ATOM User Guide – VET Attendance Rolls 2025

Prepared by
Apprentice Trainee Online Management
System | Federation TAFE

Status: Final | Version: 6 | Date: 23 June 2025
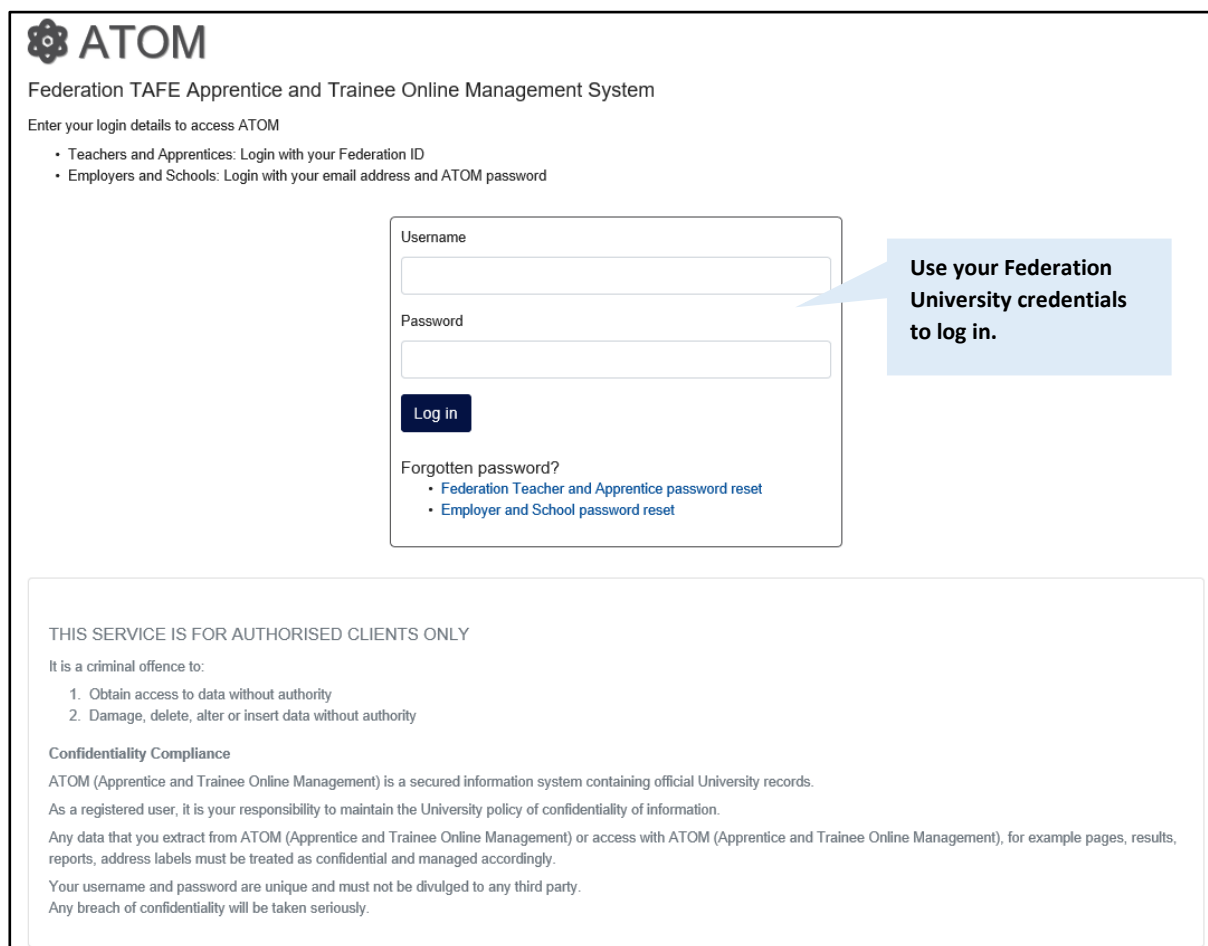
Contents

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)

Use your Federation University credentials to log in.

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 with 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.

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.

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
...AID009	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.
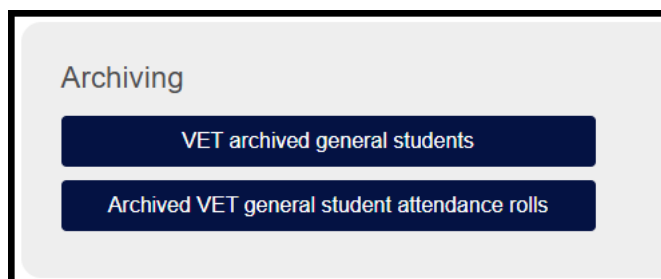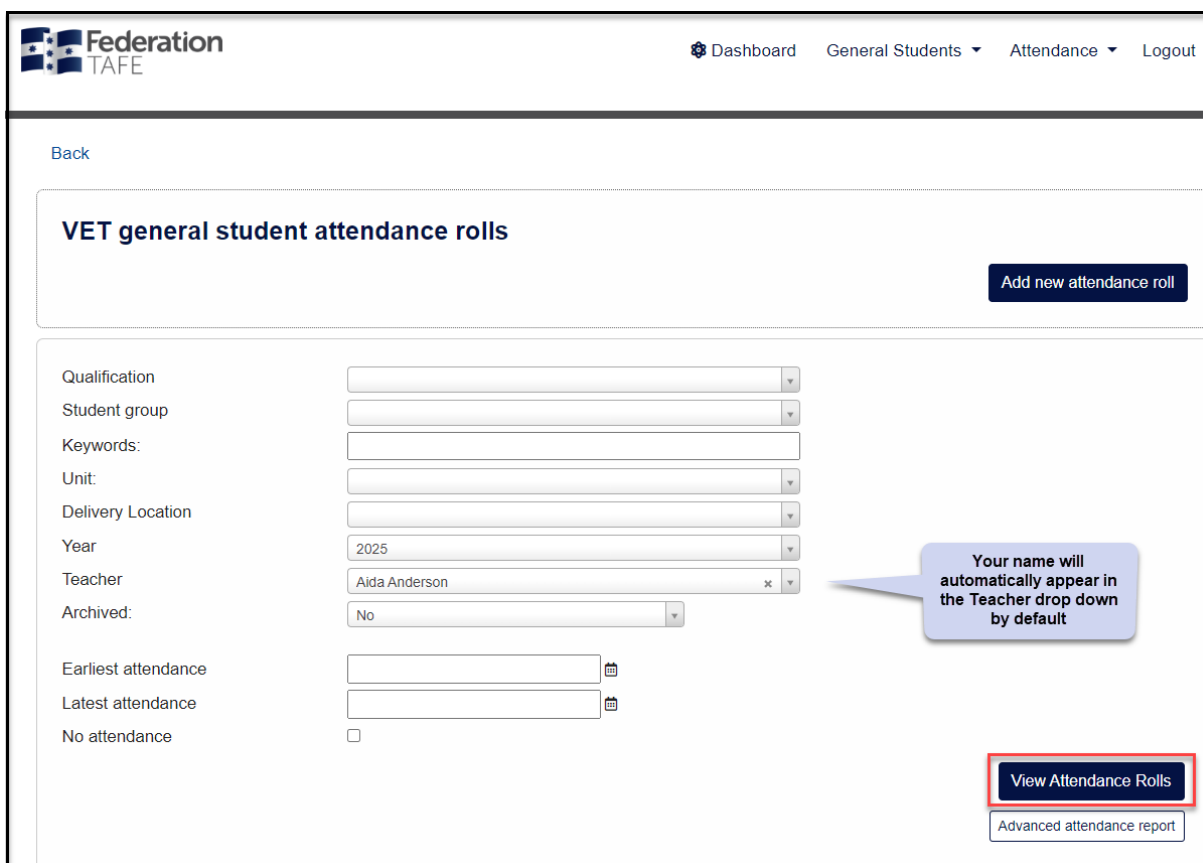
Existing attendance rolls

To view an existing Attendance Roll click on Attendance rolls tile or Attendance drop down tab.
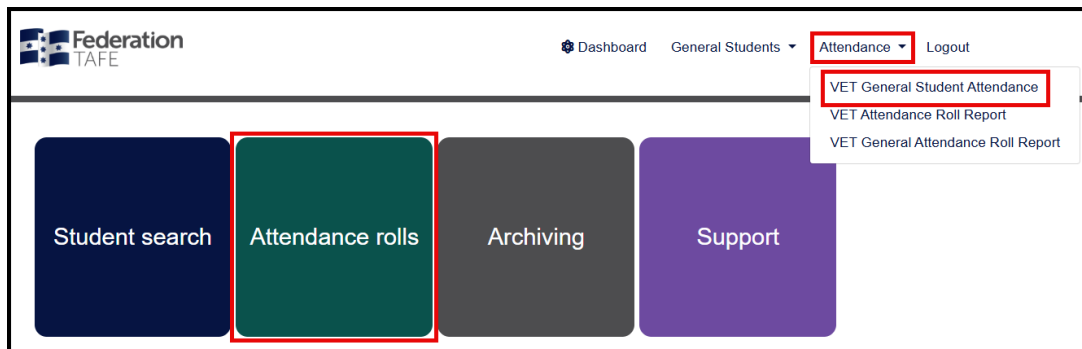
Choose to filer by one or more fields to Seach for an existing roll. Click View Attendance Rolls.

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.

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

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.

Add new attendance rolls

To create a new attendance roll, click on "Add new attendance roll"

This following screen will appear for you to complete fields.

Mandatory fields

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

Student Group: 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. *Please note:* if the student group does not appear it indicates that the teaching group has not been set up in Campus Solutions.

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:* 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.

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_T*rainees 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 <u>new </u>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 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.
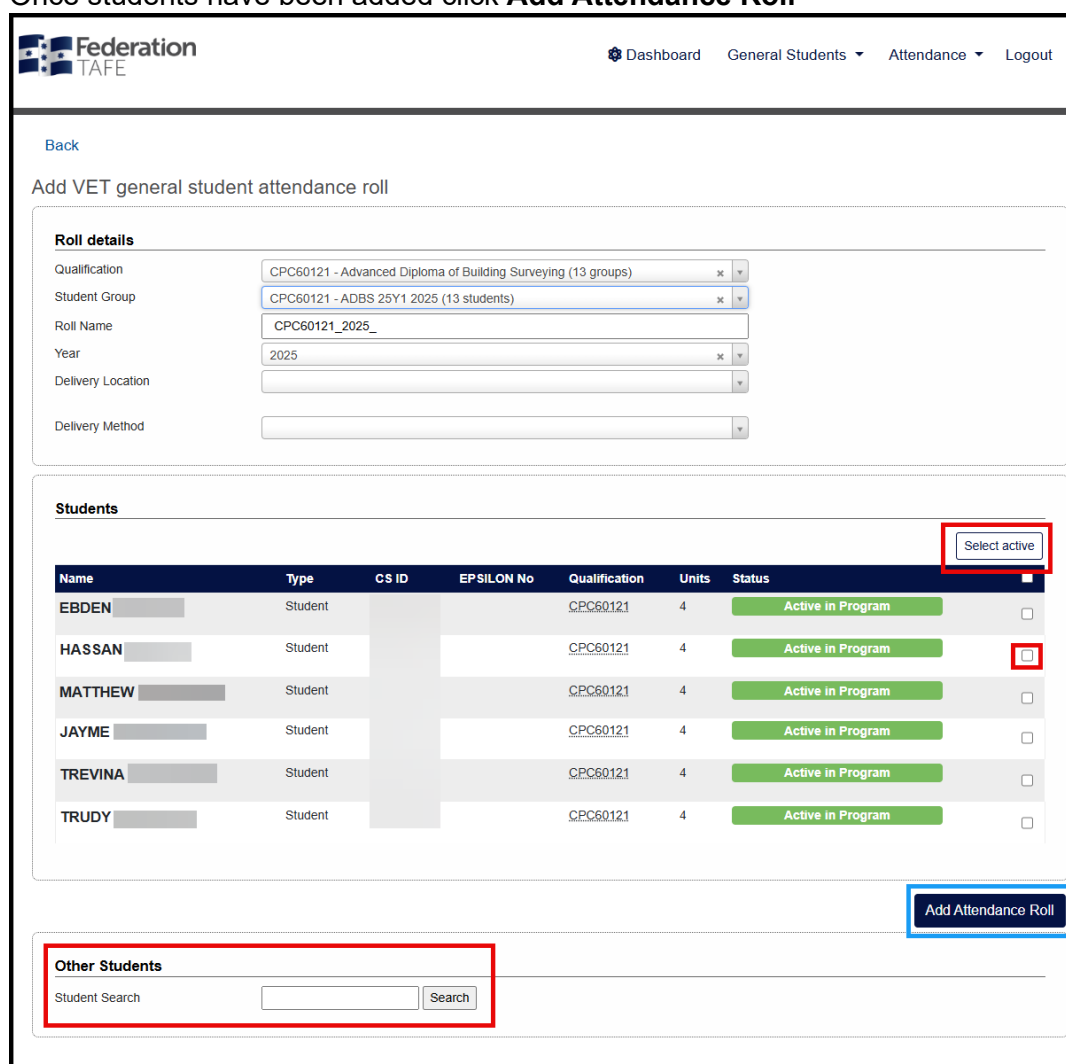
Different ways to add students:

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**

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

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.

Click add to roll for correct student

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	
☐ SIT20421_2025_Second Year Group: Cookery VETDSS Yr2	Record attendance	Edit

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 [   ] Search

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

Attendance

Date 22-01-2025 📅

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:

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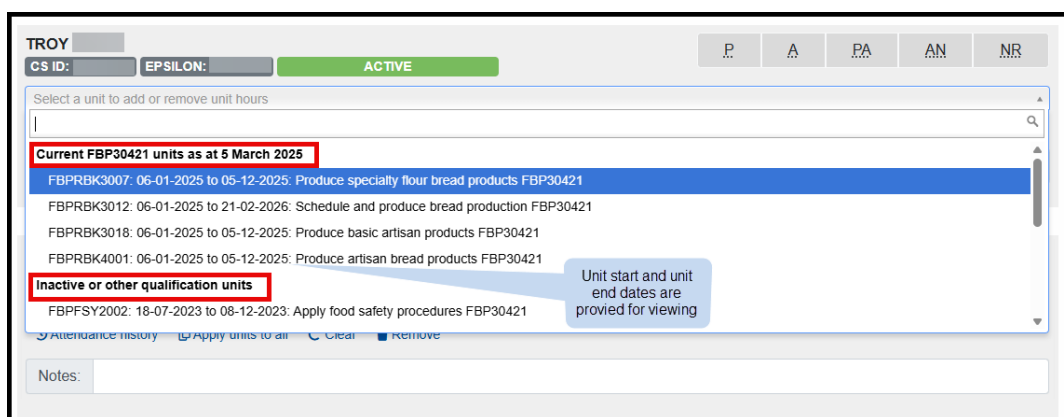
Clear - If an error has been made you can use this selection to clear attendance recorded just for this student.

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

- **Units choice:** when a unit is selected that has been applied a grade within Campus solutions the below views will be shown.
  - o If a student has been applied a Credit Transfer (CT) for the unit their attendance is not required and "NR" should be recorded.
  - o 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.

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.

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.

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'.

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
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- 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
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- 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

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

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

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.

Student search

To look up VET Apprentice/Trainee student click on the Student search tile or the Apprentice drop down tab.
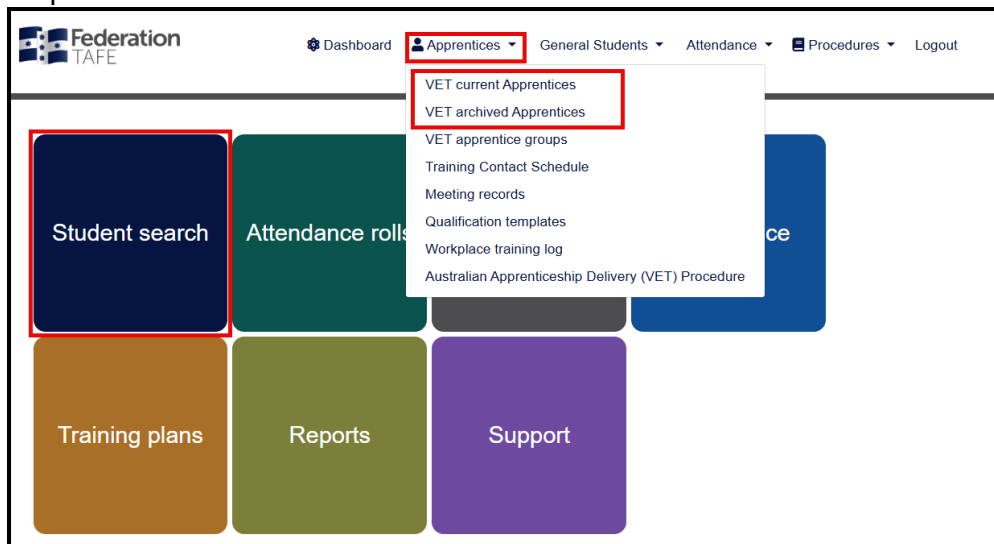
You can search by entering the student's first name or surname or Campus Solutions ID. ATOM will filter records based on what has been entered. Simply select the correct student from the drop down menu.

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

Search result view

Federation TAFE

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:	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

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: CS ID:	ACTIVE CONTRACT START: -2024 CONTRACT COMPLETION: -2028

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

Apprentice management view

Name	Qualification
HARPUR	UEE30820 CERTIFICATE III IN ELECTROTECHNOLOGY ELECTRICIAN
EPSILON: CS ID:	ACTIVE CONTRACT START: -2024 CONTRACT COMPLETION: -2028

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

Click advanced options to expand and show further options

View EPSILON record	Reset unit selection
View grade log	Reset training plan
View message log	

Archiving

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

Compliance

Click on the dark blue tile – Compliance to access;

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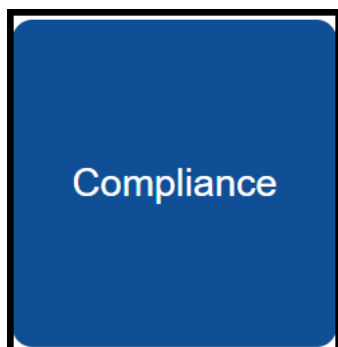
VET apprentice groups

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.
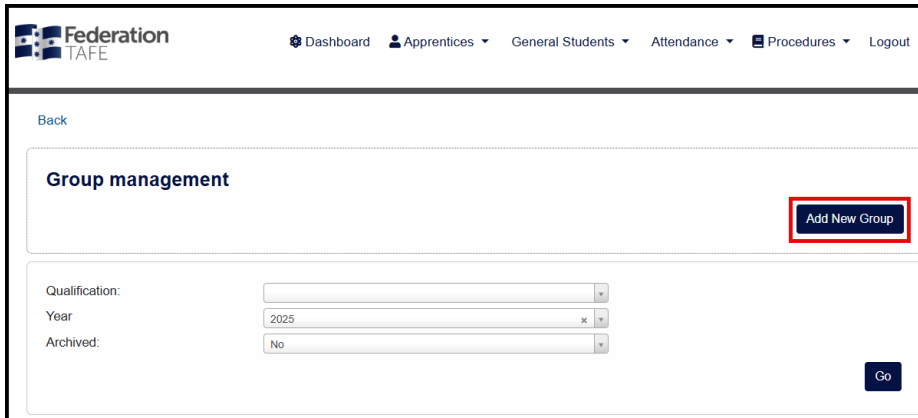
To view or make an apprenticeship group click on Training Plan tile or Apprentices drop down tab followed by VET Apprentice groups.
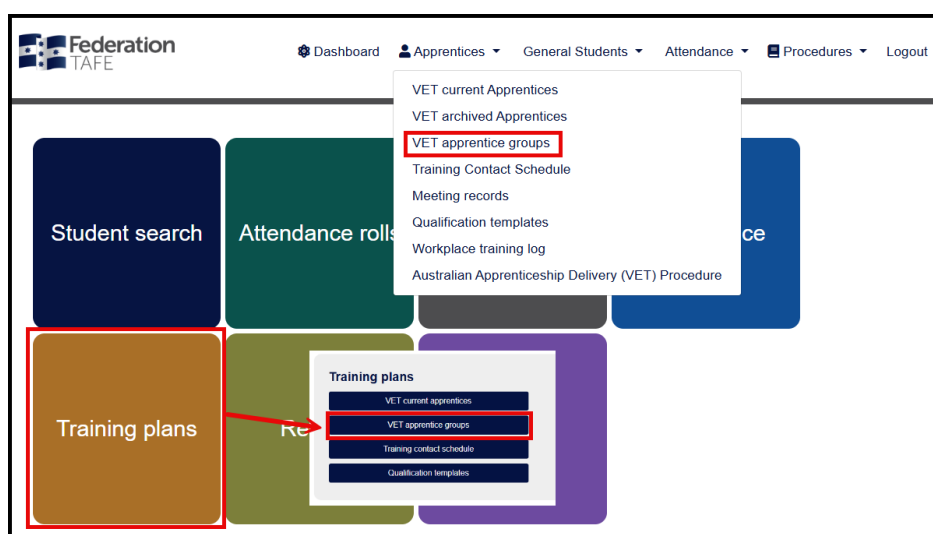
All Apprentice groups made for the current year will display below (you can change year to look up previous years), you can view and edit these below.
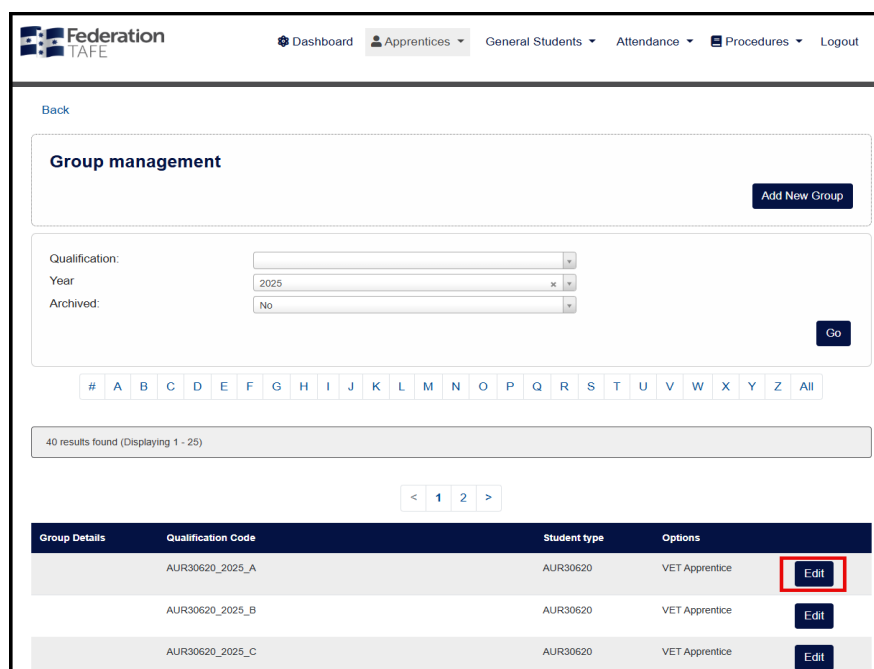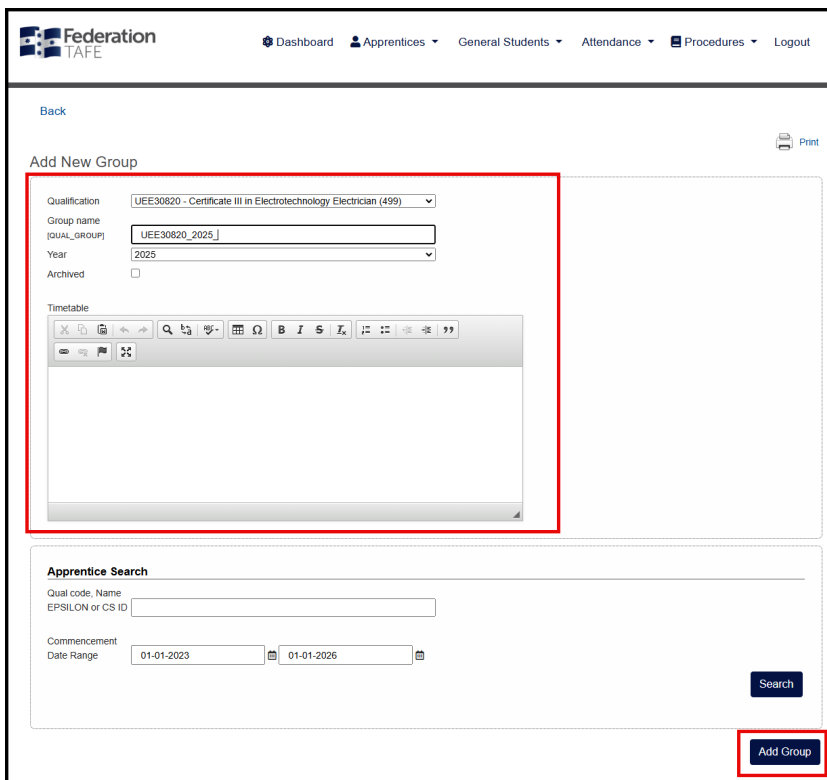
To create a new group click on 'Add New Group'

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.

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.

Existing attendance rolls

To view an existing Attendance Roll click on Attendance rolls tile from the dashboard or the Attendance drop down tab.
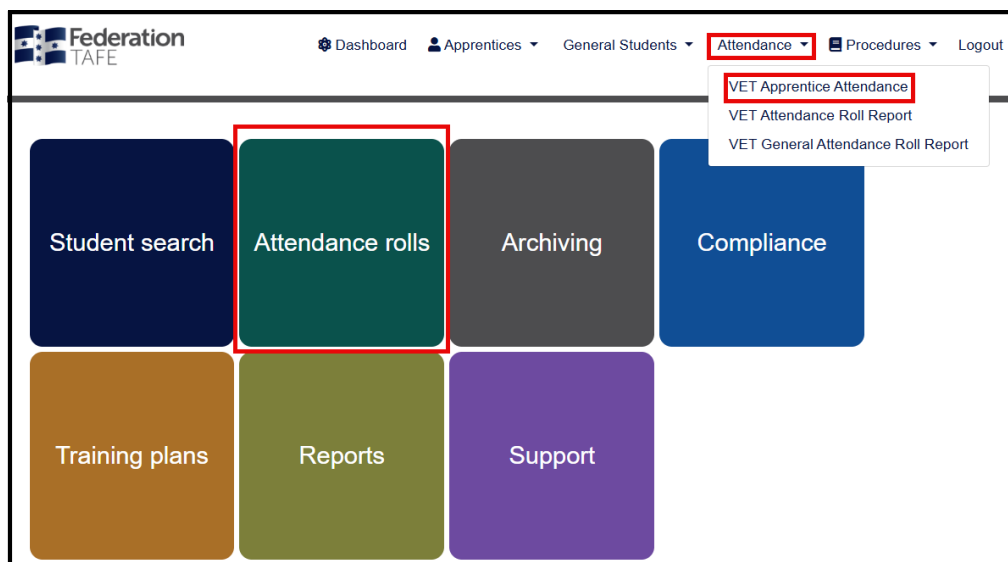
Choose to filer by one or more fields to Seach for an existing roll. Click View Attendance Rolls.

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.
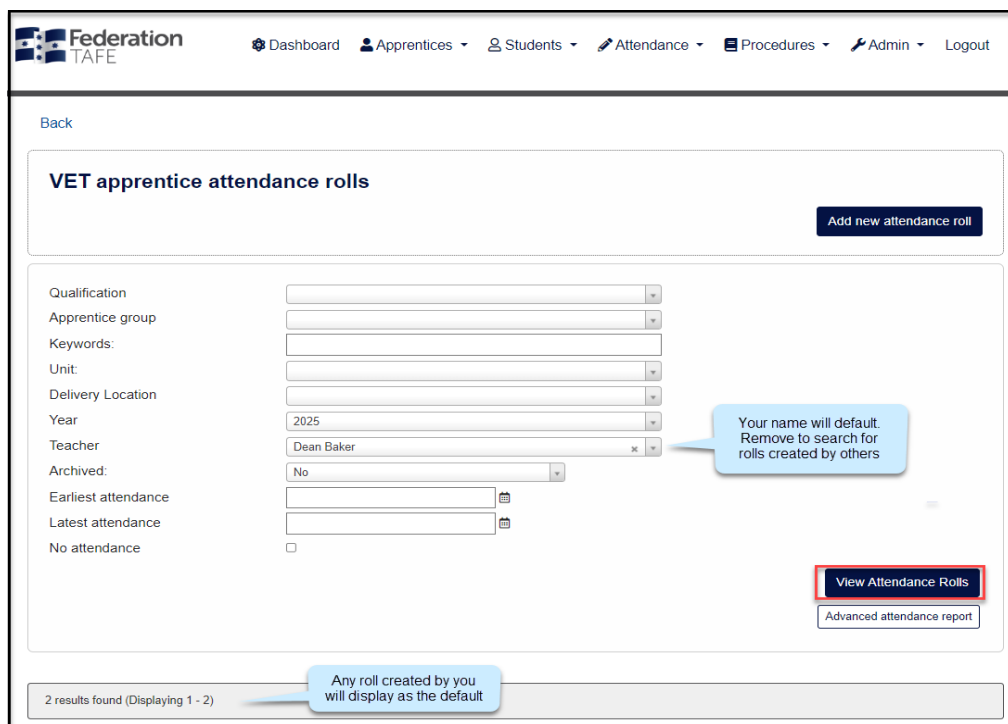
Roll name	Options			
☐ CPC32420_2025_22A Group: CPC32420_2023_PLUMBING22A	Record attendance	View summary		Edit
☐ CPC32420_2025_22B Group: CPC32420_2024_PLUMBING22B	Record attendance	View summary		Edit
☐ CPC32420_2025_22C Group: CPC32420_2024_PLUMBING22C	Record attendance	View summary		Edit
☐ CPC32420_2025_22D Group: CPC32420_2023_PLUMBING22D	Record attendance	View summary		Edit
☐ CPC32420_2025_23A Group: CPC32420_2024_23A	Record attendance	View summary		Edit
☐ CPC32420_2025_23B Group: CPC32420_2024_23B	Record attendance	View summary		Edit
☐ CPC32420_2025_23C Group: CPC32420_2024_23C	Record attendance	View summary		Edit
☐ CPC32420_2025_23D Group: CPC32420_2024_23D	Record attendance	View summary		Edit
☐ CPC32420_2025_23E Group: CPC32420_2024_23E	Record attendance	View summary		Edit

Use this button to record attendance

Identifies roll name and associate student group

Use this button to add/remove student from a roll

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
ADRIAN ▇▇▇ EPSILON: 60▇▇▇ **ACTIVE** CS ID: 30▇▇▇ QUAL: CPC32420 CPC32420_2025_: SMB View attendance	4	80.0%	1	20.0%	32.0	28-02-2025
ZAC ▇▇▇ EPSILON: 60▇▇▇ **ACTIVE** CS ID: 30▇▇▇ QUAL: CPC32420 CPC32420_2025_: SMB View attendance	5	100.0%	0	0.0%	38.0	28-02-2025
BILLY ▇▇▇ EPSILON: 60▇▇▇ **ACTIVE** CS ID: 30▇▇▇ QUAL: CPC32420 CPC32420_2025_: SMB View attendance	5	100.0%	0	0.0%	38.0	28-02-2025
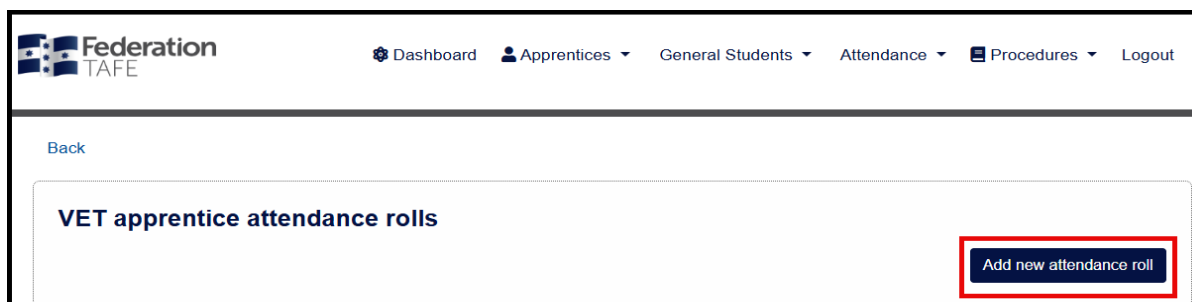
Unit hours attendance

Apprentice/Student	Unit	Attended days	Completed hours	Last day of attendance
Adrian ▇▇▇ EPSILON: 60▇▇▇ CS ID: 30▇▇▇ CPC32420_2025_: SMB				
	CPCCWHS2001	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
Total		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.

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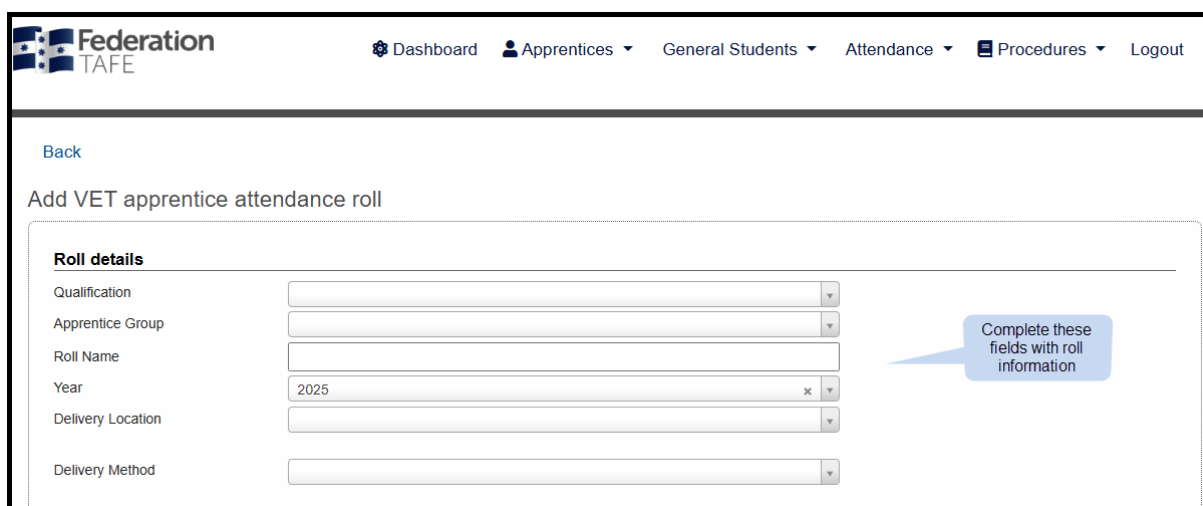The following screen will appear for you to complete fields.

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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 <u>new</u> 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.
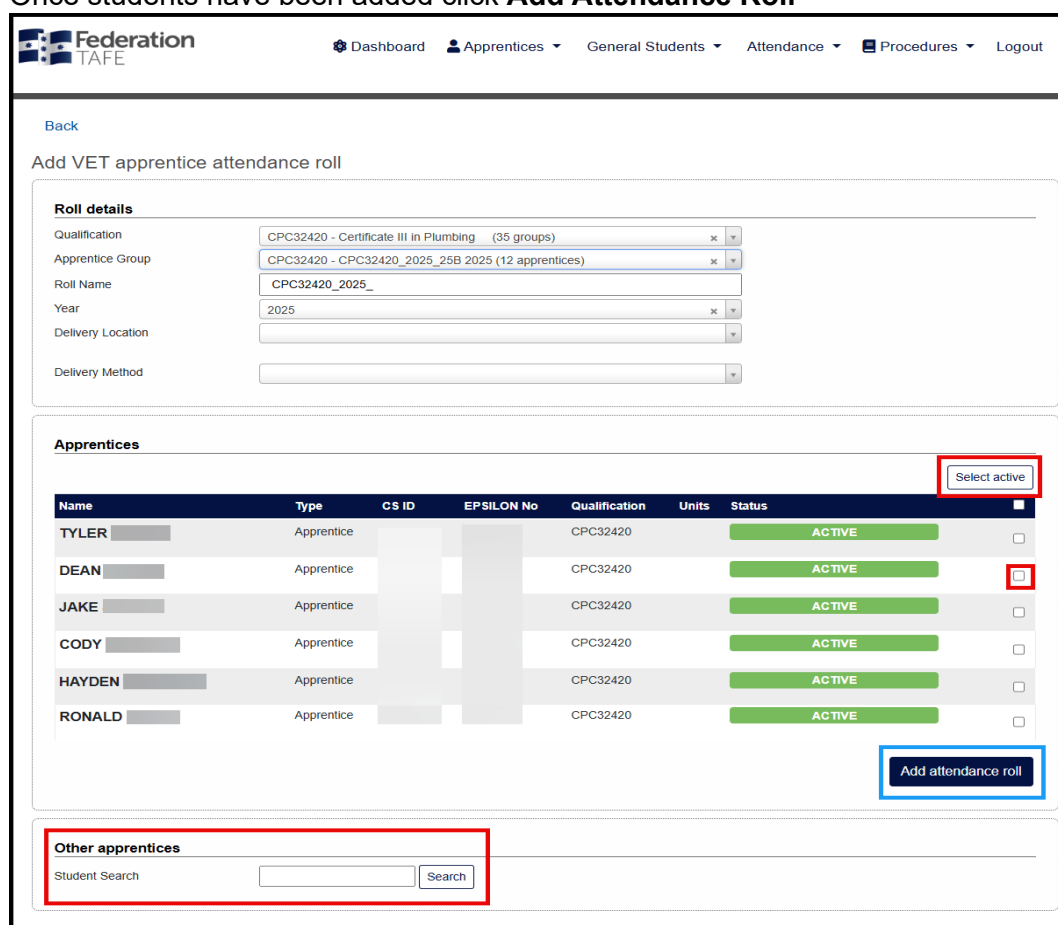
Selecting apprentices to add to a roll

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**

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

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.

Click add to roll for correct student

Recording attendance

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

Click record attendance

Roll name	Options	
☐ SIT20421_2025_Second Year Group: Cookery VETDSS Yr2	Record attendance	Edit

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 [_____] Search

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

Attendance

Date 22-01-2025 📅

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

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:

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Authorised by: Coordinator – ATOM Support

Document Owner: Administrative Officer – ATOM Support

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Current Version: 23/06/2025

Review Date: 23/01/2026

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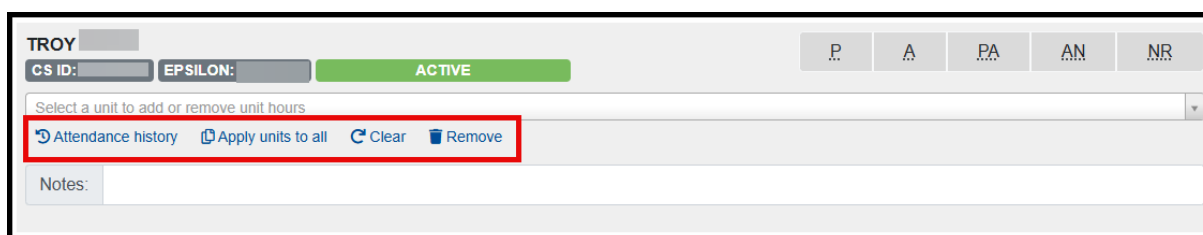
- P – Present
- A – Absent
- PA – Partial attendance
- AN – Absent with notification
- NR – Not required (this is selected if the student is not participating in the unit delivery due to a credit transfer; non enrolment)

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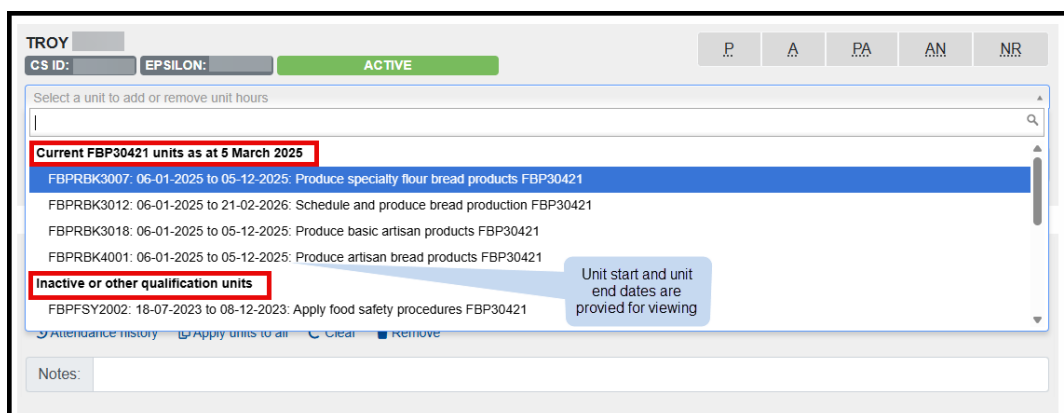
Remove - If an apprentice is no longer attending classes you can use this option to completely remove them from the roll. This does not remove any attendance recorded prior to this date. (Alternatively you can go to the roll, click 'edit' and 'untick' the apprentice from the roll).

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

- **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.

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.

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'.

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.

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.

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.

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

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

2. From the 'View Summary'

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.

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

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
AA	Australian Apprentice
ACAP	Apprentice Connect Australia Provider
AC	Awaiting Employer Confirmation
AFO	Apprenticeship Field Officer
ATOM	Apprenticeship Trainee Online Management
CBC **Competency Based Completion**	Competency Based Completion is the system under which all Apprenticeships and Traineeships now operate. This means that Apprenticeships are no longer set to time and are deemed complete when the RTO and Employer agree on competence (this may not exceed the nominal duration of the contract unless an extension has been formally negotiated via the ACAP)
CN	Not Competent
CS	Campus Solutions. The 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 LT1340)
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 Assessment	LL&N Assessment is an evaluation used to measure the literacy and numeracy levels of commencing Apprentices and Trainees in order to provide learning support. This a requirement of the University's Agreement with the State Government.
POL	Place of Learning (Term used on EPSILON notification for RTO)
RPL **Recognition of Prior Learning**	RPL is an assessment process that assesses a person's skills and knowledge to determine the extent to which they have achieved the required learning outcomes, competency outcomes, or standards for partial or total completion of a qualification. It involves the upfront assessment of a person's skills and knowledge and does not include the provision of any training. Students may apply for RPL at any time during their enrolment, as long as they have not received any training in the unit for which RPL is sought

Acronym	Definition
RTO **Registered Training Organisation**	Training organisation registered by a registering body (e.g. HESG) in accordance with the Australian Skills Quality Agency, within a defined scope of programs
SBAT **School Based Apprentice or Trainee**	A SBAT is an apprenticeship or traineeship undertaken by a student enrolled in a senior secondary program (VCE or VCAL), with at least one day per week timetabled to be spent on the job or in training during the normal school week.
Training Contract	A training contract is a legally binding agreement that places obligations on both the employer and the apprentice or trainee. It includes details about the duration of the contract and the training that will be undertaken
Training Plan	Details the training arrangements that have been negotiated between the apprentice/trainee, the employer and the RTO to facilitate the attainment of competencies for a particular AQF qualification. These arrangements include: the selection and sequencing of units of competency; timing; location; mode of delivery; and assessment details
VASS Victorian Assessment Software System	VASS is a web-based system that enables school-based users to administer their students' study programs
WDN	Withdrawn (from a unit of competency on Campus Solutions)

Notes