

# ATOM User Guide – VET Attendance Rolls 2025

Prepared by  
Apprentice Trainee Online Management  
System | Federation TAFE

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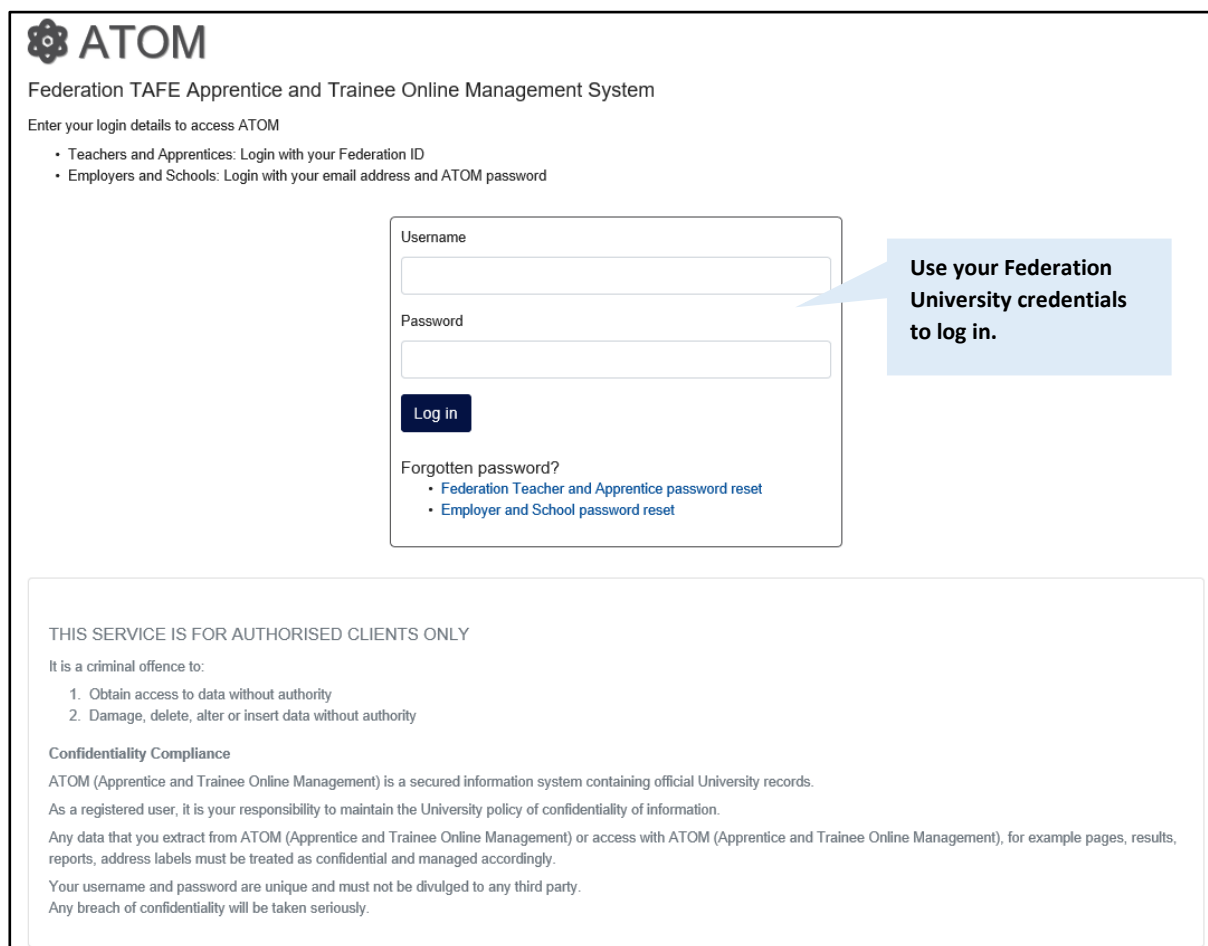
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## Starting off

How to access ATOM: Go to [atom.federation.edu.au](https://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' followed by 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 consists of two input fields: 'Username' and 'Password', each with a light blue placeholder text. Below the password field is a dark blue 'Log in' button. To the right of the login 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 link 'Forgotten password?' with two sub-links: 'Federation Teacher and Apprentice password reset' and 'Employer and School password reset'. At the bottom of the page, there is a section titled 'THIS SERVICE IS FOR AUTHORISED CLIENTS ONLY' which includes a warning about criminal offences and a 'Confidentiality Compliance' section stating that ATOM is a secured information system and that users must maintain confidentiality.

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

Enter your login details to access ATOM

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

Username

Password

**Log in**

Forgotten password?  
• [Federation Teacher and Apprentice password reset](#)  
• [Employer and School password reset](#)

**THIS SERVICE IS FOR AUTHORISED CLIENTS ONLY**

It is a criminal offence to:

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

**Confidentiality Compliance**

ATOM (Apprentice and Trainee Online Management) is a secured information system containing official University records.

As a registered user, it is your responsibility to maintain the University policy of confidentiality of information.

Any data that you extract from ATOM (Apprentice and Trainee Online Management) or access with ATOM (Apprentice and Trainee Online Management), for example pages, results, reports, address labels must be treated as confidential and managed accordingly.

Your username and password are unique and must not be divulged to any third party.

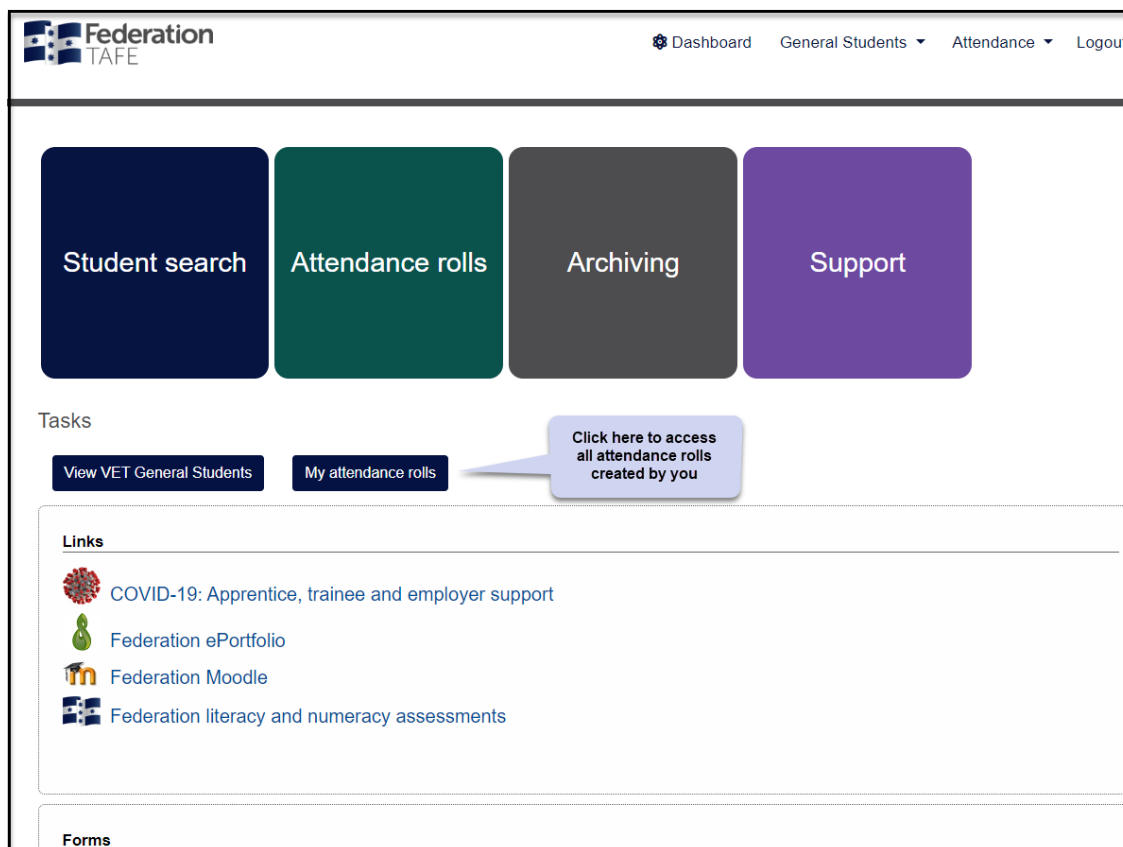
Any breach of confidentiality will be taken seriously.

## Part 1 – VET General student search

### Dashboard view – VET General students

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

Throughout this manual this page will be referenced to as the **DASHBOARD** view. Each coloured tile below once clicked on will give you access to the areas.



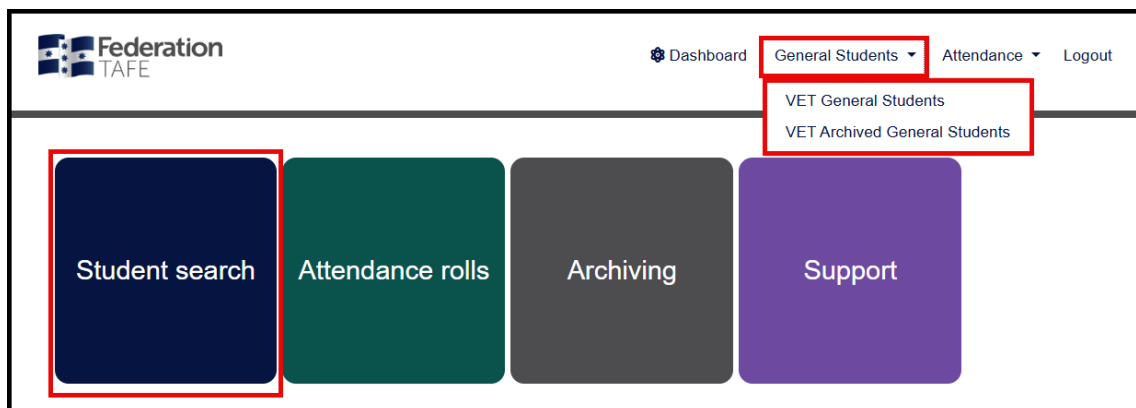
### Procedures and forms

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

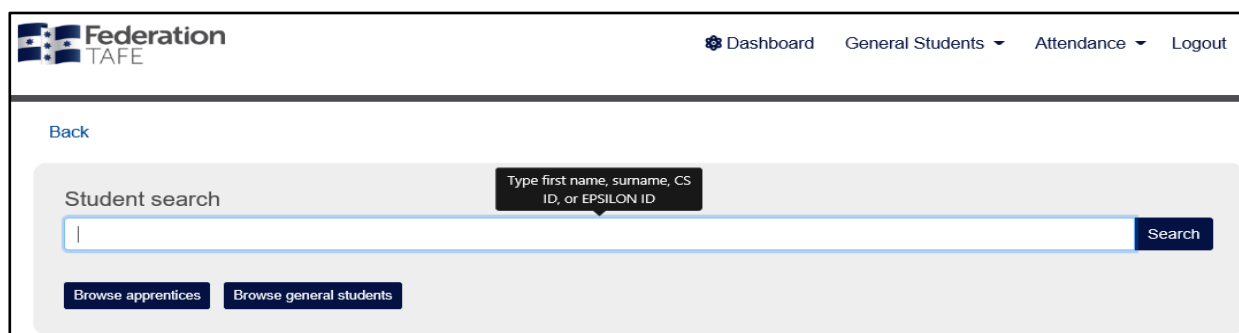
Forms
<a href="#">2025 FedTAFE Variation to enrolment form.pdf</a> (836Kb)
<a href="#">ATOM Support Service Now Portal steps.pdf</a> (381Kb)
<a href="#">ATOM to Campus data integration FactSheet.pdf</a> (127Kb)
<a href="#">ATOM User Guide Employers.pdf</a> (2,149Kb)
<a href="#">ATOM User Guide Students.pdf</a> (1,763Kb)
<a href="#">ATOM User Guide VET Attendance Rolls.docx</a> (2,433Kb)
<a href="#">Child Safe Procedure.pdf</a> (146Kb)
<a href="#">Pre Training Review LLN Appendix 1.pdf</a> (295Kb)
<a href="#">Pre Training Review LLN Appendix 2.pdf</a> (180Kb)
<a href="#">Risk Register instructions.pdf</a> (1,100Kb)

## Student search


To look up VET General student click on the Student search tile or the general student drop down tab.



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



All VET General students are listed in alphabetical order.



Dashboard
General Students
Attendance
Logout

Back

### VET general student management

Keywords:  
Qualification:  
Group:  
Unit:  
Teacher  
Status  
Attendance

Search for VET General Students using any of these search fields

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

818 results found starting with 'a' (Displaying 1 - 25)

< 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 > >>

Student	Qualification	Group	Unit date range
<b>GILBERT</b> CS ID: <input type="text"/> <a href="#">Risk register</a>	<b>WSS HEALTH AND SAFETY REPRESENTATIVE INITIAL OCCUPATIONAL HEALTH AND SAFETY</b> Active in Program <a href="#">WSS attendance</a> <a href="#">Show units</a>	Unigrain 17-05-2018 - 20-12-2018	
	<b>MEM50212 DIPLOMA OF ENGINEERING - TECHNICAL</b> Previous Qualification <a href="#">MEM50212 attendance</a> <a href="#">Show units</a>	DP212-ME14 25-02-2014 - 28-11-2014	
<b>MATTHEW</b> CS ID: <input type="text"/> <a href="#">Risk register</a>	<b>MSF20313 CERTIFICATE II IN FURNITURE MAKING</b> Active in Program <a href="#">MSF20313 attendance</a> <a href="#">Show units</a>	LANG FURN-2 17-10-2016 - 22-12-2017	All enrollments for students will display with current program status.
<b>JARED</b> CS ID: <input type="text"/> <a href="#">Risk register</a>	<b>22129VIC CERTIFICATE I IN TRANSITION EDUCATION</b> Previous Qualification <a href="#">22129VIC attendance</a> <a href="#">Show units</a>	MC-FS-14 12-02-2014 - 28-11-2014	
<b>CONOR</b> CS ID: <input type="text"/> <a href="#">Risk register</a>	<b>22472VIC CERTIFICATE I IN GENERAL EDUCATION FOR ADULTS</b> Active in Program <a href="#">22472VIC attendance</a> <a href="#">Show units</a>	FCKickstart 18-11-2019 - 28-02-2020	
	<b>ICT30118 CERTIFICATE III IN INFORMATION, DIGITAL MEDIA AND TECHNOLOGY</b> Active in Program <a href="#">ICT30118 attendance</a> <a href="#">Show units</a>	VCAL P-Tech stream, VCAL SEN P-Tech Stream 03-02-2020 - 05-11-2021	

Information for VET General students is directly imported into the ATOM system daily from Federation TAFE's student management system Campus Solutions.

All VET General students clearly identify the qualification code and title; and the program status.

You can also click on and view

- Each recorded attendance entry per program.
- A review of enrolled units per program enrolment – will be listed when you click to expand the view.

*Please note:* if you are unable to view any VET general student's enrolled units or program information please contact ATOM Support.

**DECLAN**  
CS ID:   
[Risk register](#)

**LNSUPPORT LITERACY AND NUMERACY SUPPORT**  
Active in Program **LNSUPPORT Cert III Electro 24A,LNVCE** 16-10-2023 - 06-12-2024  
[LNSUPPORT attendance](#) [Show units](#)

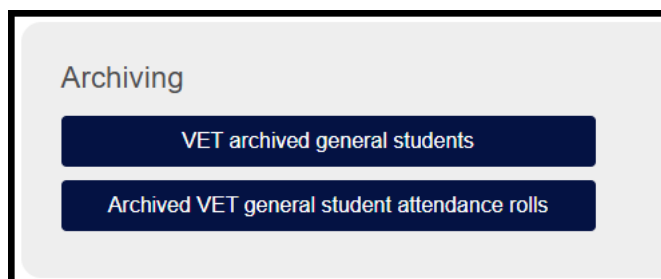
**UEE30820 CERTIFICATE III IN ELECTROTECHNOLOGY ELECTRICIAN**  
Active in Program **REEB20 24 Ballarat** 27-05-2024 - 31-12-2027  
[UEE30820 attendance](#) [Show units](#)

Click on Show units to view all units student is enrolled within

Unit		Start date	End date	Grade
UEE30820	Provide cardiopulmonary resuscitation	27-05-2024	31-12-2024	CY
UEECD0007	Apply work health and safety regulations, codes and practices in the workplace	27-05-2024	31-12-2024	CY
UEECD0019	Fabricate, assemble and dismantle utilities industry components	27-05-2024	31-12-2024	CY
UEECD0020	Fix and secure electrotechnology equipment	27-05-2024	31-12-2024	CY
UEECD0044	Solve problems in multiple path circuits	18-11-2024	20-12-2025	
UEECD0046	Solve problems in single path circuits	27-05-2024	31-12-2024	CY
UEECD0051	Use drawings, diagrams, schedules, standards, codes and specifications	27-05-2024	31-12-2024	CY
UEECO0023	Participate in electrical work and competency development activities	27-05-2024	31-12-2027	
UETDRRF004	Perform rescue from a live LV panel	27-05-2024	31-12-2024	CY

## Archiving

To view an archived student go back to the Dashboard and select the Archiving tile.



**VET general student management archive**

Keywords:   
Qualification:   
Group:   
Unit:   
Teacher:   
Status:   
Attendance:

Use fields to refine search results

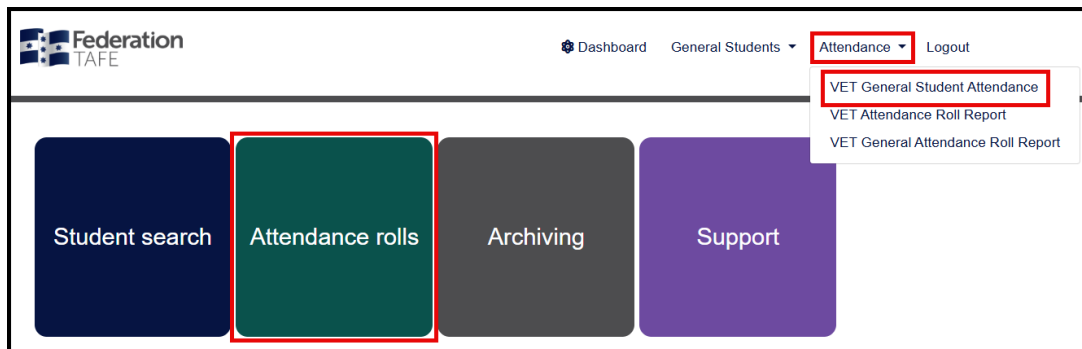
Go

# 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



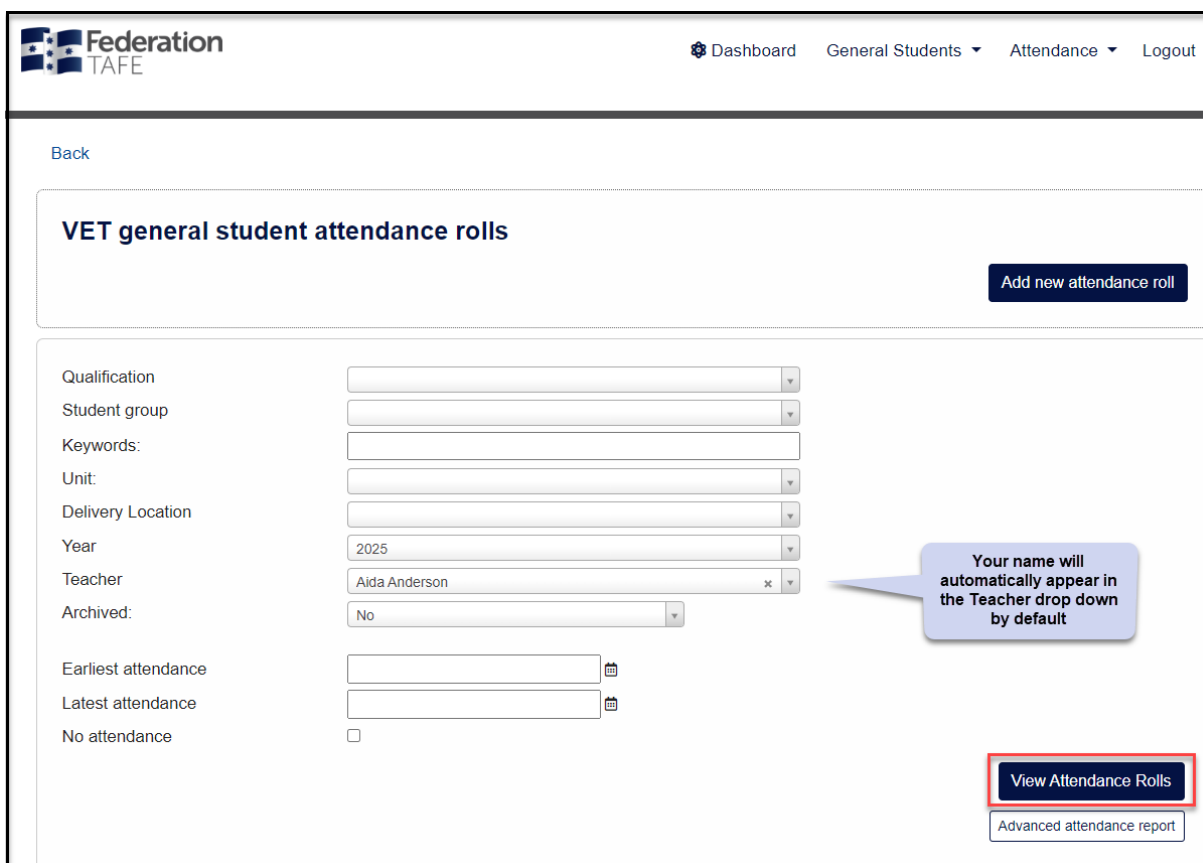
## Existing attendance rolls

To view an existing Attendance Roll click on Attendance rolls tile or Attendance drop down tab.



Choose to filter by one or more fields to Search for an existing roll. Click View Attendance Rolls.

*Please note; if you are looking for an attendance roll not created by yourself but another teacher ensure you remove your name from the teacher drop down box as this will populate automatically.*



Back

### VET general student attendance rolls

[Add new attendance roll](#)

Qualification:

Student group:

Keywords:

Unit:

Delivery Location:

Year:

Teacher:

Archived:

Earliest attendance:

Latest attendance:

No attendance: ☐

**Your name will automatically appear in the Teacher drop down by default**

[View Attendance Rolls](#)

[Advanced attendance report](#)

When you have completed a search for an attendance roll, the screen will display like this:

Roll name	Options
<input type="checkbox"/> UEE22020_2024_BCEPA1-24 (Class 1) Group: Pre Vocational	<a href="#">Record attendance</a> <a href="#">View summary</a> <a href="#">Edit</a>
<input type="checkbox"/> 22470VIC_2024_ Group: VETDSS 1st and 2nd Yr BALL	<a href="#">Record attendance</a> <a href="#">View summary</a> <a href="#">Edit</a>
<input type="checkbox"/> CHC33021_2024_ Group: CIS23M2	<a href="#">Record attendance</a> <a href="#">View summary</a> <a href="#">Edit</a>
<input type="checkbox"/> CHC30121_2024_ Group: ECEC24M1	<a href="#">Record attendance</a> <a href="#">View summary</a> <a href="#">Edit</a>
<input type="checkbox"/> DN23W1 2024 second year Group: DN23W1	<a href="#">Record attendance</a> <a href="#">View summary</a> <a href="#">Edit</a>
<input type="checkbox"/> DN24W1 first year Group: DN24W1	<a href="#">Record attendance</a> <a href="#">View summary</a> <a href="#">Edit</a>
<input type="checkbox"/> DN24W2 non trainees first year Group: DN24W3	<a href="#">Record attendance</a> <a href="#">View summary</a> <a href="#">Edit</a>
<input type="checkbox"/> MEM40119_2024_ Group: Cert IV in Engineering Mon Night	<a href="#">Record attendance</a> <a href="#">View summary</a> <a href="#">Edit</a>
<input type="checkbox"/> MEM40119_2024_Thursday Night Group: Cert IV in Engineering	<a href="#">Record attendance</a> <a href="#">View summary</a> <a href="#">Edit</a>

**View Summary:** Opens up a VET attendance report where at a glance you can see the attendance activity for each student within the roll identifying overall and unit hour attendance per student. Here you can also identify the last day of attendance. You can print or export this information.

If you require your roll to be **deleted** you will need to submit a request to the ATOM ServiceNow portal – you can do this by clicking on the support tile located on the Dashboard.

**Please note:** an attendance roll will only be deleted if no attendance has ever been recorded in that roll.

1 apprentices or students found

Student/apprentice attendance

- Overall attendance
- Unit hours attendance

Unit summaries

- VU22361
- VU22397

Overall attendance

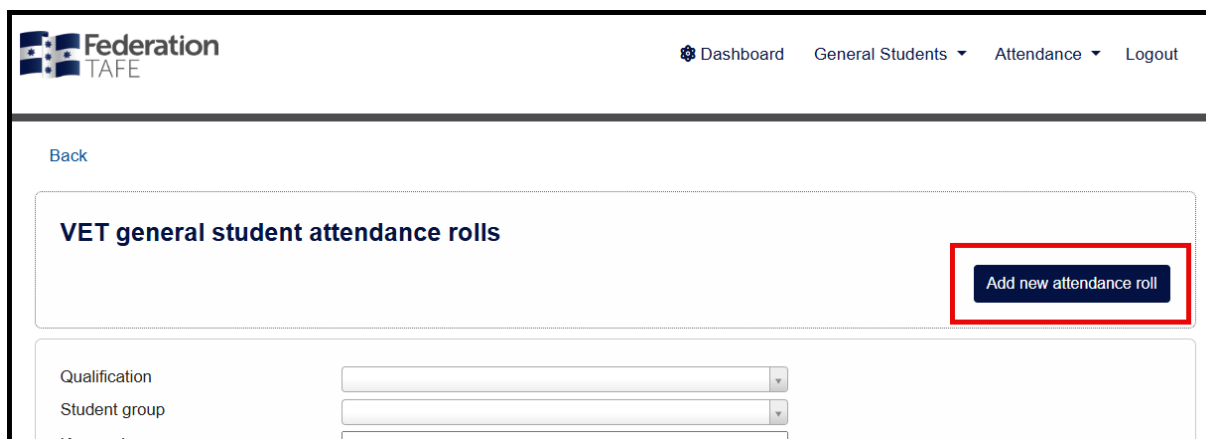
Apprentice/Student	Days attended	Attendance Rate (Days)	Days absent	Absent Rate (Days)	Hours attended	Last day of attendance
JAMES CS ID: 30	5	100.0%	0	0.0%	43.0	28-04-2025
QUAL: LNSUPPORT_2025_: SMB <a href="#">View attendance</a>						

Unit hours attendance

Apprentice/Student	Unit	Attended days	Completed hours	Last day of attendance
EPSILON: N/A CS ID: LNSUPPORT_2025_: SMB	VU22361	5	8.0	28-04-2025
	VU22397	5	8.0	28-04-2025
	Total	5	16	

## Add new attendance rolls

To create a new attendance roll, click on “Add new attendance roll”



Back

**VET general student attendance rolls**

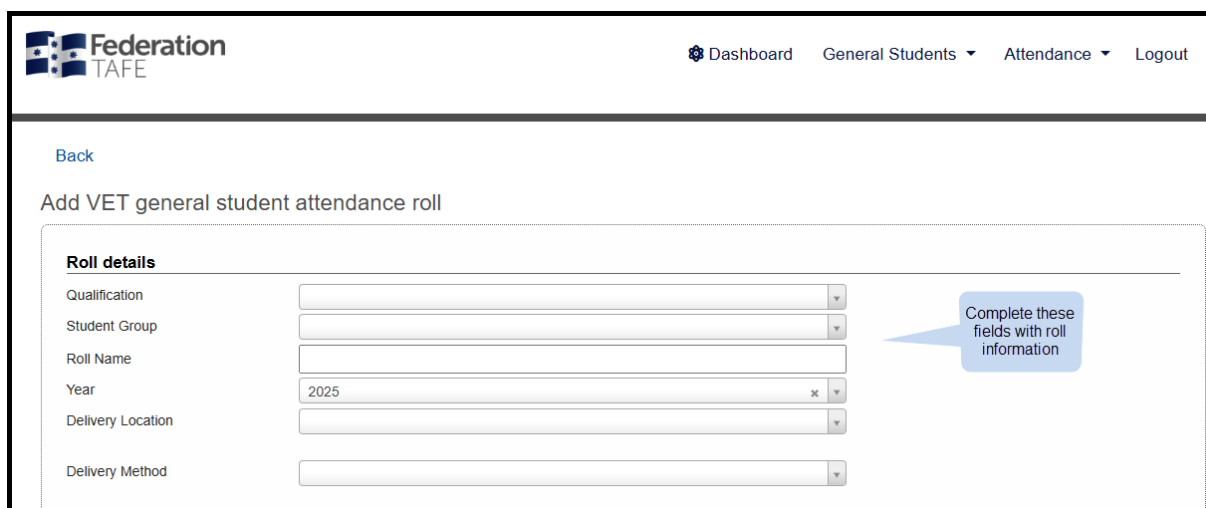
Add new attendance roll

Qualification

Student group

Keywords

This following screen will appear for you to complete fields.



Back

Add VET general student attendance roll

**Roll details**

Qualification

Student Group

Roll Name

Year

Delivery Location

Delivery Method

Complete these fields with roll information

## Mandatory fields

<b>Qualification:</b>	Select the qualification from the drop down menu (this will also list the qualification code)
<b>Student Group:</b>	<p>Select the relevant group from the drop down menu: VET general student groups will automatically come across from Campus Solutions when the students have been enrolled and the teaching group has been generated. <i>Please note:</i> if the student group does not appear it indicates that the teaching group has not been set up in Campus Solutions.</p> <p>When you have selected a group, the names that have been set up in the group will become available in a list for selection and will show their current status (Active in program/ Cancelled) <i>Please note:</i> if a student is not appearing for selection from this group and you have done a further search via “other students” the student is yet to be enrolled within Campus Solutions.</p>
<b>Roll Name:</b>	Automatically will begin with the qualification code and the current year ie: (FBP30121_2025_) the remainder of the name should be added and clearly be related to the group that is being delivered. ie: (FBP30121_2025_Trainees Group 1) It is recommended that you decide as a department how you name your attendance rolls, remembering each year to continue consistency.
<b>Year:</b>	Each year a <u>new</u> attendance roll is required. This field will default to the current year.
<b>Delivery location:</b>	A selection will appear of all Federation TAFE delivery options: Ararat; Camp Street; Gillies Street; Horsham; Maryborough; Mt Helen; Mt Rowan; SMB; Stawell or option Other (free text field)
<b>Delivery method:</b>	A selection will appear for classroom /face to face; workplace or blended. Please choose the relevant option.

## Selecting students to add to a roll

Once you have selected a qualification and a student group, students in the selected student group will become available to add to roll.

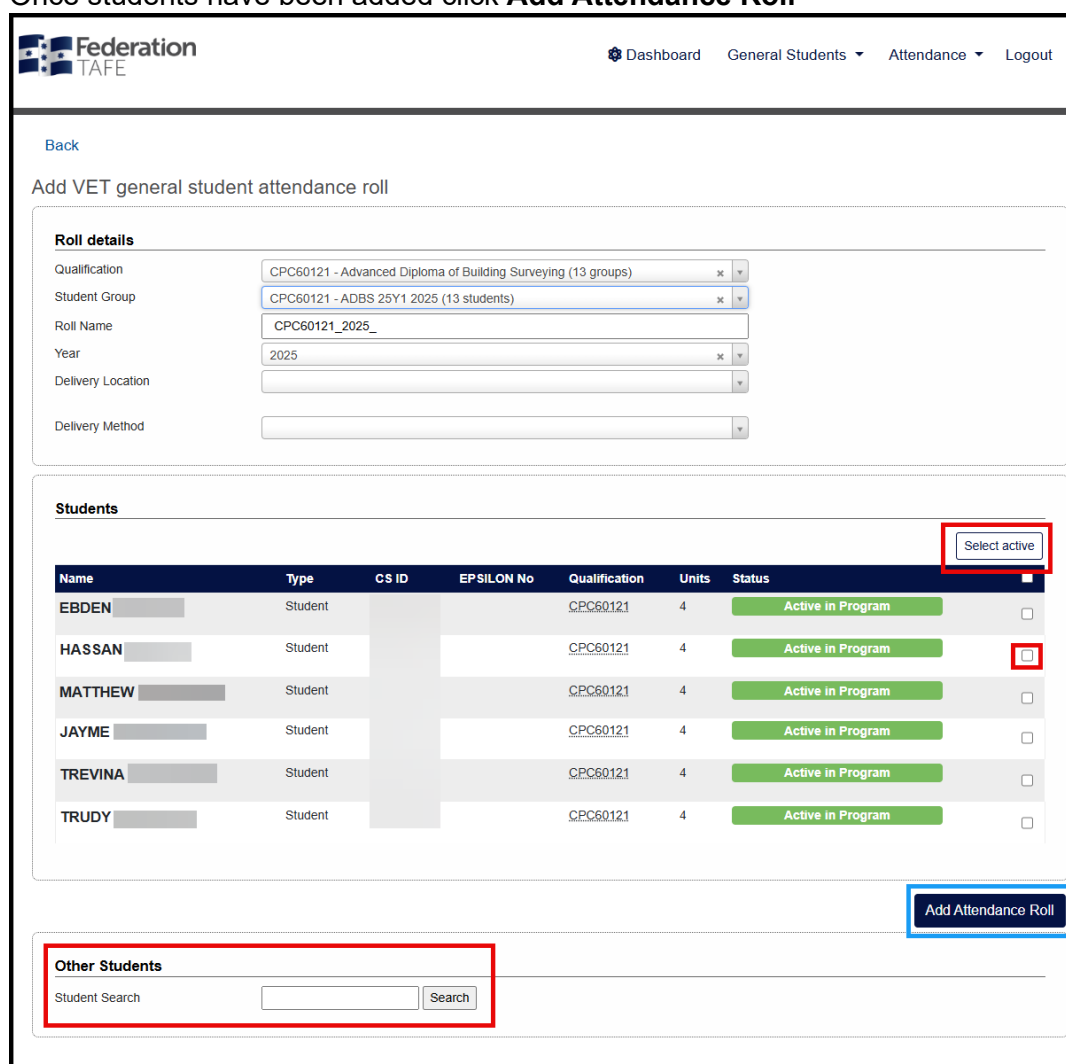
Different ways to add students:

**Select Active** - click select active button, this will select all students in the group who are active

**Individual tick** - click on the tick box to the right next to each student's name

**Individual student search** - go to the bottom of the screen under other students and in the student search box enter the student name (first name, surname or full name) then click on the search button

Once students have been added click **Add Attendance Roll**



**Roll details**

Qualification: CPC60121 - Advanced Diploma of Building Surveying (13 groups)

Student Group: CPC60121 - ADBS 25Y1 2025 (13 students)

Roll Name: CPC60121\_2025\_

Year: 2025

Delivery Location:

Delivery Method:


**Students**

Name	Type	CS ID	EPSILON No	Qualification	Units	Status	
EBDEN	Student			CPC60121	4	Active in Program	<input type="checkbox"/>
HASSAN	Student			CPC60121	4	Active in Program	<input checked="" type="checkbox"/>
MATTHEW	Student			CPC60121	4	Active in Program	<input type="checkbox"/>
JAYME	Student			CPC60121	4	Active in Program	<input type="checkbox"/>
TREVINA	Student			CPC60121	4	Active in Program	<input type="checkbox"/>
TRUDY	Student			CPC60121	4	Active in Program	<input type="checkbox"/>

**Other Students**

Student Search:  Search

A green **success banner** will appear, opening your roll where you can commence recording your attendance.

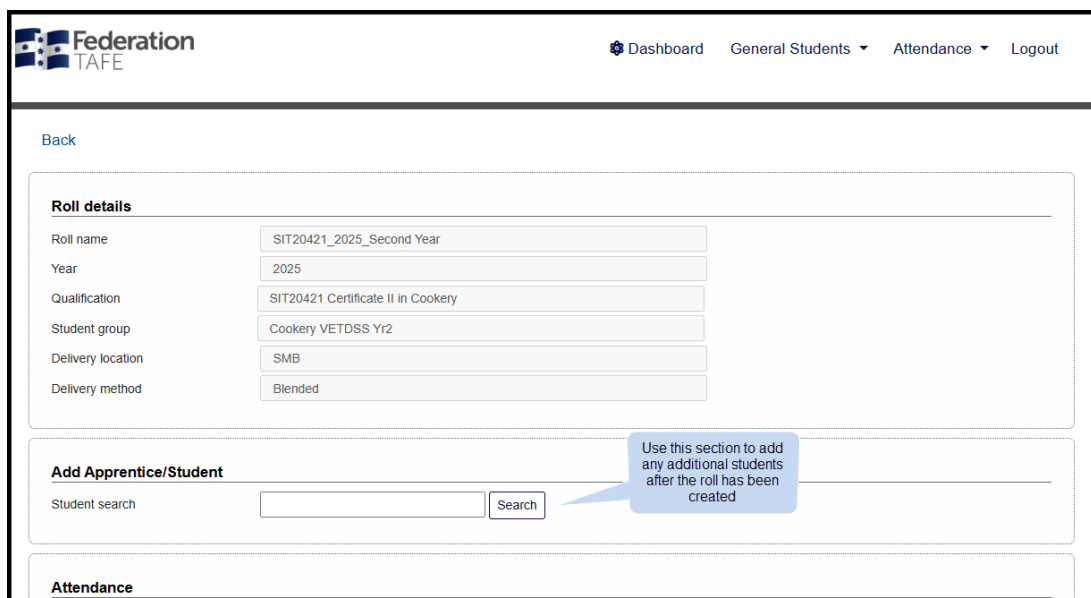


Back

**Success**  
Attendance roll added successfully

### To add students at a later date;

Look up and open correct attendance roll. Search student (using first name, surname or full name) in the Add Apprentice/Student.



**Roll details**

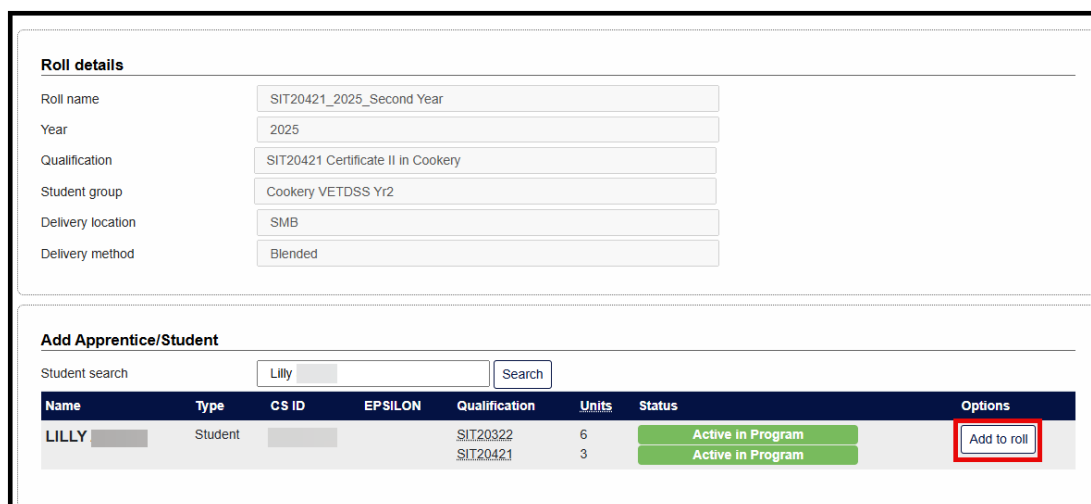
Roll name	SIT20421_2025_Second Year
Year	2025
Qualification	SIT20421 Certificate II in Cookery
Student group	Cookery VETDSS Yr2
Delivery location	SMB
Delivery method	Blended

**Add Apprentice/Student**

Student search

**Attendance**

Click add to roll for correct student



**Roll details**

Roll name	SIT20421_2025_Second Year
Year	2025
Qualification	SIT20421 Certificate II in Cookery
Student group	Cookery VETDSS Yr2
Delivery location	SMB
Delivery method	Blended

**Add Apprentice/Student**

Student search

Name	Type	CS ID	EPSILON	Qualification	Units	Status	Options
LILLY	Student			SIT20322	6	Active in Program	<input type="button" value="Add to roll"/>
				SIT20421	3	Active in Program	

Attendance rolls can be edited at any time but only by the original creator. Any teacher can add additional students to a roll either here using the Add apprentice/ student function above or when clicking on the edit button on the attendance roll in the main page.

## Recording attendance

Go back to VET general student attendance and find the attendance roll you wish to use.

Click Record Attendance.

Roll name	Options
<input type="checkbox"/> SIT20421_2025_Second Year <small>Group: Cookery VETDSS Yr2</small>	<div>Record attendance</div> <div>Edit</div>

Ensure correct date is selected and click Record Attendance for session 1.

**Roll details**

Roll name	SIT20421_2025_Second Year
Year	2025
Qualification	SIT20421 Certificate II in Cookery
Student group	Cookery VETDSS Yr2
Delivery location	SMB
Delivery method	Blended

Roll details section includes all the information imputed at time of creating attendance roll.

**Add Apprentice/Student**

Student search	<input type="text"/>	<div>Search</div>
----------------	----------------------	-------------------

A Student/ apprentice can be added to the roll using the student search function

**Attendance**

Date	22-01-2025	<div></div>
Sessions	1	

The date will default automatically to today's date. Click on the calendar to select required date.

If a student undertakes two or more units concurrently over the course of a training day, then the hours of attendance should not exceed those training hours. This should be a reflection of the time spent on each units training delivery.  
Example:  
For an 8 hour day where 3 units are being delivered, this could be recorded as; 4 hrs/ 3hrs / 1hrs = totalling 8 hours of attendance.

Wednesday 22 January 2025

**Attendance sessions**

**Do I need to record multiple sessions?**

- If the same teacher runs the class all day, only one session is required.
- When multiple teachers take the same class, each teacher needs to record a different session for the day.

**Session 1**  
No attendance recorded for this session

Click here to start recording your daily attendance

Record attendance for session 1

Teachers have the ability of recording individual sessions. If a student has 2 teachers each delivering a session on the one day this allows both teachers to record successfully their own sessions.

The roll will expand with a list of students that were added to the roll when it was created. Enter the relevant attendance data as explained below:

**Attendance**

Date: 22-01-2025
Sessions: 1

Ensure correct date is selected.

If a student undertakes two or more units concurrently over the course of a training day, then the hours of attendance should not exceed those training hours. This should be a reflection of the time spent on each units training delivery.  
Example:  
For an 8 hour day where 3 units are being delivered, this could be recorded as; 4 hrs/ 3hrs / 1hrs = totalling 8 hours of attendance.

Wednesday 22 January 2025

**Attendance sessions**

**Do I need to record multiple sessions?**

- If the same teacher runs the class all day, only one session is required.
- When multiple teachers take the same class, each teacher needs to record a different session for the day.

**Session 1**  
No attendance recorded for this session

Record attendance for session 1

**Session 1**

Session type: [dropdown]

Teacher: Lisa

Select session type.

Teacher will auto populate to yourself and cannot be changed.

**LILLY**

CS ID: SIT20322 Active in Program SIT20421 Active in Program

Select a unit to add or remove unit hours

Attendance history Apply units to all Clear Remove

[Attendance type buttons: P, A, PA, AN, NR]

An attendance type must be selected for each student listed within the roll.

**CHARLES**

CS ID: EPSILON: ACTIVE

Select a unit to add or remove unit hours

Attendance history Apply units to all Clear Remove

Notes:

Select units from drop down menu taught during session which you can add hours to.

**CHARLES**

CS ID: 22470VIC Active in Program FBP30421 Active in Program

SIT20421 Completed Program

Select a unit to add or remove unit hours

Attendance history Apply units to all Clear Remove

Notes:

You can add notes in relation to attendance, particular helpful for Partial Attendance and Absent with Notification

Once every student has an attendance marked click record session attendance

Record session attendance

Clear session attendance



### **Session types**

**All day** - to be selected if students are to be in attendance all day with the same teacher. If students are only to attend a particular time of the day, or have assigned blocks you can choose any of the following that align with the delivery.

- Morning
- Afternoon
- Evening

If you are teaching a number of units for the whole day and some students do not attend all of the day you have the ability to record 0 hours against a unit when selecting **Partial attendance**.

### **Teacher**

This will automatically populate with your name and cannot be changed.

### **Attendance type**

An attendance type must be selected for each student listed within the roll.

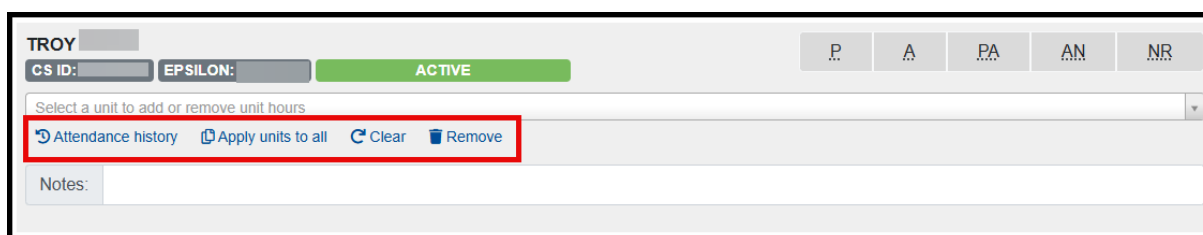
- P – Present
- A – Absent
- PA – Partial attendance
- AN – Absent with notification
- NR – Not required (this is selected if the student is not participating in the unit delivery due to a credit transfer; non enrolment)

You can record attendance at any time during the day and change attendance from Present/absent to Partial attendance, should your student not return to class or arrive for half of the day only.

### **Select Units:**

Only units that the student is enrolled in on Campus Solutions will be listed and available for selection. The start and end dates will also display for each individual unit.

***Please note:** please check the dates to ensure they are correct. If not follow the unit amendment procedure.*



**Attendance history** can be viewed from the roll for each student by selecting Attendance history under the status of the student on the roll (see 'attendance history' section of this user guide).

***Please note:** attendance can only be amended by the teacher who entered that attendance, for that particular session on that particular date – teachers do not have the ability to amend other teacher's attendance entries or enter attendance on another teacher's behalf.*

**Apply units to all** - If all students were working on the same unit for the day add the required unit/s and the hours of attendance to the first student record then use this feature to copy the same units and hours to the remaining students.

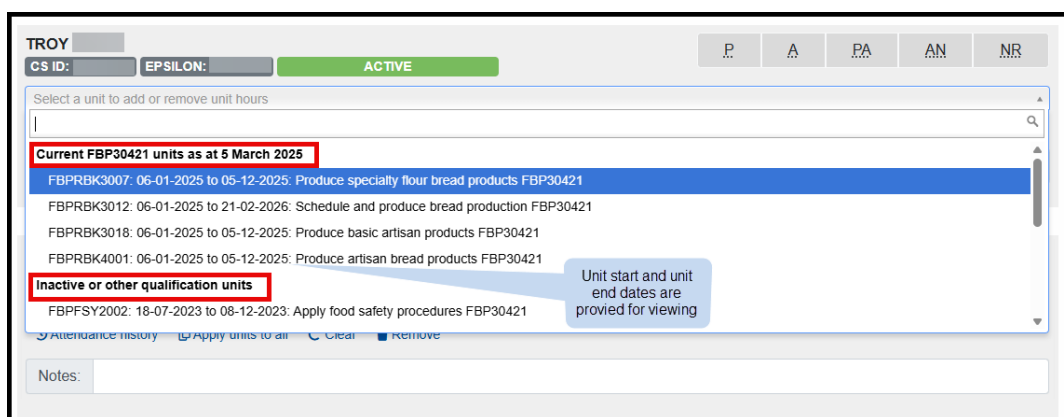
**Clear** - If an error has been made you can use this selection to clear attendance recorded just for this student.

**Remove** - If a student is no longer attending classes you can use this option to completely remove them from the roll. This does not remove any attendance recorded prior to this date. (Alternatively you can go to the roll, click 'edit' and 'untick' the student from the roll).

Once you have finished entering the attendance for all students, click on 'Record session attendance' at the bottom of the screen. You should expect to see a green 'success' banner.

### Further Notes:

- You can record attendance at any time during the day and change attendance from **Present/ absent** to **partial attendance**, should your student not return to class or attend for half of the day only
- Units:** all enrolled units in campus solutions will list in the unit drop down menu. Unit start and end dates will now display beside those units that the apprentice is currently enrolled in on Campus solutions in the below sections:
  - 'current "Qual code" units as at "todays date"'** will only show current year unit enrolments
  - 'inactive or other qualification units'** these units are from previous years

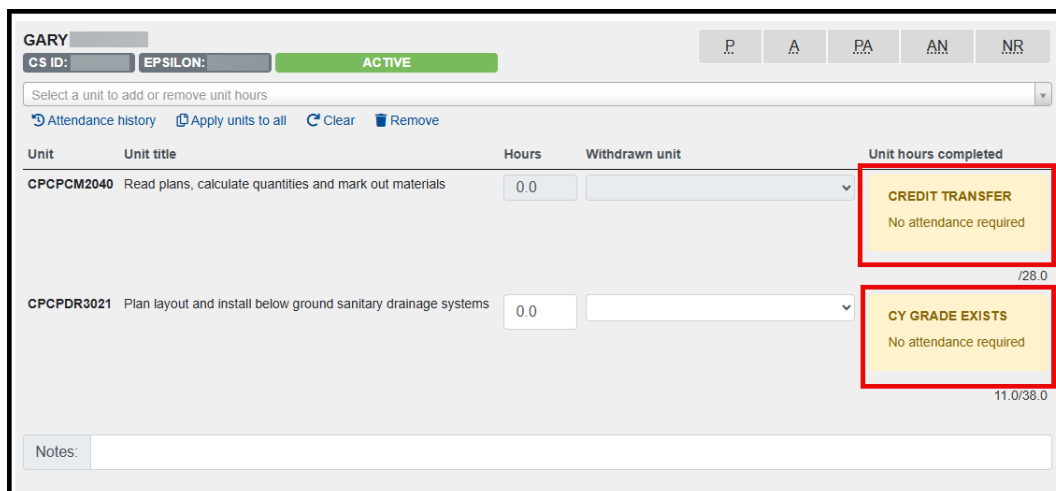


The screenshot shows the ATOM system interface for a student named TROY. The student's status is ACTIVE. The interface includes a search bar for units and a list of units. The units are categorized into two sections: 'Current FBP30421 units as at 5 March 2025' and 'Inactive or other qualification units'. The units listed are:

- FBPRBK3007: 06-01-2025 to 05-12-2025: Produce specialty flour bread products FBP30421
- FBPRBK3012: 06-01-2025 to 21-02-2026: Schedule and produce bread production FBP30421
- FBPRBK3018: 06-01-2025 to 05-12-2025: Produce basic artisan products FBP30421
- FBPRBK4001: 06-01-2025 to 05-12-2025: Produce artisan bread products FBP30421
- FBPFSY2002: 18-07-2023 to 08-12-2023: Apply food safety procedures FBP30421

A callout box indicates that unit start and end dates are provided for viewing. The interface also includes buttons for 'Attendance history', 'Apply units to all', 'Clear', and 'Remove'.

- **Units choice:** when a unit is selected that has been applied a grade within Campus solutions the below views will be shown.
  - If a student has been applied a Credit Transfer (CT) for the unit their attendance is not required and “NR” should be recorded.
  - If a student has been applied a “CY or CN” grade and the date of attendance you are recording is past the grade date you will be required to contact ATOM Support.



The screenshot shows the ATOM system interface for a student named GARY. The interface includes a header with the student's name, a status bar (ACTIVE), and a navigation menu (P, A, PA, AN, NR). Below the header, there is a section for selecting units to add or remove unit hours. The main table displays two units: CPCPCM2040 and CPCPDR3021. For each unit, the 'Hours' column shows 0.0, and the 'Withdrawn unit' column has a dropdown menu. The 'Unit hours completed' column shows 128.0 for CPCPCM2040 and 11.0/38.0 for CPCPDR3021. Two yellow callout boxes highlight specific messages: 'CREDIT TRANSFER No attendance required' for CPCPCM2040 and 'CY GRADE EXISTS No attendance required' for CPCPDR3021. At the bottom, there is a 'Notes' field.

Once you have finished entering the attendance for all students, click on 'record session attendance' at the bottom of the screen.

You should expect to see a green '**success**' banner.

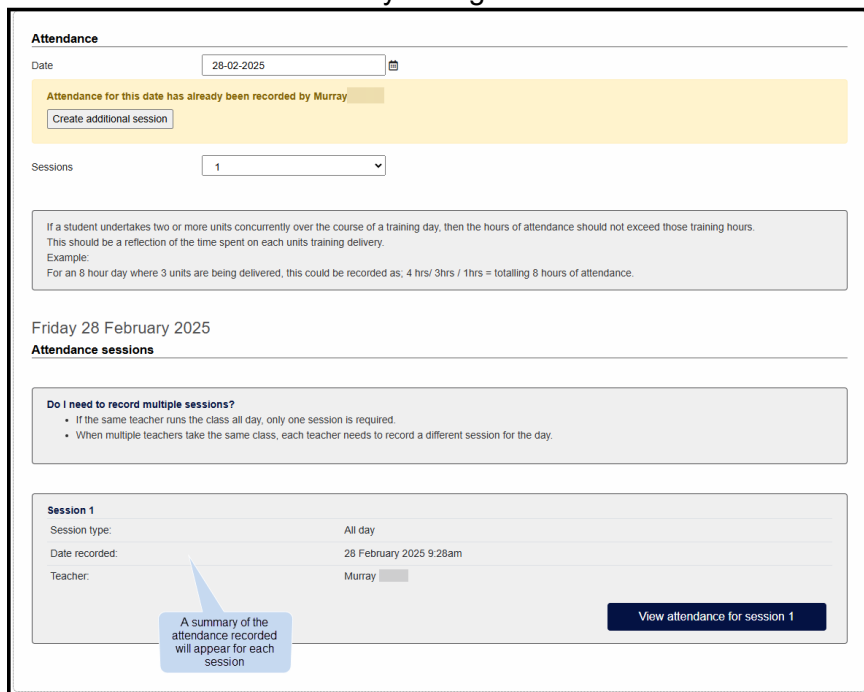


The screenshot shows a green success banner with the text: **Success**  
Attendance roll recorded successfully

## If more than one session is required

If attendance has already been recorded in a roll you will see the screen display like this:

**Please note:** anyone can view previously recorded attendance but only the teacher identified for that session can make any changes.



**Attendance**

Date: 28-02-2025

Attendance for this date has already been recorded by Murray

Create additional session

Sessions: 1

If a student undertakes two or more units concurrently over the course of a training day, then the hours of attendance should not exceed those training hours. This should be a reflection of the time spent on each units training delivery.  
Example:  
For an 8 hour day where 3 units are being delivered, this could be recorded as; 4 hrs/ 3hrs / 1hrs = totalling 8 hours of attendance.

Friday 28 February 2025

**Attendance sessions**

**Do I need to record multiple sessions?**

- If the same teacher runs the class all day, only one session is required.
- When multiple teachers take the same class, each teacher needs to record a different session for the day.

**Session 1**

Session type: All day

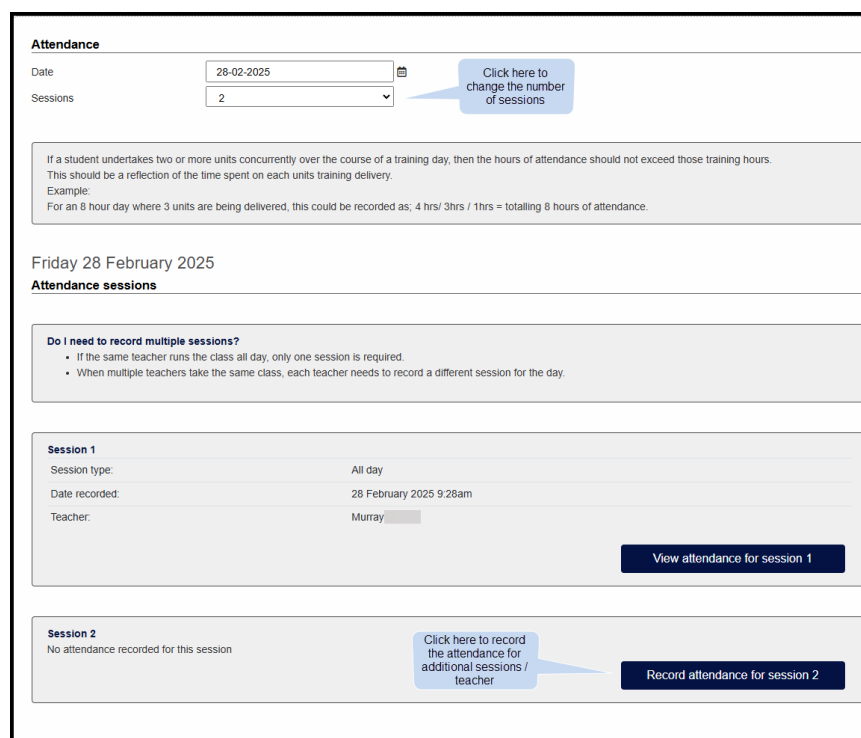
Date recorded: 28 February 2025 9:28am

Teacher: Murray

A summary of the attendance recorded will appear for each session

View attendance for session 1

To create an additional session simple click on the drop down next to **'sessions'** and change to the desired amount. Then click on **'record attendance for session'**.



**Attendance**

Date: 28-02-2025

Sessions: 2

Click here to change the number of sessions

If a student undertakes two or more units concurrently over the course of a training day, then the hours of attendance should not exceed those training hours. This should be a reflection of the time spent on each units training delivery.  
Example:  
For an 8 hour day where 3 units are being delivered, this could be recorded as; 4 hrs/ 3hrs / 1hrs = totalling 8 hours of attendance.

Friday 28 February 2025

**Attendance sessions**

**Do I need to record multiple sessions?**

- If the same teacher runs the class all day, only one session is required.
- When multiple teachers take the same class, each teacher needs to record a different session for the day.

**Session 1**

Session type: All day

Date recorded: 28 February 2025 9:28am

Teacher: Murray

View attendance for session 1

**Session 2**

No attendance recorded for this session

Click here to record the attendance for additional sessions / teacher

Record attendance for session 2

## Warnings / Error alerts

Warning alerts are identified by a yellow banner and indicate that your attendance has been recorded however follow up action is required. The warning alert will identify what action is required and typically relates to attendance being recorded outside of the enrolled unit start/end date entered on Campus Solutions. Each time this alert occurs an email is sent to the ATOM mailbox which the ATOM Support team monitor. The team will provide a weekly report to Program Managers to address those outstanding.

**Action Required: Units outside completion dates**

You have recorded attendance against a unit(s) outside of the start/end date.  
Action is required to amend the start/end date of this unit(s) in Campus Solutions.

**\*\* All processed amendments to unit dates in Campus Solutions will be imported into ATOM \*\***

- Attendance is outside AURETR012 start and end date for
- Attendance is outside AURETR012 start and end date for
- Attendance is outside AURETR012 start and end date for
- Attendance is outside AURETR012 start and end date for
- Attendance is outside AURETR012 start and end date for
- Attendance is outside AURETR012 start and end date for
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- Attendance is outside AURETR012 start and end date for
- Attendance is outside AURETR012 start and end date for
- Attendance is outside AURETR012 start and end date for

Error alerts are identified by a red banner. When this occurs changes to the roll are not saved. The error alert will identify what action is required and can only be saved once all listed items have been addressed.

**Errors found! Changes have NOT been saved.**

- CY grade exists for AURETR012; Attendance cannot be recorded
- CY grade exists for AURETR012; Attendance cannot be recorded
- CY grade exists for AURETR012; Attendance cannot be recorded
- CY grade exists for AURETR012; Attendance cannot be recorded
- CY grade exists for AURETR012; Attendance cannot be recorded
- CY grade exists for AURETR012; Attendance cannot be recorded
- CY grade exists for AURETR012; Attendance cannot be recorded
- CY grade exists for AURETR012; Attendance cannot be recorded
- CY grade exists for AURETR012; Attendance cannot be recorded
- CY grade exists for AURETR012; Attendance cannot be recorded
- CY grade exists for AURETR012; Attendance cannot be recorded

The green '**success**' banner will appear to indicate changes have been saved.

**Success**

Attendance roll recorded successfully

## Attendance History

There are two areas within ATOM where you can access student attendance history.

### 1. When working in an attendance roll

Wednesday 5 March 2025

**Attendance sessions**

**Do I need to record multiple sessions?**

- If the same teacher runs the class all day, only one session is required.
- When multiple teachers take the same class, each teacher needs to record a different session for the day.

**Session 1**

No attendance recorded for this session

[Record attendance for session 1](#)

**Session 1**

Session type:

Teacher:

**MARILYN**

CS ID:  **Active in Program**

**22470VIC Completed Program**

Select a unit to add or remove unit hours

[Attendance history](#) [Apply units to all](#) [Clear](#) [Remove](#)

Notes:

[Click here to view attendance history](#)

### 2. When searching for a student – in the student's search profile

**Federation TAFE**

[Dashboard](#) [General Students](#) [Attendance](#) [Logout](#)

[Back](#)

**VET general student management**

Type student first name or surname

Keywords:

Qualification:

Group:

Unit:

Teacher:

Status:

Attendance:

[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)

[Click here to view attendance history](#)

Student	Qualification	Group	Unit date range
<b>MALCOLM</b>	<b>MEM40105 CERTIFICATE IV IN ENGINEERING</b>		
CS ID: 30	<b>Active in Program</b>	5 Day Welding Bootcamp, 97B-ME-17	06-03-2017 - 22-12-2017
	<a href="#">MEM40105 attendance</a>	<a href="#">Show units</a>	

[Risk register](#)

The same information and format will display. Attendance will display from the most recent to oldest date.


Dashboard General Students Attendance Logout

[Back](#)

Click here to print out a PDF version

**Attendance filters**

Qualification: 
 Start date: 
 End date: 
[Apply](#)

**Student Details**

Name: Malcolm
 CS ID: 30

Attendance history as at 12 February 2025

**MEM40119 Certificate IV in Engineering**

Details	Teacher	Attendance	Unit	Unit hours	Withdrawn
<b>Monday 3 February 2025</b> Cert IV in Engineering Mon Night <a href="#">MEM40119_2025_</a> Location: SMB Method: Classroom	Roger	Present	VU23480 Perform intermediate engineering computations	4.0	
				<b>4.0</b>	
<b>Monday 2 December 2024</b> Cert IV in Engineering Mon Night <a href="#">MEM40119_2024_</a> Location: SMB Method: Classroom	Roger	Present	MEMPE006A Undertake a basic engineering project	2.0	
			VU22331 Perform basic machining processes	2.0	
				<b>4.0</b>	
<b>Monday 25 November 2024</b> Cert IV in Engineering Mon Night <a href="#">MEM40119_2024_</a> Location: SMB Method: Classroom	Roger	Present	MEMPE006A Undertake a basic engineering project	2.0	
			VU22331 Perform basic machining processes	2.0	
				<b>4.0</b>	

At the bottom of the report is a summary for each unit.

Unit attendance totals					
Unit	Attended hours	Nominal unit hours	Completion rate	Last Attendance	Withdrawn
MEM13014A Apply Principles of Occupational Health and Safety in the Work Environment	2.5	10	25.0%	27-03-2023	
MEM18001C Use Hand Tools	15.0	20	75.0%	27-11-2023	
MEM18002B Use Power Tools/Hand Held Operations	8.0	20	40.0%	04-12-2023	
MEMPE006A Undertake a basic engineering project	63.0	80	78.8%	02-12-2024	
VU22331 Perform basic machining processes	30.0	40	75.0%	02-12-2024	
VU22332 Apply basic fabrication techniques	25.0	40	62.5%	16-10-2023	
VU22336 Perform metal fabrication operations	31.0	60	51.7%	06-05-2024	
VU22337 Perform basic welding and thermal cutting processes to fabricate engineering structures	34.0	60	56.7%	06-11-2023	
VU23480 Perform intermediate engineering computations	4.0	40	10.0%	03-02-2025	

There is also the option to email a copy of the attendance history. Enter the email address and click send.

**Email options**

Email history to:

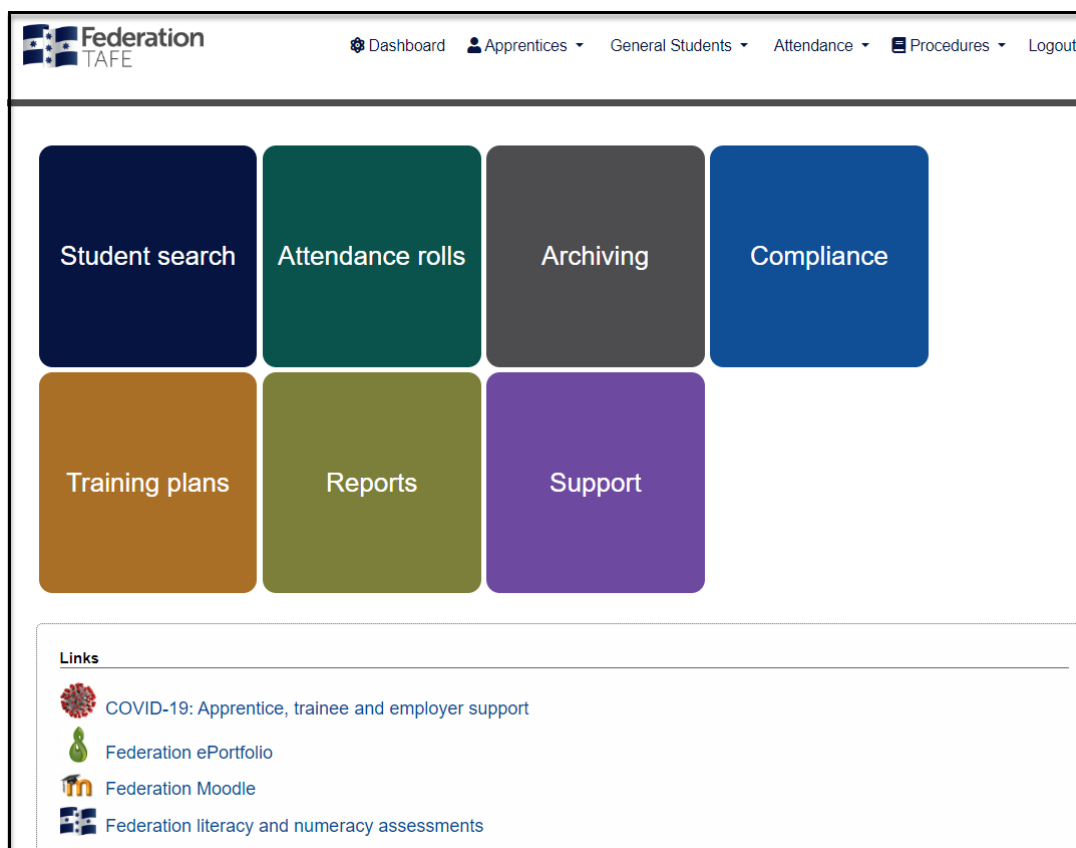
Send



## Part 2 – VET Apprentices/ traineeships

### Dashboard view – VET apprentices

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.



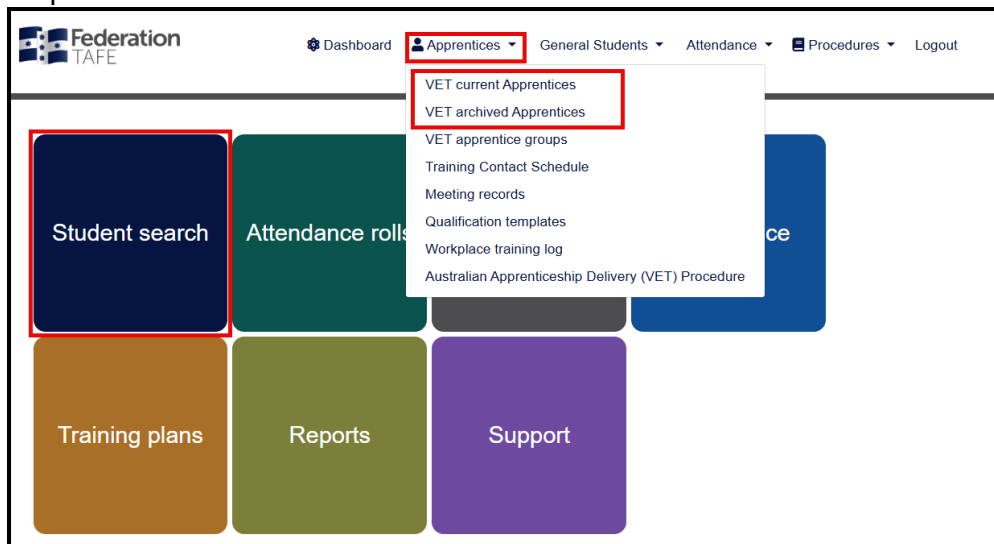
### Procedures and forms

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

Forms
<a href="#">2025 FedTAFE Variation to enrolment form.pdf (836Kb)</a>
<a href="#">ATOM Support Service Now Portal steps.pdf (381Kb)</a>
<a href="#">ATOM to Campus data integration FactSheet.pdf (127Kb)</a>
<a href="#">ATOM User Guide Employers.pdf (2,149Kb)</a>
<a href="#">ATOM User Guide Students.pdf (1,763Kb)</a>
<a href="#">ATOM User Guide VET Attendance Rolls.docx (2,433Kb)</a>
<a href="#">Child Safe Procedure.pdf (146Kb)</a>
<a href="#">Pre Training Review LLN Appendix 1.pdf (295Kb)</a>
<a href="#">Pre Training Review LLN Appendix 2.pdf (180Kb)</a>
<a href="#">Risk Register instructions.pdf (1,100Kb)</a>

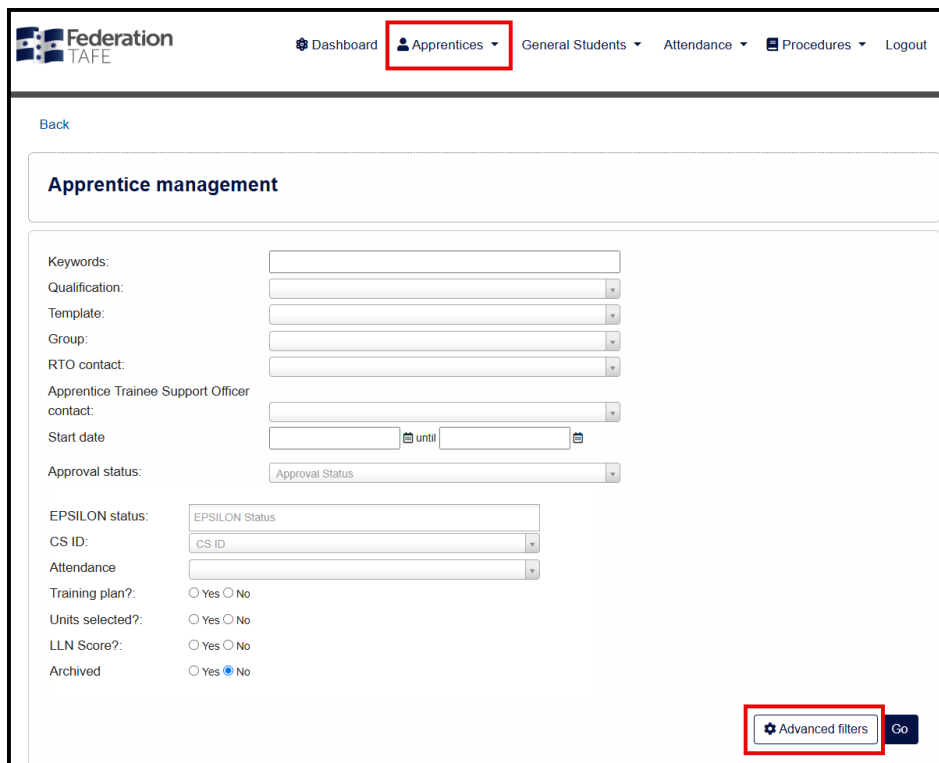
## Student search

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 or Campus Solutions ID. ATOM will filter records based on what has been entered. Simply select the correct student from the drop down menu.

For a more advanced search you can click on the below button to show more search options.




The screenshot shows the 'Apprentice management' search form. It includes the following fields and options:

- Keywords: [Text input]
- Qualification: [Dropdown menu]
- Template: [Dropdown menu]
- Group: [Dropdown menu]
- RTO contact: [Dropdown menu]
- Apprentice Trainee Support Officer contact: [Dropdown menu]
- Start date: [Date picker] until [Date picker]
- Approval status: [Dropdown menu]
- EPSILON status: [Text input]
- CS ID: [Text input]
- Attendance: [Dropdown menu]
- Training plan?: ☐ Yes ☐ No
- Units selected?: ☐ Yes ☐ No
- LLN Score?: ☐ Yes ☐ No
- Archived: ☐ Yes ☒ No

At the bottom right, there is a button labeled 'Advanced filters' with a gear icon, and a 'Go' button next to it.

## Search result view


Dashboard Apprentices General Students Attendance Procedures Logout

[Back](#)

### Apprentice management

Type student first name or surname

Keywords:

Qualification:

Template:

Group:

RTO contact:

Apprentice Trainee Support Officer contact:

Start date:  until

Approval status:

Advanced filters

# 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

1323 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	UEE30820 CERTIFICATE III IN ELECTROTECHNOLOGY ELECTRICIAN
EPSILON: <input type="text"/> CS ID: <input type="text"/>	ACTIVE CONTRACT START: -2024 CONTRACT COMPLETION: -2028
Contract	Unit completion
Planning	Contact schedule
Assessment	Attachments
Advanced options	Contract completion
	Group info
	Attendance/Workplace Training
	File notes
	Send message

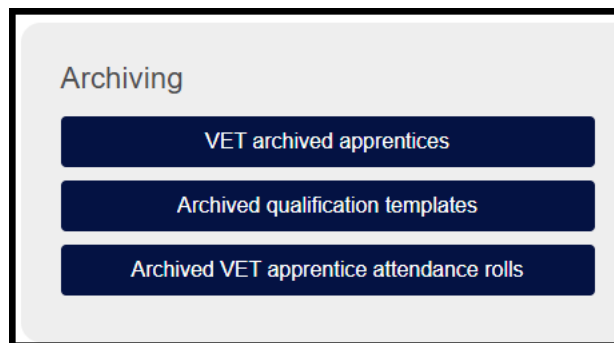
## Apprentice management view

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

Click advanced options to expand and show further options

## Archiving

To view an archived student go back to the Dashboard and select the Archiving tile.



### Apprentice management archive

Keywords:   
Qualification:   
Template:   
Group:   
RTO contact:   
Apprentice Trainee Support Officer contact:   
Start date:  until   
Approval status:

Use fields to refine search results

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

EPSILON status:   
CS ID:   
Attendance:   
Training plan?: ☐ Yes ☐ No  
Units selected?: ☐ Yes ☐ No  
LLN Score?: ☐ Yes ☐ No  
Archived: ☒ Yes ☐ No

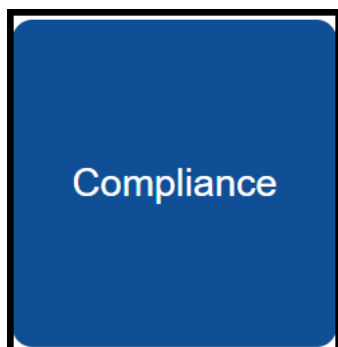
Additional filters to refine search results

Advanced filters Go

## Compliance

Click on the dark blue tile – Compliance to access;

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

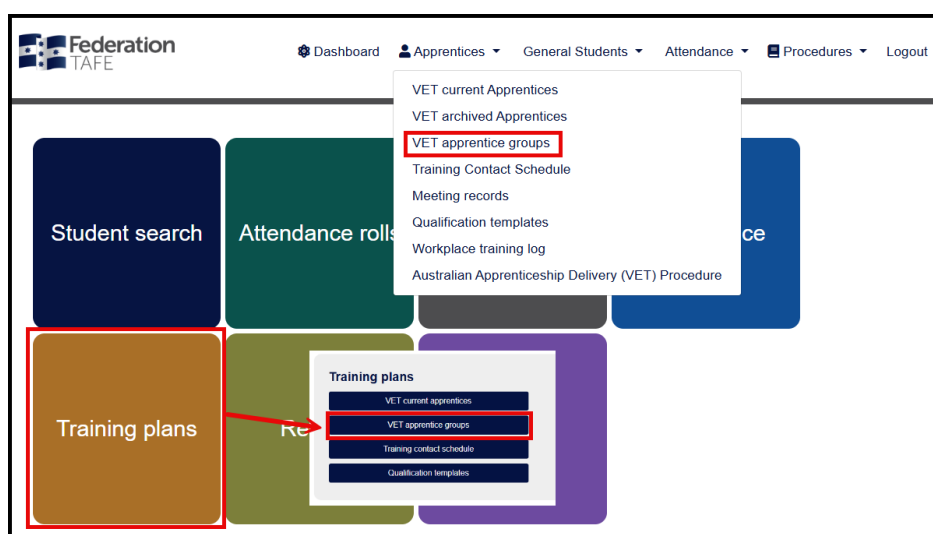


## VET apprentice groups

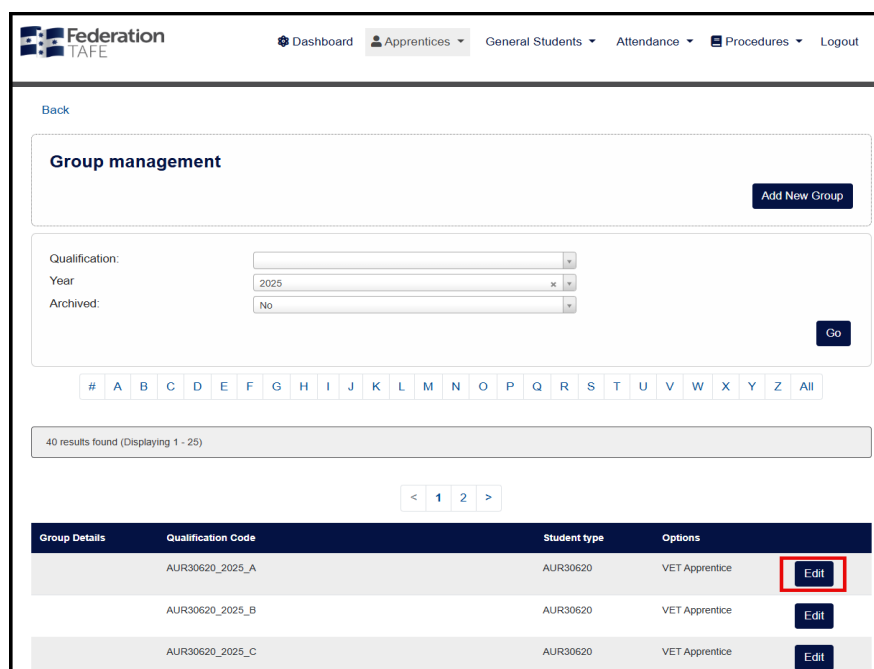
Apprentice groups are created to enable pre-population into attendance rolls.

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

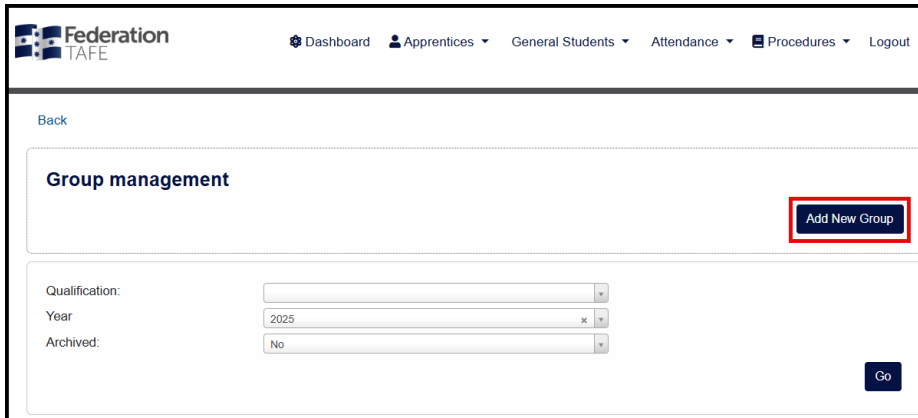
To view or make an apprenticeship group click on Training Plan tile or Apprentices drop down tab followed by VET Apprentice groups.



All Apprentice groups made for the current year will display below (you can change year to look up previous years), you can view and edit these below.

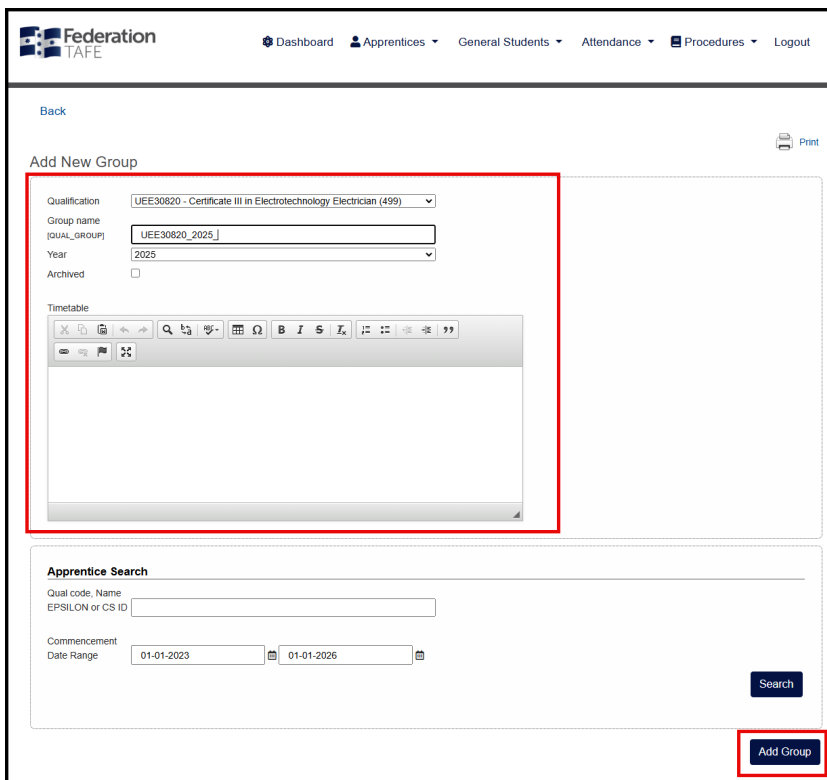


To create a new group click on 'Add New Group'



Complete the following:

- Qualification – Add the qualification code in the Qualification field
- Group name – will automatically update to Qualification code and the current year ie UEE30820\_2025. You can then enter additional text to further identify the group name ie UEE30820\_2025\_A
- Year – 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



You will now see a green success banner 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 Group

You can add apprentices to the apprentice group when creating the group or after you have created the group.

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

Or 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

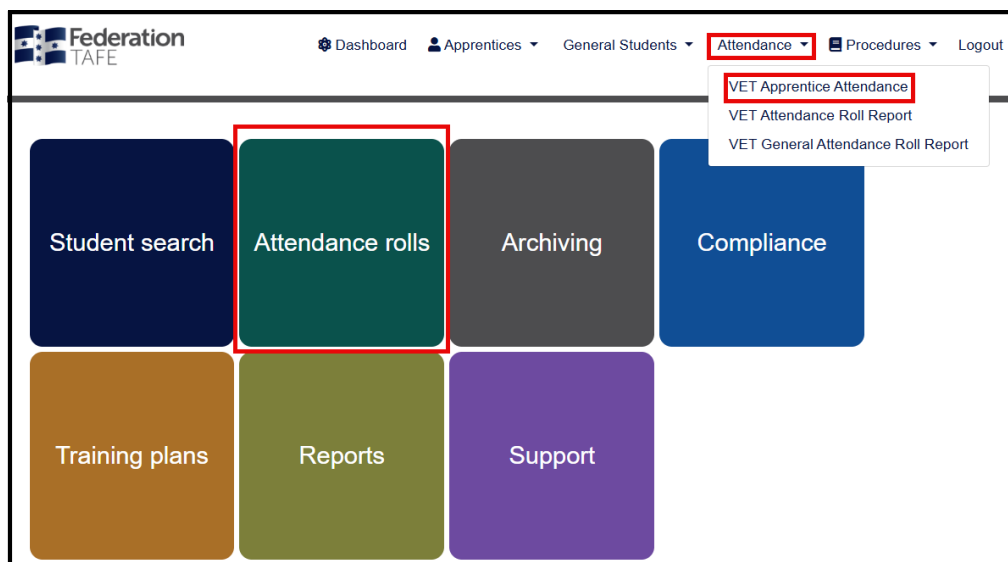
Apprentice	EPSILON	Status	Commencement Date
Matching apprentices			
Harpur		ACTIVE	08-01-2024
Declan		ACTIVE	29-01-2024
Dayne		ACTIVE	03-04-2024
Nash		ACTIVE - RECOMMENCEMENT	07-08-2023
Joel		ACTIVE	12-08-2024
Christopher		ACTIVE	22-08-2024
NATHAN		ACTIVE	20-02-2023
Matthew		ACTIVE	23-08-2023
Rigby	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

Add Group



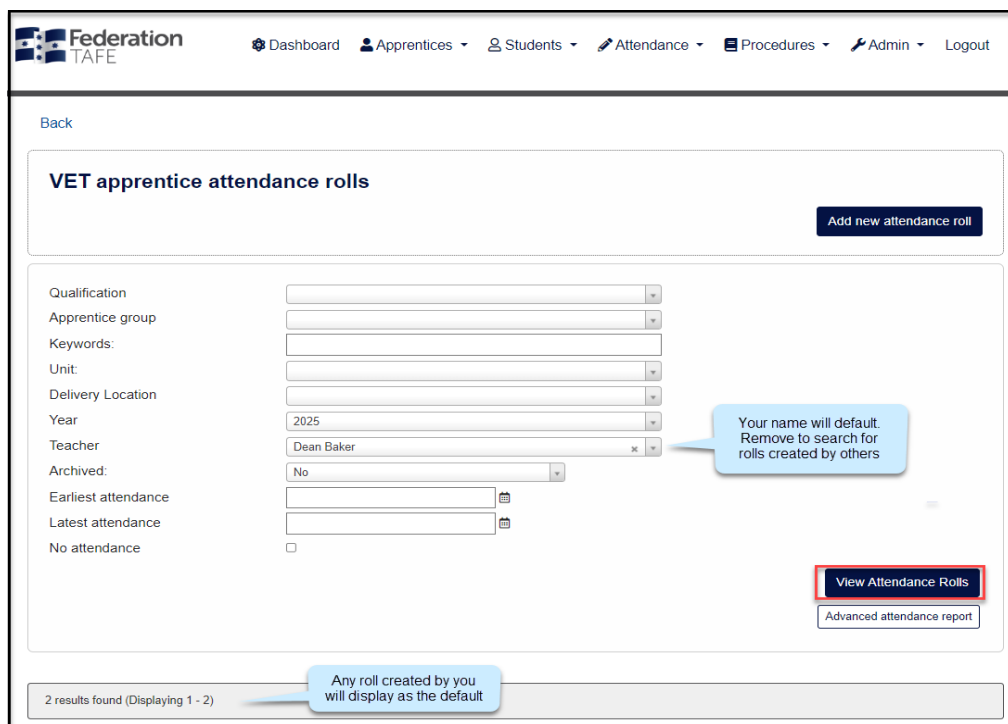
## Existing attendance rolls

To view an existing Attendance Roll click on Attendance rolls tile from the dashboard or the Attendance drop down tab.



Choose to filter by one or more fields to Search for an existing roll. Click View Attendance Rolls.

*Please note; if you are looking for an attendance roll not created by yourself but by another teacher please ensure you remove your name from the teacher drop down box prior to clicking on View Attendance Rolls.*



Roll name	Options
<input type="checkbox"/> CPC32420_2025_22A Group: CPC32420_2023_PLUMBING22A	<a href="#">Record attendance</a> <a href="#">View summary</a> <a href="#">Edit</a>
<input type="checkbox"/> CPC32420_2025_22B Group: CPC32420_2024_PLUMBING22B	<a href="#">Record attendance</a> <a href="#">View summary</a> <a href="#">Edit</a>
<input type="checkbox"/> CPC32420_2025_22C Group: CPC32420_2024_PLUMBING22C	<a href="#">Record attendance</a> <a href="#">View summary</a> <a href="#">Edit</a>
<input type="checkbox"/> CPC32420_2025_22D Group: CPC32420_2023_PLUMBING22D	<a href="#">Record attendance</a> <a href="#">View summary</a> <a href="#">Edit</a>
<input type="checkbox"/> CPC32420_2025_23A Group: CPC32420_2024_23A	<a href="#">Record attendance</a> <a href="#">View summary</a> <a href="#">Edit</a>
<input type="checkbox"/> CPC32420_2025_23B Group: CPC32420_2024_23B	<a href="#">Record attendance</a> <a href="#">View summary</a> <a href="#">Edit</a>
<input type="checkbox"/> CPC32420_2025_23C Group: CPC32420_2024_23C	<a href="#">Record attendance</a> <a href="#">View summary</a> <a href="#">Edit</a>
<input type="checkbox"/> CPC32420_2025_23D Group: CPC32420_2024_23D	<a href="#">Record attendance</a> <a href="#">View summary</a> <a href="#">Edit</a>
<input type="checkbox"/> CPC32420_2025_23E Group: CPC32420_2024_23E	<a href="#">Record attendance</a> <a href="#">View summary</a> <a href="#">Edit</a>

**View Summary:** Opens up a VET attendance report where, at a glance, you can see the attendance activity for each student within the roll, identifying overall and unit attendance hours per student. Here you can also identify their last day of attendance. You can print or export this information.

Overall attendance						
Apprentice/Student	Days attended	Attendance Rate (Days)	Days absent	Absent Rate (Days)	Hours attended	Last day of attendance
<b>ADRIAN</b> EPSILON: 60 CS ID: 30 QUAL: CPC32420 CPC32420_2025_ SMB <a href="#">View attendance</a>	4	80.0%	1	20.0%	32.0	28-02-2025
<b>ZAC</b> EPSILON: 60 CS ID: 30 QUAL: CPC32420 CPC32420_2025_ SMB <a href="#">View attendance</a>	5	100.0%	0	0.0%	38.0	28-02-2025
<b>BILLY</b> EPSILON: 60 CS ID: 30 QUAL: CPC32420 CPC32420_2025_ SMB <a href="#">View attendance</a>	5	100.0%	0	0.0%	38.0	28-02-2025

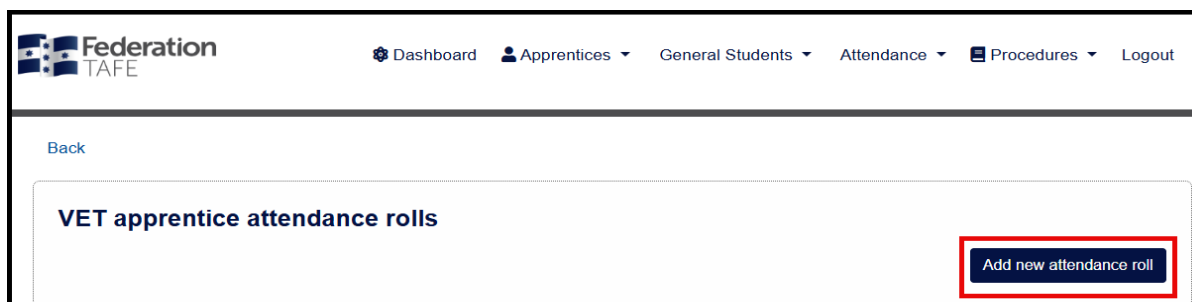
Unit hours attendance				
Apprentice/Student	Unit	Attended days	Completed hours	Last day of attendance
<b>Adrian</b> EPSILON: 60 CS ID: 30 CPC32420_2025_ SMB	CPCCVHS2001	2	7.0	25-02-2025
	CPCPCM2043	2	7.0	25-02-2025
	CPCPCM2046	3	10.0	28-02-2025
	CPCPCM2048	2	8.0	27-02-2025
<b>Total</b>		4	32	

**Please note:** If you require your roll to be **deleted** you will need to submit a request via the ATOM ServiceNow portal – you can do this by clicking on the support tile located on the Dashboard. An attendance roll will only be deleted if no attendance has ever been recorded in the roll.

**Please note:** Attendance rolls can be edited at any time but only by the original creator. Any teacher can add additional students to a roll using the [Add apprentice/ student](#) function above or when clicking on the [edit](#) button on the attendance roll in the main page.

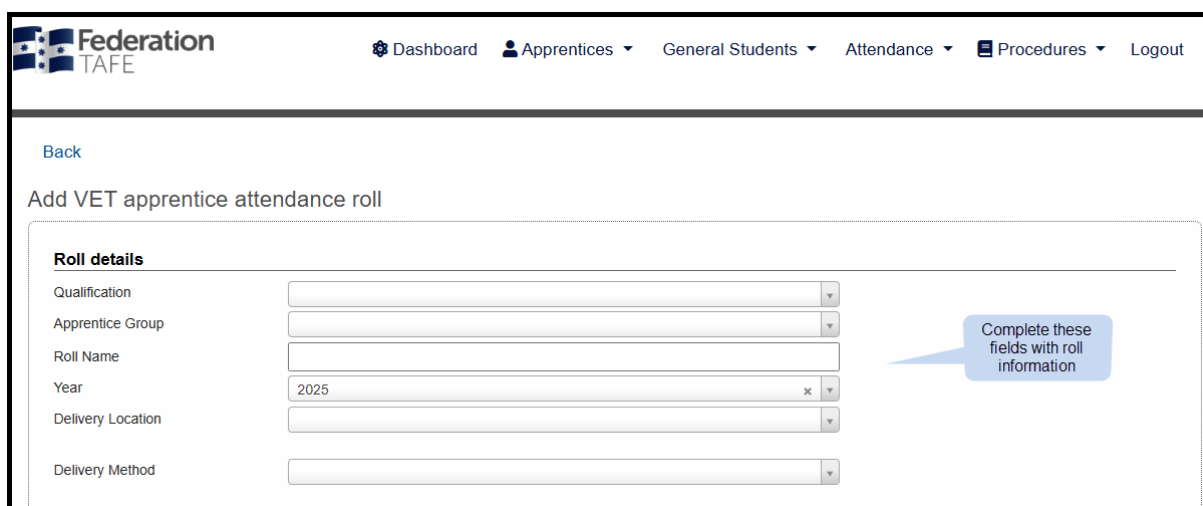
## Add New attendance rolls

To create a new attendance roll, click on “Add new attendance roll”



The screenshot shows the ATOM system interface. At the top, there is a navigation bar with the Federation TAFE logo and links to Dashboard, Apprentices, General Students, Attendance, Procedures, and Logout. Below the navigation bar, there is a 'Back' link. The main content area is titled 'VET apprentice attendance rolls'. A button labeled 'Add new attendance roll' is highlighted with a red rectangular box.

The following screen will appear for you to complete fields.



The screenshot shows the 'Add VET apprentice attendance roll' form. The form has a 'Back' link at the top left. The title is 'Add VET apprentice attendance roll'. Below the title, there is a section titled 'Roll details' with several input fields: Qualification, Apprentice Group, Roll Name, Year (with a value of 2025), Delivery Location, and Delivery Method. A blue callout box with a speech bubble points to the form fields, containing the text 'Complete these fields with roll information'.

## Mandatory fields

**Qualification:** Select the qualification from the drop down menu (this will also list the qualification code)

**Apprentice Group:** Select the relevant group from the drop down menu. When you have selected a group, the names that have been set up in the group will become available in a list for selection and will show their current status (Active in program/ Cancelled)

**Please note:** Apprentice groups need to be set up in ATOM and must be created **prior** to generating attendance rolls.

If the apprentice group does not appear it indicates you are unable to proceed any further. You will need to go back to “Create an apprentice group”.

- Roll Name:** Automatically will begin with the qualification code and the current year ie: (FBP30121\_2025\_) the remainder of the name should be added and clearly be related to the group that is being delivered. ie: (FBP30121\_2025\_ *Group 1*). It is recommended that you decide as a department how you name your attendance rolls, remembering each year to continue consistency.
- Year:** Each year a new attendance roll is required. This field will default to the current year.
- Delivery location:** A selection will appear of all Federation TAFE delivery options: Ararat; Camp Street; Gillies Street; Horsham; Maryborough; Mt Helen; Mt Rowan; SMB; Stawell or option Other (free text field)
- Delivery method:** A selection will appear for classroom /face to face; workplace or blended. Please choose the relevant option.

## Selecting apprentices to add to a roll

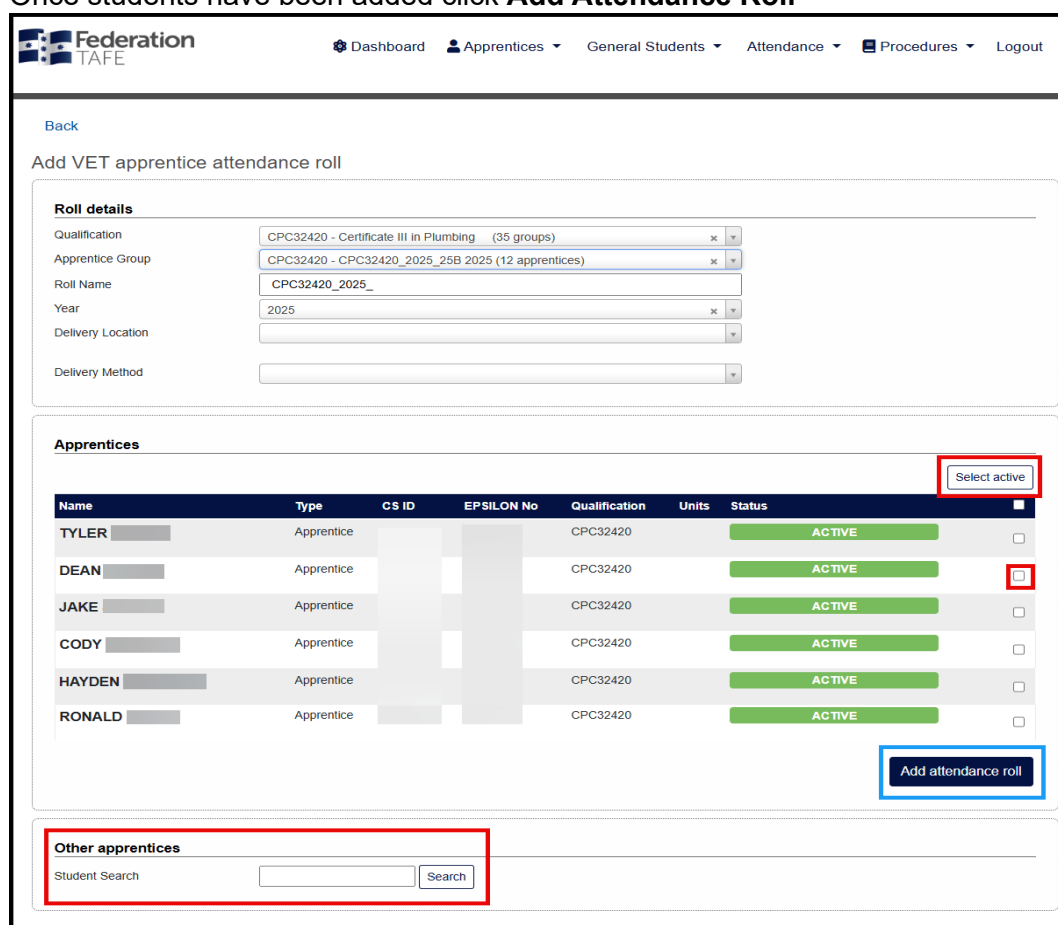
Once you have selected a qualification and an apprentice group, students in the selected apprentice group will become available to add to roll.

**Select Active** - click select active button to select all students in the group who are active (this also includes active-recommencements)

**Individual tick** - click on the tick box to the right of each student's name

**Individual student search** - go to the bottom of the screen under other students and in the student search box enter the student name, CSID or EPSILON then click on the search button.

Once students have been added click **Add Attendance Roll**



Back

Add VET apprentice attendance roll

**Roll details**

Qualification: CPC32420 - Certificate III in Plumbing (35 groups)

Apprentice Group: CPC32420 - CPC32420\_2025\_25B 2025 (12 apprentices)

Roll Name: CPC32420\_2025\_

Year: 2025

Delivery Location:

Delivery Method:

**Apprentices**

Select active

Name	Type	CS ID	EPSILON No	Qualification	Units	Status	
TYLER	Apprentice			CPC32420		ACTIVE	<input type="checkbox"/>
DEAN	Apprentice			CPC32420		ACTIVE	<input checked="" type="checkbox"/>
JAKE	Apprentice			CPC32420		ACTIVE	<input type="checkbox"/>
CODY	Apprentice			CPC32420		ACTIVE	<input type="checkbox"/>
HAYDEN	Apprentice			CPC32420		ACTIVE	<input type="checkbox"/>
RONALD	Apprentice			CPC32420		ACTIVE	<input type="checkbox"/>

Add attendance roll

**Other apprentices**

Student Search:  Search

A green **success** banner will appear as opening your roll where you can commence recording your attendance.




Back

Success  
Attendance roll added successfully

### To add students at a later date;

Look up and open correct attendance roll. Search student (using first name, surname or full name) in the Add Apprentice/Student.



Dashboard
Apprentices
General Students
Attendance
Procedures
Logout

Back

**Roll details**

Roll nameCPC32420\_2025\_2025
Year2025
QualificationCPC32420 Certificate III in Plumbing
Apprentice GroupCPC32420\_2025\_25C
Delivery LocationCamp St
Delivery MethodBlended

View attendance summary

**Add Apprentice/Student**

Student search
Search

Use this section to add any additional apprentices after the roll has been created

Click add to roll for correct student

**Roll details**

Roll nameCPC32420\_2025\_2025
Year2025
QualificationCPC32420 Certificate III in Plumbing
Apprentice GroupCPC32420\_2025\_25C
Delivery LocationCamp St
Delivery MethodBlended

View attendance summary

**Add Apprentice/Student**

Student search
ned
Search

Name	Type	CS ID	EPSILON	Qualification	Units	Status	Options
NED	Student			22614VIC	1	Active in Program	Add to roll

## Recording attendance

Under VET apprentice attendance find the attendance roll you wish to use.

Click record attendance

Roll name	Options
<input type="checkbox"/> SIT20421_2025_Second Year <small>Group: Cookery VETDSS Yr2</small>	<div>Record attendance</div> <div>Edit</div>

Ensure correct date is selected and click Record Attendance for session 1

**Roll details**

Roll name	SIT20421_2025_Second Year
Year	2025
Qualification	SIT20421 Certificate II in Cookery
Student group	Cookery VETDSS Yr2
Delivery location	SMB
Delivery method	Blended

Roll details section includes all the information imputed at time of creating attendance roll.

**Add Apprentice/Student**

Student search

A Student/ apprentice can be added to the roll using the student search function

**Attendance**

Date

Sessions

The date will default automatically to today's date. Click on the calendar to select required date.

If a student undertakes two or more units concurrently over the course of a training day, then the hours of attendance should not exceed those training hours. This should be a reflection of the time spent on each units training delivery.  
Example:  
For an 8 hour day where 3 units are being delivered, this could be recorded as; 4 hrs/ 3hrs / 1hrs = totalling 8 hours of attendance.

Wednesday 22 January 2025

**Attendance sessions**

**Do I need to record multiple sessions?**

- If the same teacher runs the class all day, only one session is required.
- When multiple teachers take the same class, each teacher needs to record a different session for the day.

**Session 1**  
No attendance recorded for this session

Click here to start recording your daily attendance

Record attendance for session 1

The roll will expand with a list of students that were added to the roll when it was created.

Enter the relevant attendance data as explained below:

**Attendance**

Date
22-01-2025
Sessions
1

Ensure correct date is selected.

If a student undertakes two or more units concurrently over the course of a training day, then the hours of attendance should not exceed those training hours. This should be a reflection of the time spent on each units training delivery.  
Example:  
For an 8 hour day where 3 units are being delivered, this could be recorded as; 4 hrs/ 3hrs / 1hrs = totalling 8 hours of attendance.

Wednesday 22 January 2025

**Attendance sessions**

**Do I need to record multiple sessions?**

- If the same teacher runs the class all day, only one session is required.
- When multiple teachers take the same class, each teacher needs to record a different session for the day.

**Session 1**  
No attendance recorded for this session

Record attendance for session 1

**Session 1**

Session type

Teacher

Lisa

Select session type.

Teacher will auto populate to yourself and cannot be changed.

LILLY

CS ID: SIT20322 Active in Program SIT20421 Active in Program

Select a unit to add or remove unit hours

Attendance history Apply units to all Clear Remove

Notes:

An attendance type must be selected for each student listed within the roll.

P A PA AN NR

CHARLES

CS ID: EPSILON: ACTIVE

Select a unit to add or remove unit hours

Attendance history Apply units to all Clear Remove

Notes:

Select units from drop down menu taught during session which you can add hours to.

P A PA AN NR

CHARLES

CS ID: 22470VIC Active in Program FBP30421 Active in Program

SIT20421 Completed Program

Select a unit to add or remove unit hours

Attendance history Apply units to all Clear Remove

Notes:

You can add notes in relation to attendance, particular helpful for Partial Attendance and Absent with Notification. This note will be include in notification to employer

Once every student has an attendance marked click record session attendance

Record session attendance

Clear session attendance



## Session types

**All day** - to be selected if students are to be in attendance all day with the same teacher. If students are only to attend a particular time of the day, or have assigned blocks you can choose any of the following that align with the delivery.

- Morning
- Afternoon
- Evening

If you are teaching a number of units for the whole day and some students do not attend all of the day you have the ability to record 0 hours against a unit when selecting **Partial attendance**.

## Teacher

This will automatically populate with your name and cannot be changed.

## Attendance type

An attendance type must be selected for each student listed within the roll.

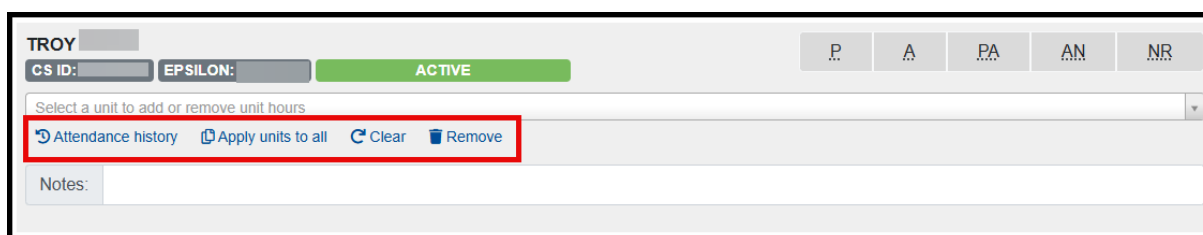
- P – Present
- A – Absent
- PA – Partial attendance
- AN – Absent with notification
- NR – Not required (this is selected if the student is not participating in the unit delivery due to a credit transfer; non enrolment)

You can record attendance at any time during the day and change attendance from Present/absent to Partial attendance, should your student not return to class or arrive for half of the day only.

## Select Units:

Only units that the student is enrolled in on Campus Solutions will be listed and available for selection. The start and end dates will also display for each individual unit.

**Please note:** please check the dates to ensure they are correct. If not follow the unit amendment procedure.



TROY

CS ID: EPSILON: ACTIVE

Select a unit to add or remove unit hours

Attendance history Apply units to all Clear Remove

Notes:

**Attendance history** can be viewed from the roll for each student by selecting Attendance history under the status of the student on the roll (see 'attendance history' section of this user guide).

**Please note:** attendance can only be amended by the teacher who entered that attendance, for that particular session on that particular date – teachers do not have the ability to amend other teacher's attendance entries or enter attendance on another teacher's behalf.

**Apply units to all** - If all apprentices were working on the same unit for the day add the required unit/s and the hours of attendance to the first apprentice record then use this feature to copy the same units and hours to the remaining apprentices.

**Clear** - If an error has been made you can use this selection to clear attendance recorded just for this apprentice record.

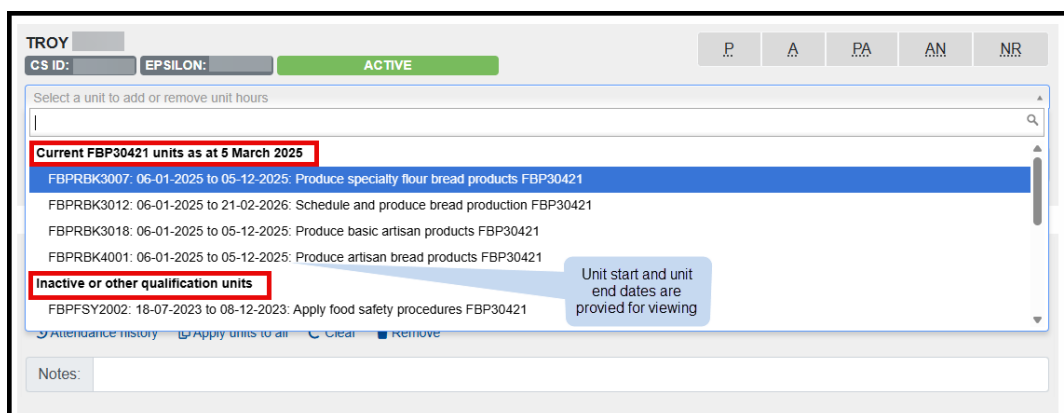
**Remove** - If an apprentice is no longer attending classes you can use this option to completely remove them from the roll. This does not remove any attendance recorded prior to this date. (Alternatively you can go to the roll, click 'edit' and 'untick' the apprentice from the roll).

Once you have finished entering the attendance for all apprentices, click on 'Record session attendance' at the bottom of the screen. You should expect to see a green 'success' banner.

Success  
Attendance roll recorded successfully

### Further Notes:

- You can record attendance at any time during the day and change attendance from **Present/ absent** to **partial attendance**, should your apprentice not return to class or attend for half of the day only
- Units:** all enrolled units in campus solutions will list in the unit drop down menu. Unit start and end dates will now display beside those units that the apprentice is currently enrolled in on Campus solutions in the below sections:
  - 'current "Qual code" units as at "todays date"'** will only show current year unit enrolments
  - 'inactive or other qualification units'** these units are from previous years



The screenshot shows the ATOM system interface for a user named TROY. The status is 'ACTIVE'. The interface includes a search bar for units and a list of units. The list is divided into two sections: 'Current FBP30421 units as at 5 March 2025' and 'Inactive or other qualification units'. The first section lists units like FBP30421, FBP30422, FBP30423, and FBP30424. The second section lists units like FBP30421 and FBP30422. A tooltip indicates that unit start and end dates are provided for viewing. The interface also includes buttons for 'Apply units to all', 'Clear', and 'Remove'.

- **Units choice:** when a unit is selected that has been applied a grade within Campus solutions the below views will be shown.
  - If an apprentice has been applied a Credit Transfer (CT) for the unit their attendance is not required and “NR” should be recorded.
  - If an apprentice has been applied a “CY or CN” grade and the date of attendance date you are recording has passed you will be required to contact ATOM Support via ServiceNow.

GARY

CS ID: EPSILON: ACTIVE

P A PA AN NR

Select a unit to add or remove unit hours

Attendance history Apply units to all Clear Remove

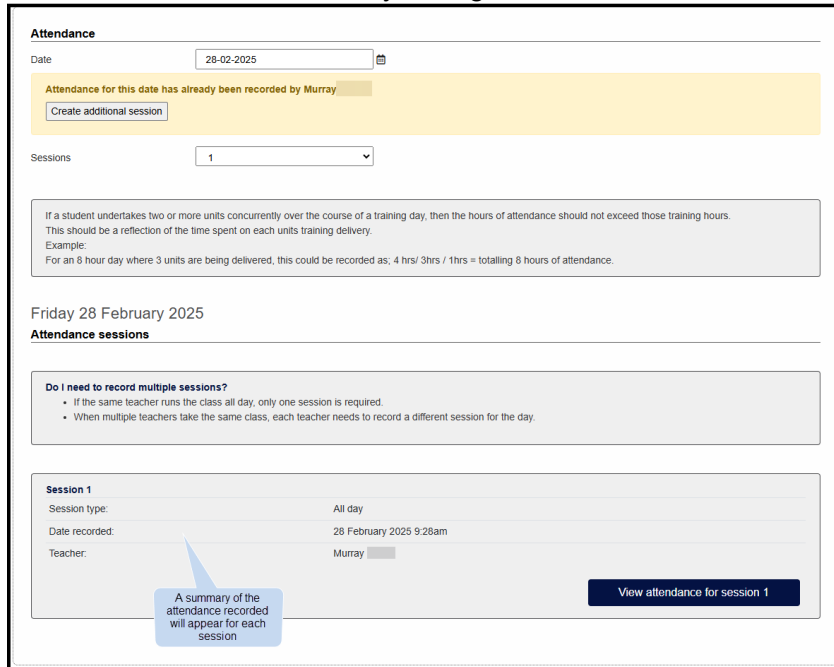
Unit	Unit title	Hours	Withdrawn unit	Unit hours completed
CPCPCM2040	Read plans, calculate quantities and mark out materials	0.0		<div>CREDIT TRANSFER</div> <div>No attendance required</div>
				/28.0
CPCPDR3021	Plan layout and install below ground sanitary drainage systems	0.0		<div>CY GRADE EXISTS</div> <div>No attendance required</div>
				11.0/38.0

Notes:

## If more than one session is required

If attendance has already been recorded in a roll you will see the screen display like this:

**Please note:** anyone can view previously recorded attendance but only the teacher identified for that session can make any changes.



**Attendance**

Date: 28-02-2025

Attendance for this date has already been recorded by Murray

Create additional session

Sessions: 1

If a student undertakes two or more units concurrently over the course of a training day, then the hours of attendance should not exceed those training hours. This should be a reflection of the time spent on each units training delivery.  
Example:  
For an 8 hour day where 3 units are being delivered, this could be recorded as; 4 hrs/ 3hrs / 1hrs = totalling 8 hours of attendance.

Friday 28 February 2025

**Attendance sessions**

**Do I need to record multiple sessions?**

- If the same teacher runs the class all day, only one session is required.
- When multiple teachers take the same class, each teacher needs to record a different session for the day.

**Session 1**

Session type: All day

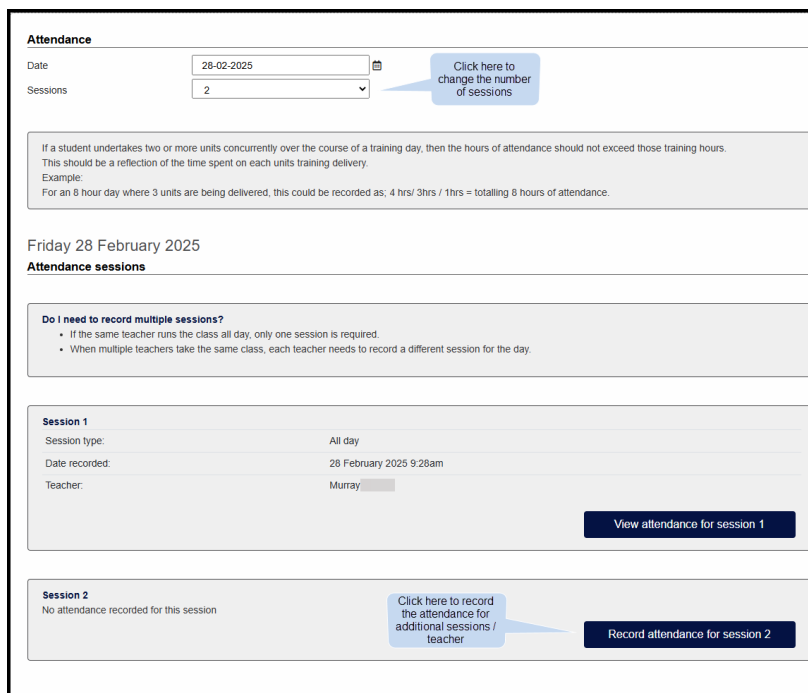
Date recorded: 28 February 2025 9:28am

Teacher: Murray

A summary of the attendance recorded will appear for each session

View attendance for session 1

To create an additional session click on the drop down next to '**sessions**' and change to the desired amount. Then click on 'record attendance for session X'.



**Attendance**

Date: 28-02-2025

Sessions: 2

Click here to change the number of sessions

If a student undertakes two or more units concurrently over the course of a training day, then the hours of attendance should not exceed those training hours. This should be a reflection of the time spent on each units training delivery.  
Example:  
For an 8 hour day where 3 units are being delivered, this could be recorded as; 4 hrs/ 3hrs / 1hrs = totalling 8 hours of attendance.

Friday 28 February 2025

**Attendance sessions**

**Do I need to record multiple sessions?**

- If the same teacher runs the class all day, only one session is required.
- When multiple teachers take the same class, each teacher needs to record a different session for the day.

**Session 1**

Session type: All day

Date recorded: 28 February 2025 9:28am

Teacher: Murray

View attendance for session 1

**Session 2**

No attendance recorded for this session

Click here to record the attendance for additional sessions / teacher

Record attendance for session 2

## Warnings / Error alerts

Warning alerts are identified by a yellow banner and indicate that your attendance has been recorded however follow up action is required. The warning alert will identify what action is required and typically relates to attendance being recorded outside of the enrolled unit start/end date entered on Campus Solutions. It is expected that staff address these at the time. It should be noted that all warning alerts generate an email notification to ATOM Support. Outstanding warning alerts will be captured in the weekly Attendance out of Range reports.

**Action Required: Units outside completion dates**

You have recorded attendance against a unit(s) outside of the start/end date.  
Action is required to amend the start/end date of this unit(s) in Campus Solutions.

**\*\* All processed amendments to unit dates in Campus Solutions will be imported into ATOM \*\***

- Attendance is outside AURETR012 start and end date for
- Attendance is outside AURETR012 start and end date for
- Attendance is outside AURETR012 start and end date for
- Attendance is outside AURETR012 start and end date for
- Attendance is outside AURETR012 start and end date for
- Attendance is outside AURETR012 start and end date for
- Attendance is outside AURETR012 start and end date for
- Attendance is outside AURETR012 start and end date for
- Attendance is outside AURETR012 start and end date for
- Attendance is outside AURETR012 start and end date for
- Attendance is outside AURETR012 start and end date for

If an apprentice/student is no longer active you have the option to remove them from the roll. You can do this by clicking on the remove inactive apprentices/student's button. This will not affect any previous data.

**Remove no longer active apprentices/students from roll?**

- Luke COMPLETED
- Aaron COMPLETED
- Mruç CANCELLED
- Koby COMPLETED

Remove inactive apprentices/students

Error alerts are identified by a red banner. When these occur changes to the roll **are not saved**. The error alert will identify what actions are required for correction. The roll entry can only be saved once all listed items have been addressed.

**Errors found! Changes have NOT been saved.**

- CY grade exists for AURETR012; Attendance cannot be recorded
- CY grade exists for AURETR012; Attendance cannot be recorded
- CY grade exists for AURETR012; Attendance cannot be recorded
- CY grade exists for AURETR012; Attendance cannot be recorded
- CY grade exists for AURETR012; Attendance cannot be recorded
- CY grade exists for AURETR012; Attendance cannot be recorded
- CY grade exists for AURETR012; Attendance cannot be recorded
- CY grade exists for AURETR012; Attendance cannot be recorded
- CY grade exists for AURETR012; Attendance cannot be recorded
- CY grade exists for AURETR012; Attendance cannot be recorded
- CY grade exists for AURETR012; Attendance cannot be recorded

Your entry has been saved correctly when the green '**success**' banner appears.

**Success**

Attendance roll recorded successfully

## Attendance history

There are a few areas within ATOM where you can access a student's attendance history.

### 1. When working in an attendance roll

Wednesday 26 March 2025

**Attendance sessions**

**Do I need to record multiple sessions?**

- If the same teacher runs the class all day, only one session is required.
- When multiple teachers take the same class, each teacher needs to record a different session for the day.

**Session 1**

No attendance recorded for this session

Record attendance for session 1

**Session 1**

Session type:

Teacher:

TROY

CS ID:  EPSILON:  **ACTIVE**

Select a unit to add or remove unit hours

Attendance history Apply units to all Clear Remove

Notes:

Click here to view attendance history

### 2. From the 'View Summary'

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

Back

VET attendance report

**Report filters**

Start date: 03-02-2025

End date: 18-03-2025

Qualification: Any qualification

Group: Any group

Teacher: Any teacher

Attendance roll: FBP30421\_2025\_ | FBP30421\_2025\_DBAKER | Workplace

Student type: VET:Apprentices

Attendance type: Any attendance type

Apply

Print

Export

6 apprentices or students found

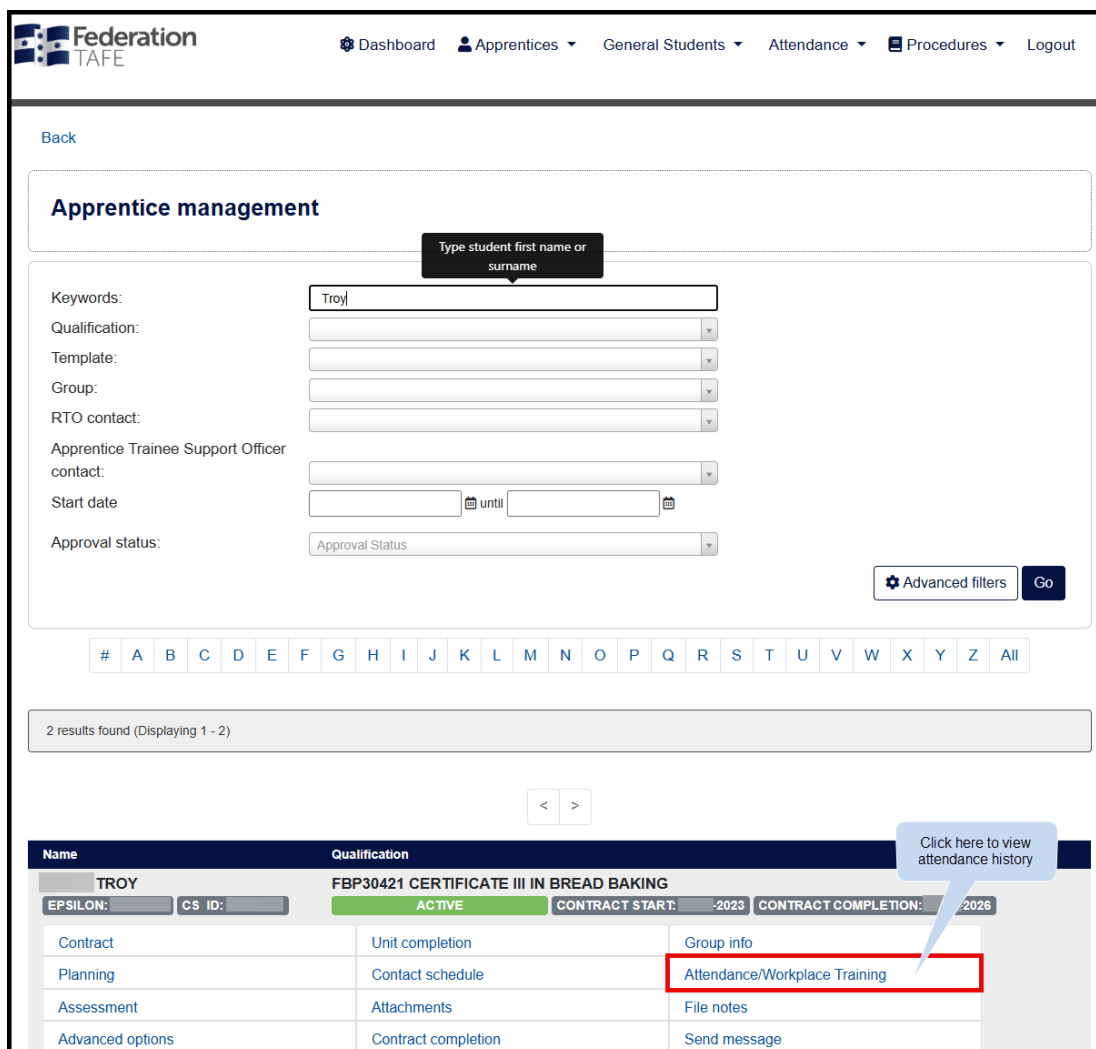
**Overall attendance**

Apprentice/Student	Days attended	Attendance Rate (Days)	Days absent	Absent Rate (Days)	Hours attended	Last day of attendance
TROY	1	100.0%	0	0.0%	1.0	18-03-2025
EPSILON: <b>ACTIVE</b>						
CS ID: <input type="text"/>						
QUAL: FBP30421						
FBP30421_2025_   Workplace						
View attendance						
BLAKE		100.0%	0	0.0%	26.5	18-03-2025
EPSILON: <input type="text"/>						

Click here to view attendance history

### 3. When searching for a student – in the apprentice search profile

Enter the apprentice name, EPSILON number or the Campus solutions identification number (CSID) into the keywords field and click Go.



Back

#### Apprentice management

Type student first name or surname

Keywords: Troy

Qualification:

Template:

Group:

RTO contact:

Apprentice Trainee Support Officer contact:

Start date:  until

Approval status:

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

2 results found (Displaying 1 - 2)


Name	Qualification
TROY	FBP30421 CERTIFICATE III IN BREAD BAKING

Click here to view attendance history

EPSILON: CS ID: ACTIVE CONTRACT START: -2023 CONTRACT COMPLETION: -2026

Contract	Unit completion	Group info
Planning	Contact schedule	Attendance/Workplace Training
Assessment	Attachments	File notes
Advanced options	Contract completion	Send message

The above options will provide you with the following display with attendance being displayed from the most recent to oldest date.


Dashboard
Apprentices
General Students
Attendance
Procedures
Logout

Back

If a student is enrolled in more than one qualification you can switch to view other qualification attendance

Click here to print out a PDF version

**Attendance filters**  
Qualification  
Start date  
End date  
Apply

**Apprentice Details**  
Name Troy  
EPSILON ACTIVE  
CS ID

If a unit is withdrawn it will display next to the corresponding unit code and date the withdrawn was entered into ATOM attendance

Attendance history as at 26 March 2025

**FBP30421 Certificate III in Bread Baking**  

Details	Teacher	Attendance	Unit	Unit hours	Withdrawn
<b>Wednesday 19 February 2025</b> FBP30421_2025_DBAKER FBP30421_2025_ Location: Workplace Method: Workplace	Dean	Present	FBPRBK3018 Produce basic artisan products	1.0	
				1.0	
<b>Friday 15 November 2024</b> FBP30421_2024_DEANBAKER FBP30421_2024_ Location: SMB Method: Blended	Dean	Present	FBPRBK3014 Produce sweet yeast products	1.2	
				1.2	
<b>Tuesday 15 October 2024</b> FBP30421_2024_DEANBAKER FBP30421_2024_ Location: SMB Method: Blended	Dean	Present	FBPRBK3006 Produce savoury bread products	0.6	
			FBPRBK3014 Produce sweet yeast products	0.2	
			SIRRMER002 Merchandise food products	0.7	
				1.5	

Unit code/title delivered within the session

Total hrs of attendance per session

Total hrs applied to each unit delivered within session

At the bottom of the report is a summary for each unit.

Unit attendance totals					
Unit	Attended hours	Nominal unit hours	Completion rate	Last Attendance	Withdrawn
FBPFSY2002 Apply food safety procedures	2.5	30	8.3%	24-10-2023	
FBPOPR2069 Use numerical applications in the workplace	1.7	30	5.7%	20-11-2023	
FBPRBK2002 Use food preparation equipment to prepare fillings	13.6	40	34.0%	31-07-2024	
FBPRBK3005 Produce basic bread products	13.6	120	11.3%	31-07-2024	
FBPRBK3006 Produce savoury bread products	13.1	100	13.1%	15-10-2024	
FBPRBK3014 Produce sweet yeast products	13.9	100	13.9%	15-11-2024	
FBPRBK3016 Control and order bakery stock	2.1	40	5.3%	31-07-2024	
FBPRBK3018 Produce basic artisan products	1.0	100	1.0%	19-02-2025	
FBPWHS2001 Participate in work health and safety processes	1.5	40	3.8%	20-11-2023	
SIRRMER002 Merchandise food products	1.8	25	7.2%	15-10-2024	



If you wish to email the attendance history, enter the email address here and click send

**Email options**

Email history to:

Send

## Important Information

- Program 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 03 5327 8001
  - User Assistance
  - IT Support (ATOM system related)
- Click on the below support tile within the ATOM dashboard to be directed to the ATOM ServiceNow portal.



## Definitions and Acronyms

Acronym	Definition
<b>AA</b>	Australian Apprentice
<b>ACAP</b>	Apprentice Connect Australia Provider
<b>AC</b>	Awaiting Employer Confirmation
<b>AFO</b>	Apprenticeship Field Officer
<b>ATOM</b>	Apprenticeship Trainee Online Management
<b>CBC</b> <b>Competency Based Completion</b>	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 ACAP)
<b>CN</b>	Not Competent
<b>CS</b>	Campus Solutions. The Federation University's student management system
<b>CT</b>	Credit Transfer
<b>CY</b>	Competent
<b>Displaced</b>	Identifies an apprentice who is unemployed and attends structured training for a specified period (refer to procedure LT1340)
<b>Epsilon Registration</b>	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
<b>Group</b>	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
<b>HESG</b>	Higher Education and Skills Group (formerly Skills Victoria)
<b>LL&amp;N Assessment</b>	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.
<b>POL</b>	Place of Learning (Term used on EPSILON notification for RTO)
<b>RPL</b> <b>Recognition of Prior Learning</b>	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

Acronym	Definition
<b>RTO Registered Training Organisation</b>	Training organisation registered by a registering body (e.g. HESG) in accordance with the Australian Skills Quality Agency, within a defined scope of programs
<b>SBAT School Based Apprentice or Trainee</b>	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.
<b>Training Contract</b>	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
<b>Training Plan</b>	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
<b>VASS Victorian Assessment Software System</b>	VASS is a web-based system that enables school-based users to administer their students' study programs
<b>WDN</b>	Withdrawn (from a unit of competency on Campus Solutions)

## Notes

[illegible]