

Decommissioning of AchieveLive and launch of new e-Portfolio system ATOM

Dear colleague,

Skills and Education Group Awards are delighted to announce the creation and launch of our newly developed e-Portfolio system ATOM. This will replace AchieveLive, which is currently used for the submission and marking of the Counselling Level 4 placement unit H/617/7590.

We would like to confirm that as of 29 September 2023, it will no longer be possible for providers to request trainee AchieveLive accounts currently used for the submission and marking of this unit. From 1 October 2023, providers will be given access to our newly developed e-Portfolio system ATOM.

For those trainees that are currently registered and are nearing the end of their placements, they should already have an active AchieveLive account set up. Therefore, for those Year 1 trainees or those that are yet to commence their placements, please **do not** request AchieveLive accounts and instead create ATOM accounts for trainees once your provider account on ATOM has been created by Skills and Education Group Awards.

The final date for requesting portfolio marking requests via your online registration system (ORS) is 24 October 2023. This deadline date takes into consideration the 28 working day service level agreement to issue results directly to centres and the AchieveLive decommission date of 30 November 2023.

Note: Any marking requests received after 24 October 2023 will be deleted and will **not** be allocated to an examiner.

Note: Centres and candidates are reminded that they **must** retain evidence of all previously referred submissions as this evidence will no longer be available to access once AchieveLive is decommissioned on 30 November 2023.

When accessing ATOM, providers will be responsible for the creation and management of trainee accounts. There will no longer be a requirement to request e-Portfolio accounts via your ORS (Online Registration System) login. However, requests for ATOM administrator accounts must still be made via your Counselling Customer Support Officer [Mariam Asim](#).

Note: Portfolio marking requests will continue to be made in the usual way via your ORS log in [here](#).

As with AchieveLive, ATOM enables trainees to type their evidence directly into the e-Portfolio and upload mandatory documentation where required. Evidence can then be automatically cross-referenced to the relevant learning outcome and assessment criteria. ATOM allows much faster feedback from the Skills and Education Group Awards examination team when marking the external assessment and indicates to trainees any areas for resubmission of referred assessment criteria.

In addition, when using ATOM it will be **mandatory** to use Skills and Education Group Awards forms/templates for compiling evidence for the unit. These forms/templates can be accessed via your secure ORS log in [here](#). The title of the folder you should use is '**NEW_Counselling L4 Documents_Feb2023**'. Trainees are also able to download these forms/documents via their ATOM account once created by the provider. Kindly be reminded that provider-devised forms/templates will **not** be accepted as evidence and should therefore **not** be submitted.

Skills and Education Group Awards will be producing separate documentation/guidance on how to use/navigate ATOM. Once received, trainees, centre administrators, and tutors should in the first instance refer to these for clarity on ATOM.

If you have any queries at this stage, please do not hesitate to contact your
Counselling Customer Support Officer Mariam Asim via

MariamA@skillsedugroup.co.uk or myself

via DarrenL@skillsedugroup.co.uk.

Best wishes,

Darren

Darren Lake

Product Development Manager