



QualiTEAM

QUALITY SUPPORT FOR LONG-TERM EUROPEAN
APPRENTICESHIPS METHODOLOGIES

USER MANUAL



Co-funded by
the European Union

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA.) Neither the European Union nor EACEA can be held responsible for them.



Contents

USER MANUAL FOR COMPANIES

1. Company / Employer Registration
2. Add Company Profile
3. Submit an Apprenticeship Opportunity
4. Receiving Apprentice Applications
5. Manage Apprenticeship Applications
6. Review Candidates
7. Update Application Status
8. Company Application Workflow

USER MANUAL FOR APPRENTICES OR CANDIDATES

1. Apprentice Registration
2. Create and Submit Resume / Apprentice Profile
3. Change or Update the Assigned VET Institution
4. Browse Apprenticeship Opportunities
5. Apply for an Apprenticeship
6. View Submitted Applications
7. Apprentice Platform Workflow
8. Good Practices for Apprentices

USER MANUAL FOR VET INSTITUTIONS

1. Registration
2. Apprenticeship Applications
3. Apprentice register under VET Institution

USER MANUAL FOR COMPANIES

01

Company / Employer Registration

01 | Company / Employer Registration

Companies and employers must create their own account before they can publish apprenticeship opportunities on the QualiTEAM platform.

To register as a company, go to:

<https://platform.qualiteam-project.eu/my-profile/#tab2>

On the registration page:

1. Select the **Register** tab.
2. Choose the **Company** account type.
3. Fill in the required information:
 - Password
 - First Name
 - Last Name
 - Email
 - Contact Person Full Name
4. Read and accept the **Privacy Policy**.
5. Click **Register Your Account**.

01 | Company / Employer Registration



HomeFor ApprenticesBrowse ApprenticesFAQEN

Log InRegister

My ProfileQualiTEAM PlatformMy Profile

LoginRegister

ApprenticeCompany

Password

First Name

Last Name

Email

Contact Person Full Name

☐ I agree to the [Privacy Policy](#)

Register Your Account

Register as VET Institution

After the registration is completed, the company user will be redirected to the platform dashboard. From there, the company can add its company profile and start publishing apprenticeship opportunities.

02

Add Company Profile

2 | Add Company Profile

After registering and logging in, the employer should first create the company profile.

From the left-side dashboard menu:

1. Go to **Companies**.
2. Click **Add Company**.
3. Complete the company details form.

The company profile should include accurate and clear information about the organisation, such as:

- Company name
- Company tagline
- Headquarters
- Company logo
- Established date/year
- Website
- Phone number
- LinkedIn page
- Industry
- Company size

2 | Add Company Profile

The apprenticeship listing should provide clear and useful information for apprentices, such as:

- Apprenticeship title
- Location
- Region
- Description

A complete company profile helps apprentices understand the organisation, its sector, and the type of professional environment it offers.

Once the company details are completed, click **Preview** to review the profile. If everything is correct, click **Submit Company**.

The screenshot shows the 'Submit Company' form on the QualiTEAM website. The form is titled 'Submit Company' and is located in the main content area. On the left, there is a sidebar with navigation links: Start, Dashboard, Messages, My Bookmarks, Organize and Manage, Apprenticeships, Companies (selected), Manage Companies, Add Company, Account, My Profile, and Logout. The top navigation bar includes Home, For Apprentices, Browse Apprentices, FAQ, and EN. The user is logged in as 'Hi, Employer'. The form itself is divided into several sections: Company Details, Company Tagline (optional), Headquarters (optional), Company Logo (optional), Since (optional), Company Website (optional), Phone (optional), LinkedIn (optional), Instagram (optional), TikTok (optional), Industry (optional), and Company Size (optional). Each section contains input fields for the respective information.

Submit Company

Company Details

Company name
Company full name

Company Tagline (optional)
Company tagline

Headquarters (optional)
e.g. "London"
Leave this blank if the headquarters location is not important

Company Logo (optional)
Browse Maximum file size: 5 MB.

Since (optional)
Established date/year

Company Website (optional)
Company website

Phone (optional)
Phone Number

LinkedIn (optional)
LinkedIn page url

Instagram (optional)
Instagram page url

TikTok (optional)
Tiktok page url

Industry (optional)
Agrifood

Company Size (optional)
1-5

2 | Add Company Profile

Important: The company profile should be created before publishing an apprenticeship opportunity, because each apprenticeship must be connected to a company.

03

Submit an Apprenticeship Opportunity

3 | Submit an Apprenticeship Opportunity

After creating the company profile, the employer can publish an apprenticeship opportunity.

From the left-side dashboard menu:

1. Go to **Apprenticeships**.
2. Click **Submit Apprenticeship**.
3. Select the company related to the apprenticeship.
4. Fill in the apprenticeship submission form.
5. Accept the **Terms and Conditions**.
6. Click **Preview** to review the listing.
7. If the information is correct, click **Submit Listing**.

The screenshot shows the 'Post an Apprenticeship' page on the QualTEAM platform. The left sidebar contains a navigation menu with options like 'Start', 'Dashboard', 'Messages', 'My Bookmarks', 'Organize and Manage', 'Apprenticeships' (selected), 'Companies', 'Account', 'My Profile', and 'Logout'. The main content area is titled 'Post an Apprenticeship' and includes a 'Home · Dashboard' breadcrumb. The form is divided into two sections: 'Select Company' and 'Apprenticeship Submission Form'. The 'Select Company' section has a dropdown menu for 'Select Company', input fields for 'Instagram URL (optional)' and 'LinkedIn URL (optional)', and a checkbox for 'I accept the Terms and Conditions'. The 'Apprenticeship Submission Form' section has a text input for 'Apprenticeship Title' and labels for 'Location' and 'Apprenticeship Region'.

3 | Submit an Apprenticeship Opportunity

The apprenticeship listing should provide clear and useful information for apprentices, such as:

- Apprenticeship title
- Location
- Region
- Description
- Required skills or competences
- Duration
- Sector or industry
- Any additional requirements or useful information

Companies should make the opportunity description as clear as possible, so apprentices can understand the role, the learning context, and whether the opportunity matches their skills and interests.

Once submitted, the apprenticeship opportunity becomes available on the platform, and apprentices can view it and apply through their own account.

04

Receiving Apprentice Applications

4 | Receiving Apprentice Applications

When an apprentice applies for an apprenticeship opportunity, the application is submitted through the platform.

After an application is submitted:

- the company receives an email notification with the application details,
- the company can review the apprentice's profile/resume,
- the company can access the uploaded CV file,
- the company can manage the application status through the platform.

This ensures that the application is officially recorded inside the platform and that the company receives the necessary candidate information in a structured way.

05

Manage Apprenticeship Applications

5 | Manage Apprenticeship Applications

Companies can review submitted applications from their dashboard.

Go to: **Apprenticeships → Manage Apprenticeships**

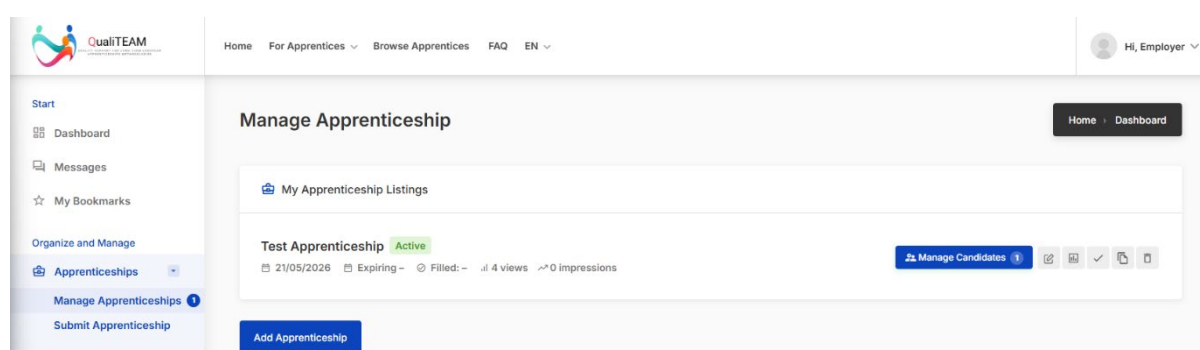
or visit: <https://platform.qualiteam-project.eu/manage-apprenticeship/>

On this page, the company can see all published apprenticeship listings. Each listing displays useful information such as:

- apprenticeship title,
- listing status,
- publication date,
- number of views,
- number of impressions,
- number of received candidates/applications.

To review the applications for a specific apprenticeship, click:

Manage Candidates



06

Review Candidates

6 | Review Candidates

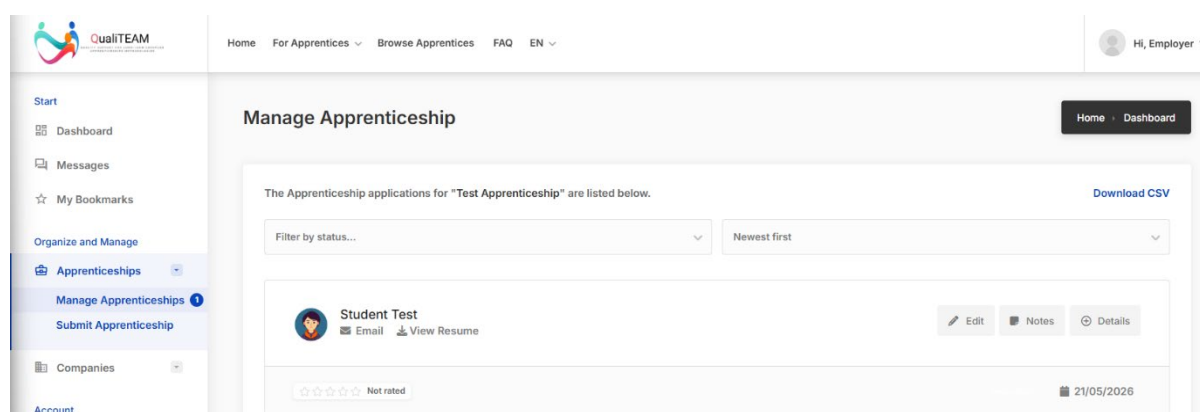
After clicking **Manage Candidates**, the company can view the list of apprentices who applied for the selected apprenticeship.

For each application, the company can:

- view the apprentice's name,
- send an email to the apprentice, clicking details > email address
- open and review the apprentice's resume/profile,
- access the uploaded CV file,
- filter applications by status,
- sort applications, for example by newest first,
- export the applications using **Download CSV**.

The company can also use the available action buttons:

- **Details:** view more information about the application.
- **Notes:** add private notes for internal use.
- **Edit:** update the application status.



6 | Review Candidates

Private notes can be useful for keeping internal comments about the candidate, interview feedback, follow-up actions, or any other information related to the application review process.

07

Update Application Status

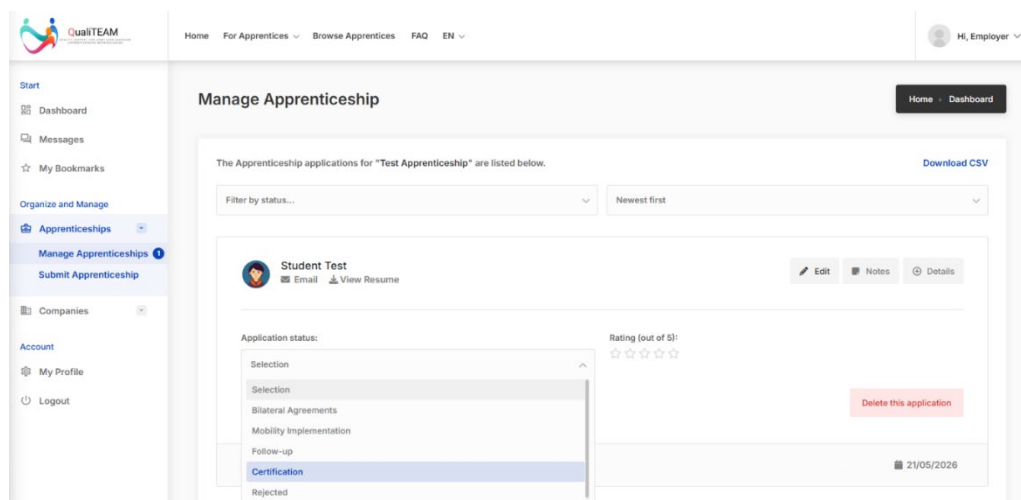
7 | Update Application Status

To update the status of an application:

1. Go to **Apprenticeships → Manage Apprenticeships**.
2. Click **Manage Candidates** for the relevant apprenticeship.
3. Find the apprentice application.
4. Click **Edit**.
5. Select the appropriate status from the **Application status** dropdown list.
6. Click **Save Changes**.

Available application statuses may include:

- Selection
- Bilateral Agreements
- Mobility Implementation
- Follow-up
- Certification
- Rejected



7 | Update Application Status

The application status helps companies, apprentices, and VET Institutions follow the progress of the apprenticeship process. Companies should update the status whenever the application moves to the next stage.

For example:

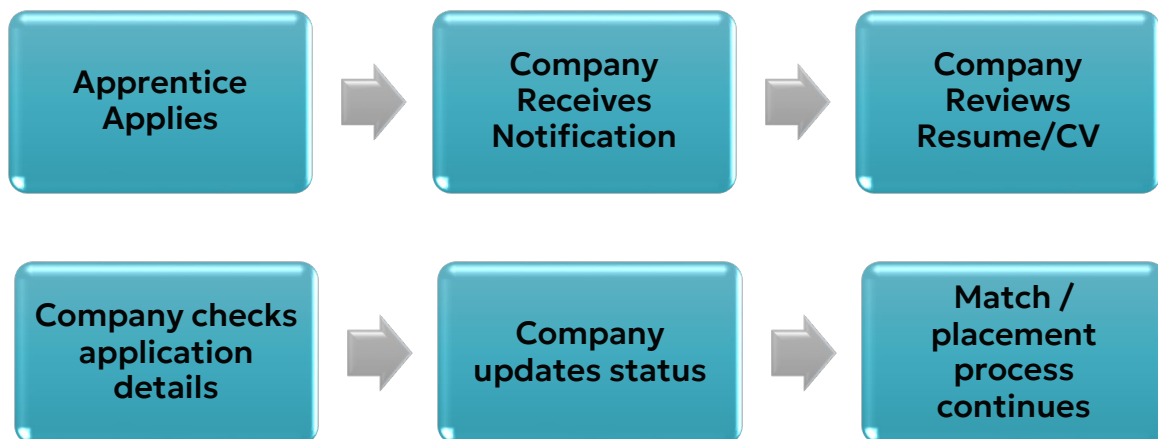
- **Selection:** the application is being reviewed.
- **Bilateral Agreements:** the apprentice and company are moving towards formal agreement.
- **Mobility Implementation:** the apprenticeship/mobility is active.
- **Follow-up:** the placement is being monitored after or during implementation.
- **Certification:** the placement has reached the recognition/certification stage.
- **Rejected:** the application was not accepted.

08

Company Application Workflow

8 | Company Application Workflow

The company application workflow follows this process:



This process ensures that the apprenticeship matching and placement workflow is managed inside the platform, instead of being handled manually through external files or email-only communication.

The platform keeps the application connected to the apprentice profile, the company profile, the apprenticeship listing, and the application status. This makes the process easier to monitor and more transparent for all user types involved.

USER MANUAL FOR APPRENTICES

01

Apprentice Registration

01 | Apprentice Registration

Apprentices must create their own account before they can build their profile, upload their CV, and apply for apprenticeship opportunities.

To register as an apprentice, go to:

<https://platform.qualiteam-project.eu/my-profile/#tab2>

On the registration page:

1. Select the **Register** tab.
2. Choose the **Apprentice** account type.
3. Fill in the required information:
 - Password
 - First Name
 - Last Name
 - Email
4. Select your **VET Institution** from the available registered institutions in the dropdown menu.
5. Read and accept the **Privacy Policy**.
6. Click **Register Your Account**.


Home
For Apprentices
Browse Apprentices
FAQ
EN
Log In
Register

Manage Apprenticeship
QualiTeam Platform
Manage Apprenticeship

Login
Register

Apprentice
Company

Password

First Name

Last Name

Email

No Institution / None

☐ I agree to the Privacy Policy

Register Your Account

After registration, the apprentice is redirected to the platform dashboard. From the dashboard, the apprentice can create a resume/profile, upload their CV, browse available apprenticeship opportunities, apply, and track application statuses.

02

**Create & Submit Resume /
Apprentice Profile**

2 | Create and Submit Resume / Apprentice Profile

After registration, apprentices should create their resume/profile.
From the left-side dashboard menu:

1. Go to **Resumes**.
2. Click **Add Resume**.
3. Fill in the resume submission form.
4. Upload a CV file, preferably in **PDF format**.
5. Click **Preview** to review the resume.
6. If all information is correct, click **Submit Resume**.

The screenshot shows the 'Submit Resume' page on the QualITEAM platform. The left sidebar contains a menu with 'Start' (Dashboard, Messages, My Bookmarks, Apprenticeship Alerts) and 'Organize and Manage' (Resumes, Manage Resumes, Add Resume, My Applications). The 'Add Resume' option is highlighted. The main content area is titled 'Submit Resume' and contains a 'Resume Submission Form' with the following fields:

- Your name:** Text input with placeholder 'Student Test'.
- Your email:** Text input with placeholder 'student@platform.qualiteam-project.eu'.
- Region:** Dropdown menu with 'Austria' selected.
- Professional title:** Text input with placeholder 'e.g. "Web Developer"'.
- Location:** Text input with placeholder 'e.g. "London, UK", "New York", "Houston, TX"'.
- Photo (optional):** File upload area with a 'Browse' button and 'Maximum file size: 5 MB'.
- Enter your city location:** Text input.
- Video (optional):** Text input with placeholder 'A link to a video about yourself'.
- Resume Sector:** Dropdown menu with 'Choose a category...'.

At the top right of the page, there is a user profile icon and the text 'Hi, Student'.

The resume/profile should include clear and accurate information, such as:

- Name
- Email
- Region
- Location
- Professional title
- Photo, if applicable
- Resume sector
- Skills, competences, education, or experience
- Uploaded CV file

The resume/profile is important because it helps companies understand the apprentice's background, interests, skills, and suitability for apprenticeship opportunities.

03

Change or Update the Assigned VET Institution

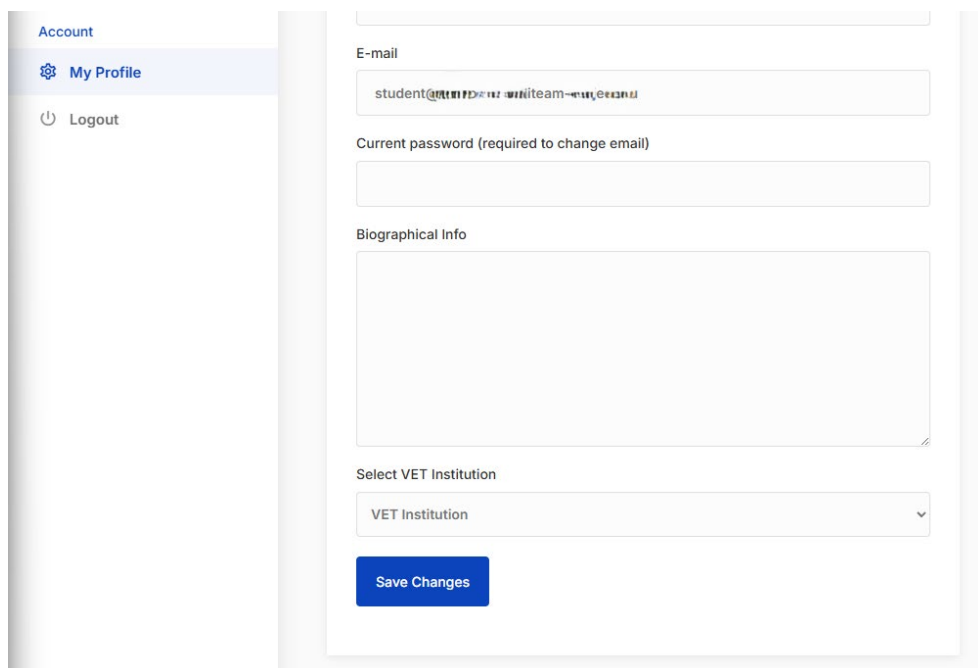
3 | Change or Update the Assigned VET Institution

If an apprentice needs to change the assigned VET Institution, this can be done from the profile settings.

Go to: <https://platform.qualiteam-project.eu/my-profile/>

Then:

1. Open **My Profile** from the dashboard menu.
2. Find the **Select VET Institution** field.
3. Choose the correct VET Institution from the dropdown menu.
4. Click **Save Changes**.



It is important that each apprentice is connected to the correct VET Institution, because VET Institutions may monitor placements, support the apprenticeship process, and follow the progress of their apprentices.

04

Browse Apprenticeship Opportunities

4 | Browse Apprenticeship Opportunities

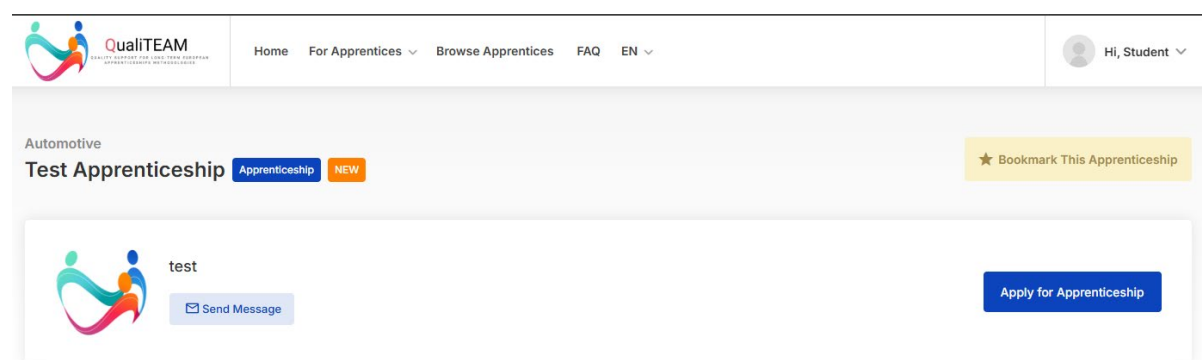
After completing the resume/profile and uploading the CV, apprentices can browse available apprenticeship opportunities.

Go to: <https://platform.qualiteam-project.eu/browse-apprenticeships/>

From the apprenticeship archive, apprentices can view available opportunities and select the one that best matches their profile, interests, skills, location, and learning goals.

Once an apprentice opens an apprenticeship opportunity, they can click:

Apply for Apprenticeship



Before applying, apprentices should read the apprenticeship details carefully and make sure the opportunity fits their profile and expectations.

05

Apply for an Apprenticeship

5 | Apply for an Apprenticeship

When the apprentice clicks **Apply for Apprenticeship**, the application is submitted through the platform.

After the application is submitted:

- the company receives an email notification with the application details,
- the company can review the apprentice's profile/resume,
- the company can access the uploaded CV file,
- the company can proceed with the application review process.

This ensures that the application is officially recorded inside the platform and that the company receives the necessary candidate information in a structured way.

06

**View Submitted
Applications**

6 | View Submitted Applications

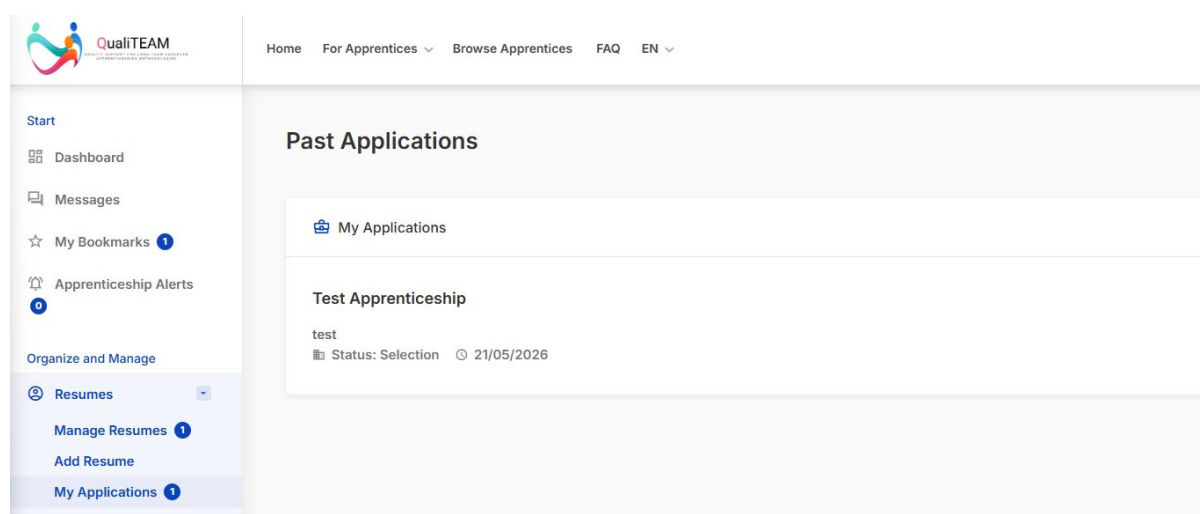
Apprentices can track their submitted applications from their dashboard.

Go to: **Resumes → My Applications**

or visit: <https://platform.qualiteam-project.eu/past-applications/>

In this section, apprentices can view:

- the apprenticeship title,
- the company name,
- the application status,
- the application date.



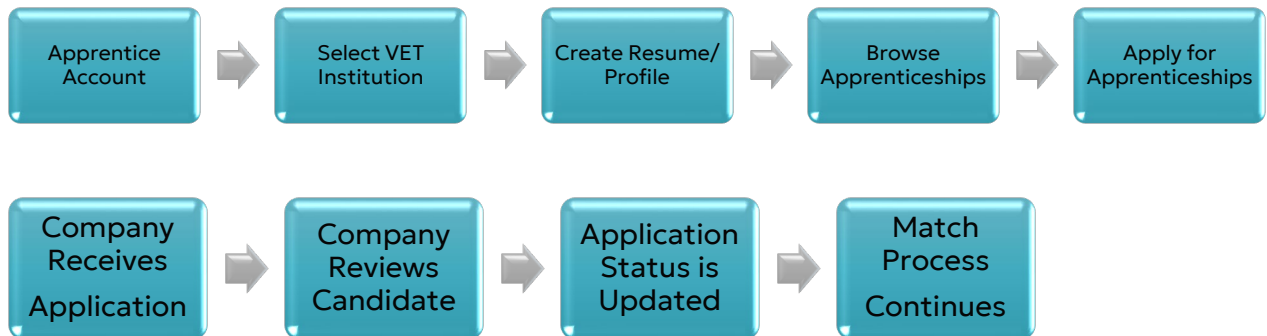
The application status helps apprentices follow the progress of each application. For example, an application may appear under a specific stage/status such as **Selection**, depending on the company review process.

07

Apprentice Platform Workflow

7 | Apprentice Platform Workflow

The apprentice workflow on the platform follows this process:



This workflow ensures that apprentices manage their own profile and CV, apply directly to available opportunities, and follow the application process through the official platform.

The platform was developed to support account creation, matching, communication, notifications, and monitoring of apprenticeship placements between apprentices, companies, and VET Institutions.

08

Good Practices for Apprentices

8 | Good Practices for Apprentices

Apprentices are advised to:

- Complete their profile before applying.
- Upload an updated CV in PDF format.
- Select the correct VET Institution.
- Use a clear professional title.
- Add accurate location and sector information.
- Apply only to opportunities that match their skills, interests, and learning goals.
- Check **My Applications** regularly to follow application status updates.
- Use the platform communication tools when contacting companies.

This helps companies evaluate applications more easily and ensures that the matching process takes place correctly inside the platform.

USER MANUAL FOR VET INSTITUTIONS

01

Registration

01 | Registration

Go to: [Vet Institution registration – QualiTeam Platform](#)

VET Institutions register by clicking Register as VET Institution button and filling in the VET Institution Registration form.

*Admin approval is required for user activation.



Home For Apprentices Browse Apprentices FAQ View Applications

LoginRegister

ApprenticeCompany

Username

Password

First Name

Last Name

Email

None Selected

☐ I agree to the Privacy Policy

Register Your Account

Register as VET Institution

Register as VET Institution

Email Address

Password

Confirm Password

Confirm Password

Username

VET Institution Name

Country

Contact Person Full Name

VET Sector Focus

Show privacy policy

☐ Please confirm that you agree to our privacy policy

Only fill in if you are not human

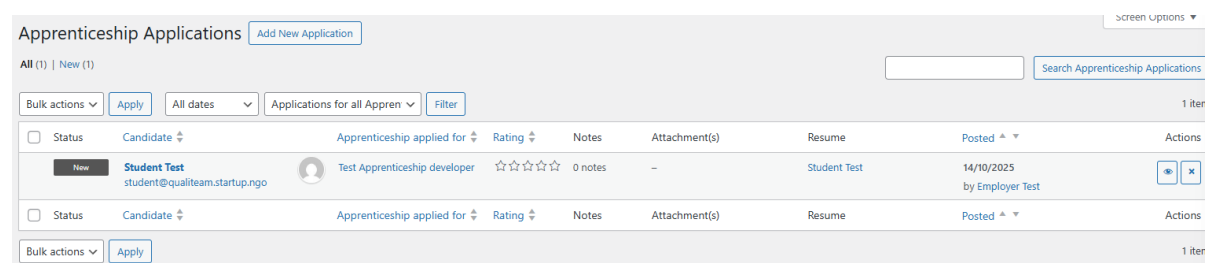
Register VET Institution

02

Apprenticeship Applications

2 | Apprenticeship Applications

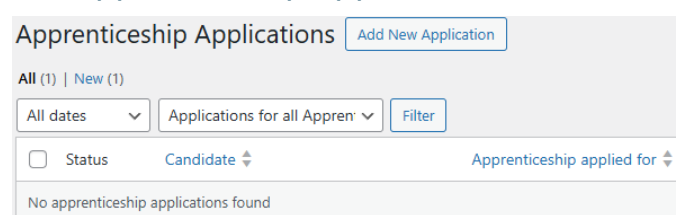
When an Apprentice is registered under a VET Institutions, Institutions can access and review their Apprenticeship Applications by clicking the menu item View Applications visible only to VET Institutions.



The screenshot shows the 'Apprenticeship Applications' interface. At the top, there's a header with 'Apprenticeship Applications' and an 'Add New Application' button. Below this, there are filters for 'All (1) | New (1)', a search bar, and bulk action buttons. The main table has columns: Status, Candidate, Apprenticeship applied for, Rating, Notes, Attachment(s), Resume, Posted, and Actions. One application is listed with status 'Candidate', candidate 'Student Test', and a rating of 5 stars.

Status	Candidate	Apprenticeship applied for	Rating	Notes	Attachment(s)	Resume	Posted	Actions
☐	Student Test student@qualiteam.startup.ngo	Test Apprenticeship developer	☆☆☆☆☆	0 notes	-	Student Test	14/10/2025 by Employer Test	View Close

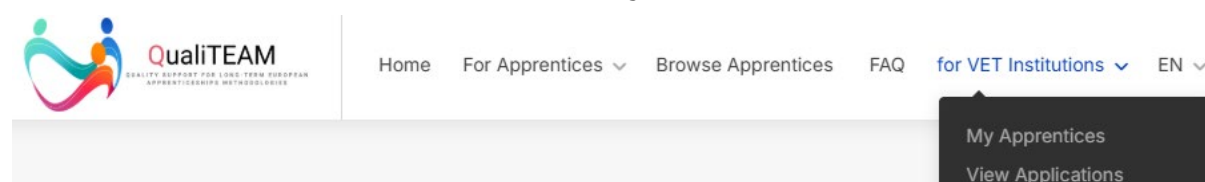
In case no Apprentice is registered under logged in VET Institution
“No apprenticeship applications found” message is shown.



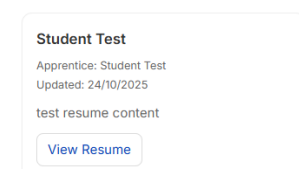
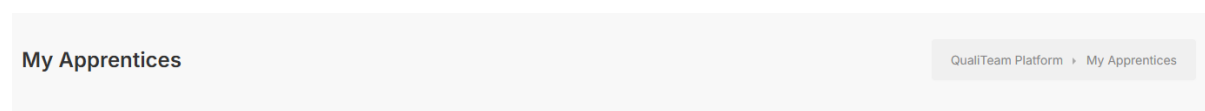
The screenshot shows the 'Apprenticeship Applications' interface with the same filters as the previous screenshot. However, the table is empty, and a message 'No apprenticeship applications found' is displayed at the bottom.

Status	Candidate	Apprenticeship applied for
No apprenticeship applications found		

VET Institution only visible menu item: **My Apprentices**



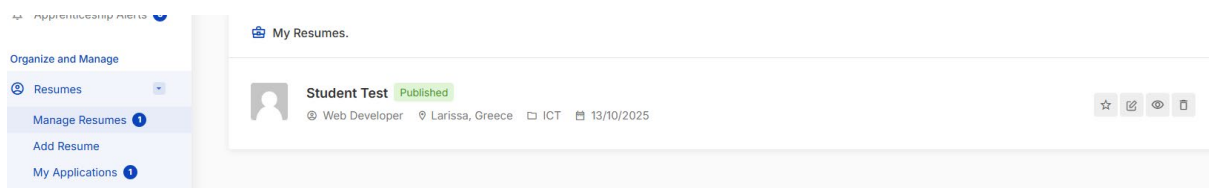
*Page visible only to VET Institutions for browsing Apprentices registered under logged in VET Institution account.



2 | Apprenticeship Applications

In case no Apprentice is registered under logged in VET Institution “No apprentices assigned to your institution yet.” message is shown.

Important: Apprentices must have an active Resume to be visible in the Platform and apply for Apprenticeships.



03

**Apprentice Register
Under VET Institution**

3 | Apprentice Register Under VET Institution

LoginRegister

ApprenticeCompany

Username

Password

First Name

Last Name

Email

None Selected

☐ I agree to the [Privacy Policy](#)

Register Your Account

Register as VET Institution

LoginRegister

ApprenticeCompany

Username

Password

First Name

Last Name

Email

None Selected

— No Institution / None —

VET Institution

VET Test

None Selected

Register as VET Institution

In Apprentice registration section user can select VET Institution from a list of registered VET Institutions in the platform (if there are already registered, else no option is available).

Resumes

Account

My Profile

Logout

Biographical Info

Select VET Institution

VET Institution

— No Institution / None —

VET Institution

VET Test

Apprentices have the option to add, update/change their VET Institution later on in their profile.



QualiTEAM

QUALITY SUPPORT FOR LONG-TERM EUROPEAN
APPRENTICESHIPS METHODOLOGIES



Co-funded by
the European Union

Funded by the European Union. Views and opinions expressed are however those of the author(s) only and do not necessarily reflect those of the European Union or the European Education and Culture Executive Agency (EACEA.) Neither the European Union nor EACEA can be held responsible for them.

