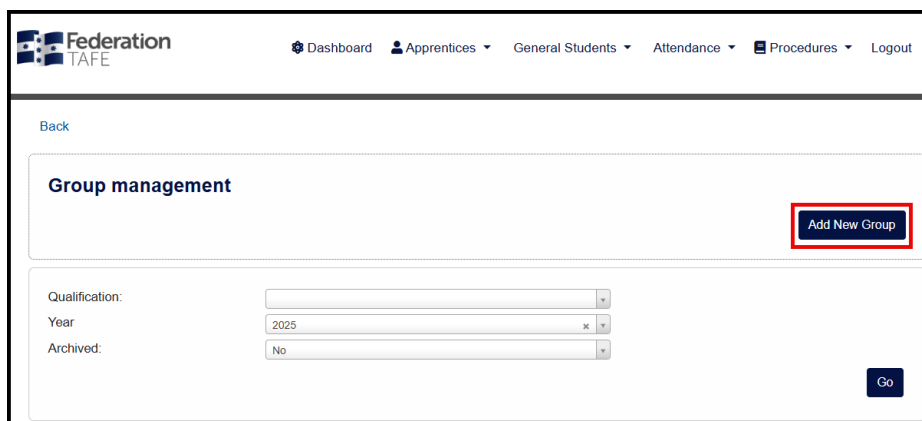
To view existing or create new apprentice groups click on the Training Plan tile or by selecting the Apprentices drop down tab followed by VET Apprentice groups.



All Apprentice groups created in the current year will appear as the default view as shown below (you can change the year to look up previous years).

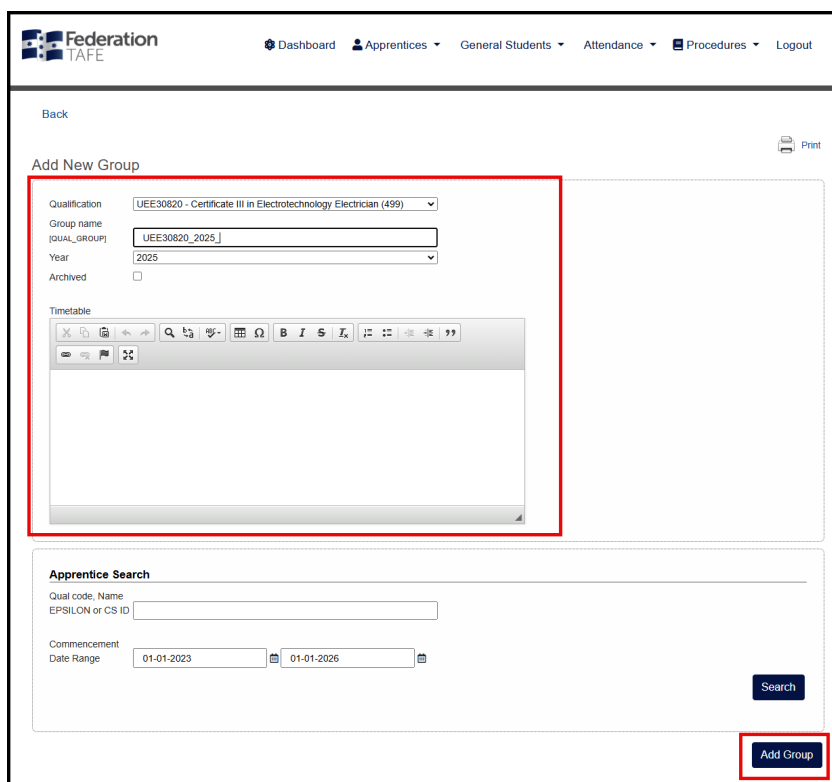


To create a new group click on 'Add New Group'



Complete the following:

- Qualification – Select the qualification from the drop down
- Group name –will automatically update to Qualification code and the current year to assist with consistent naming conventions ie UEE30820_2025. You can enter additional text to further identify the group name ie UEE30820_2025_A
- Year – automatically defaults to the current year
- Timetable – Optional. You can use the free text box to add more information such as block release dates
- Click 'Add Group' button



A green success banner will appear and the new group will be added to the list. This group can now be selected when you are creating VET apprentice training plans.

Group management

Success
Group added successfully

Add New Group

Adding Apprentices to a Group

You can add apprentices to the apprentice group when creating the group or after it has been created.

You can add multiple apprentices at once by searching the Qualification code and commencement date range.

Alternatively, you can look up individual apprentices by searching via their EPSILON or Campus Solutions ID (*commencement date range is not required when searching via this option*).

Check the box next to the apprentice you want to add to the group and then select the Add/Update group at the bottom of the page if adding when creating the group or Update Group button.

Apprentice Search

Qual code, Name
EPSILON or CS ID UEE30820

Commencement
Date Range 01-01-2023 01-01-2026

Search

Apprentice	EPSILON	Status	Commencement Date
Matching apprentices			
Harpur		ACTIVE	08-01-2024
Declan		ACTIVE	29-01-2024
Dayne		ACTIVE	03-04-2024
Nash		ACTIVE - RECOMMENCEMENT	07-08-2023
Joel		ACTIVE	12-08-2024
Christopher		ACTIVE	22-08-2024
NATHAN		ACTIVE	20-02-2023
Matthew		ACTIVE	23-08-2023
Rigby		ACTIVE	23-05-2023
Joseph		ACTIVE	19-06-2023
Callum		ACTIVE	16-01-2024

Add Group

Apprentice/Trainees can also be added to an existing group when developing the training plan. This can be found under the Training Plan details section of Contract_Part 1.

Contract Part 1	Planning Part 2	Assessment Part 3	Unit completion Part 4	Contact schedule	Attachments	Group information
------------------------	-----------------	-------------------	------------------------	------------------	-------------	-------------------


Attendance/Workplace training	File note	Risk register
-------------------------------	-----------	---------------

- Training Contact Details
- Employer Details
- Host Employer
- Apprentice Details
- RTO Details

- Training
- Federation Specific
- Agreement
- Completion
- Progress Report

- Email Plan to Apprentice
- Send message
- Email Plan to Employer
- Email School Login
- Email Employer Login

Training plan details

Qualification	Certificate III in Light Vehicle Mechanical Technology
Qualification Code	AUR30620
Template	AUR30620: AUR30620_2025_SBA x v
Apprenticeship/Traineeship	Apprenticeship
Full Time / Part Time / <u>SBAT</u>	Full time
Headstart	N v
Approved Training Scheme Duration	33 months
Contract Proposed Start Date	02-06-
Contract Proposed Completion Date	29-02- 
Group	Student group v

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.



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

Click here to record a new meeting

Add New Meeting

Keywords:

Teacher:

Student Name/EPSILON

Start date

End date

Go

Complete all fields when adding a new meeting and click 'Add Meeting'

Add new meeting

Meeting details

Date

Contact type

Teacher:

Student:

Notes

Add Meeting

Workplace Training Withdrawal Log

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



Federation TAFE | Dashboard | Apprentices | General Students | Attendance | Procedures | Logout

[Back](#)

Workplace training withdrawal log

Workplace training activity pending confirmation

Employer:
 Start date:
 End date:
 Confirmed:

Apprentice	EPSILON	Date	Start	End	Activity/Location	Unit(s)	Confirm
		07-02-2024	14:30	17:30	full head of foils	SHBXCCS002 Provide salon services to clients	<input checked="" type="checkbox"/>
		08-02-2024	9:45	12:45	full head of foils and blowwave	SHBXCCS002 Provide salon services to clients SHBXCCS004 Recommend products and services	<input checked="" type="checkbox"/>
		09-02-2024	9:00	12:00	foils	SHBXCCS002 Provide salon services to clients	<input checked="" type="checkbox"/>

Extra Features

Send message

- Click on send message

Name		Qualification	
		UEE30820 CERTIFICATE III IN ELECTROTECHNOLOGY ELECTRICIAN	
EPSILON:	CS ID:	ACTIVE	CONTRACT START: 08-01-2024 CONTRACT COMPLETION: 06-01-2028
Contract	Unit completion	Group info	
Planning	Contact schedule	Attendance/Workplace Training	
Assessment	Attachments	File notes	
Advanced options	Contract completion	Send message	

- When you click on 'send message', the below screen will appear
- Enter details and click on Preview message

Send student message

Message details

Subject

Message

B I I_x 

Recipient

Recipient

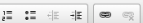
Preview message

Preview student message

Message details

Subject

Message

B I I_x 

Test A

Recipients

1 matches found

Apprentice EPSILON Email

☒ Include?

Ensure email address is correct


Click 'Send Message'

Send message

View message log (per Apprentice/ Trainee)

- Click on view message log

Name		Qualification	
UEE30820 CERTIFICATE III IN ELECTROTECHNOLOGY ELECTRICIAN			
EPSILON:	CS ID:	ACTIVE	CONTRACT START: 08-01-2024 CONTRACT COMPLETION: 06-01-2028
Contract	Unit completion	Group info	
Planning	Contact schedule	Attendance/Workplace Training	
Assessment	Attachments	File notes	
Advanced options	Contract completion	Send message	
View EPSILON record		Reset unit selection	
View grade log		Reset training plan	
View message log			



Dashboard
Apprentices
General Students
Attendance
Procedures
Logout

Back

Message log

Print

03-04-2025 15:17 Federation TAFE Competency Completion - Apprentice Attendance History:

01-01-2025 12:12 Federation TAFE Competency Completion - Assessment Completed: UEEEL0019 -

Recipient:

Date :01-01-2025 12:12

User:

The following apprentice has had their grade Completed by the employer

Apprentice

Employer Notes N/A

Assessor

Assessment Date Wednesday 18th of December 2024

Unit UEEEL0019: Solve problems in direct current (d.c.) machines

Grade CY - Competent Yes

Options

- View Training Plan

Confirmed by Employer Wednesday 1st of January 2025

Employer

Employer Contact

RTO

01-01-2025 12:12 Federation TAFE Competency Completion - Assessment Completed: UEEEL0019

18-12-2024 09:59 Federation TAFE Competency Completion - Assessment Confirmation Required: UEEEL0019 -

18-12-2024 09:59 Federation TAFE Competency Completion - Assessment Confirmation Required: UEEEL0019

View grade log (per Apprentice/ Trainee)

Name		Qualification	
		UEE30820 CERTIFICATE III IN ELECTROTECHNOLOGY ELECTRICIAN	
EPSILON: <input type="text"/>	CS ID: <input type="text"/>	ACTIVE	CONTRACT START: 08-01-2024 CONTRACT COMPLETION: 06-01-2028
Contract	Unit completion	Group info	
Planning	Contact schedule	Attendance/Workplace Training	
Assessment	Attachments	File notes	
Advanced options	Contract completion	Send message	
View EPSILON record	Reset unit selection		
View grade log	Reset training plan		
View message log			

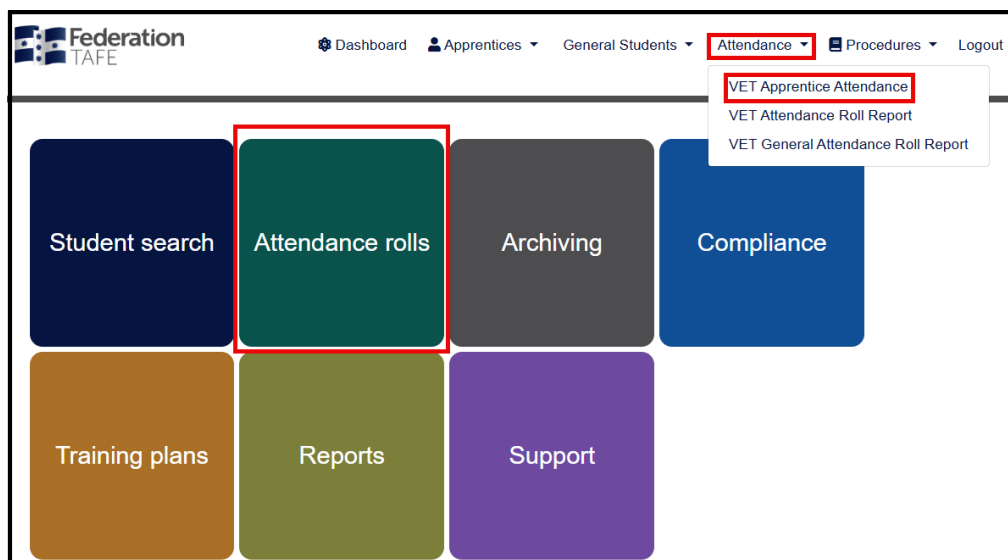
This shows you the date the Assessment Confirmation was sent and the date it was confirmed by the employer.

Apprentice grade confirmation log Print

Unit	Cycle	Grade	Status	Email date	Confirm date	Log
UEECD0007	1	CY	Completed	20-05-2024 16:46	20-05-2024 19:03	• 20-05-2024 19:03 Confirmed CY
UEECD0016	1	CY	Completed	13-12-2024 13:53	15-12-2024 20:56	• 15-12-2024 20:56 Confirmed CY
UEECD0019	1	CY	Completed	20-05-2024 11:33	20-05-2024 14:09	• 20-05-2024 14:09 Confirmed CY
UEECD0020	1	CY	Completed	21-06-2024 08:32	23-06-2024 16:45	• 23-06-2024 16:45 Confirmed CY
UEECD0044	1	CY	Completed	26-08-2024 15:46	26-08-2024 16:23	• 26-08-2024 16:23 Confirmed CY
UEECD0046	1	CY	Completed	28-06-2024 03:00	28-06-2024 07:37	• 28-06-2024 07:37 Confirmed CY
UEECD0051	1	CY	Completed	21-06-2024 08:50	23-06-2024 16:45	• 23-06-2024 16:45 Confirmed CY
UEEDV0005	1	CY	Completed		23-05-2025 00:00	• 23-05-2025 14:35 Confirmed CY
UEEEL0019	1	CY	Completed	01-01-2025 03:00	01-01-2025 12:12	• 01-01-2025 12:12 Confirmed CY
UEEEL0021	1	CY	Completed	04-11-2024 09:50	04-11-2024 11:15	• 04-11-2024 11:15 Confirmed CY
UEEEL0023	1	CY	Completed	13-09-2024 17:49	13-09-2024 19:43	• 13-09-2024 19:43 Confirmed CY
UEERE0001	1	CY	Completed	04-11-2024 10:25	04-11-2024 11:15	• 04-11-2024 11:15 Confirmed CY
UETDRRF004	1	CY	Completed		15-08-2024 00:00	• 15-08-2024 15:37 Confirmed CY
HLTAID009	1	CY	Completed - RTO		08-08-2024 00:00	• 15-08-2024 15:37 Confirmed CY

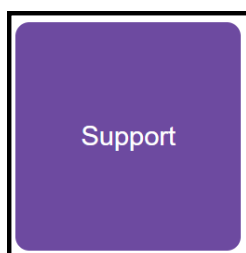
Attendance Rolls

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



Important Information

- Program 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
- Assistance/queries – Please log a job in ServiceNow portal under ATOM Support or phone the team on 03 5327 8001
 - User Assistance
 - IT Support (ATOM system related)
- Click on the below **Support** tile within the ATOM dashboard for direct access to the ATOM Support ServiceNow portal.



Definitions and Acronyms

Acronym	Definition
AA	Australian Apprentice
ACAP	Apprentice Connect Australia Provider
AC	Awaiting Employer Confirmation
AFO	Apprenticeship Field Officer
ATOM	Apprentice Trainee Online Management system
CBC	Competency Based Completion A 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 – Federation University's student management system
CT	Credit Transfer
CY	Competent
Displaced	Identifies an apprentice who is unemployed and attends structured training for a specified period (refer to procedure AG1340)
Epsilon 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	Language, Literacy and Numeracy A 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 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

Acronym	Definition
RTO	Registered Training Organisation A 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 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 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)



Notes

[illegible]