



QualiTEAM

QUALITY SUPPORT FOR LONG-TERM EUROPEAN
APPRENTICESHIPS METHODOLOGIES

USER MANUAL FOR **APPRENTICES OR CANDIDATES**



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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' form on the QualITEAM platform. The interface includes a top navigation bar with 'Home', 'For Apprentices', 'Browse Apprentices', 'FAQ', and 'EN'. A user profile 'Hi, Student' is visible in the top right. 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 main content area is titled 'Submit Resume' and contains a 'Resume Submission Form' with the following fields:

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

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

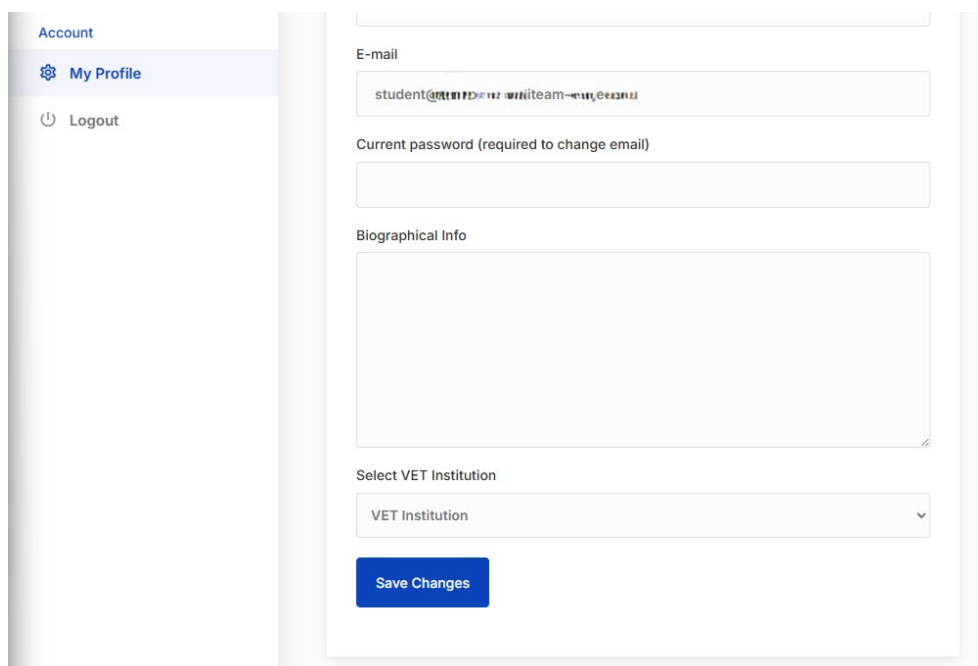
If an apprentice needs to change the assigned VET Institution, this can be done from the profile settings.

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.

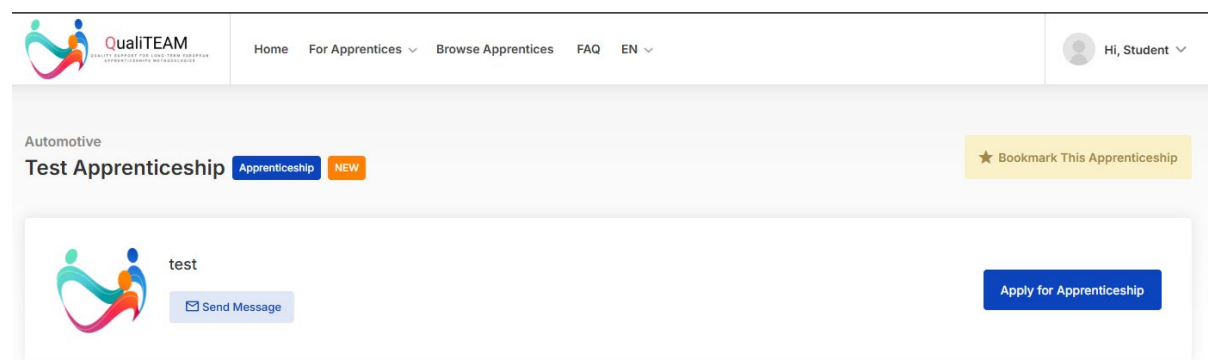
Go to:

<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:

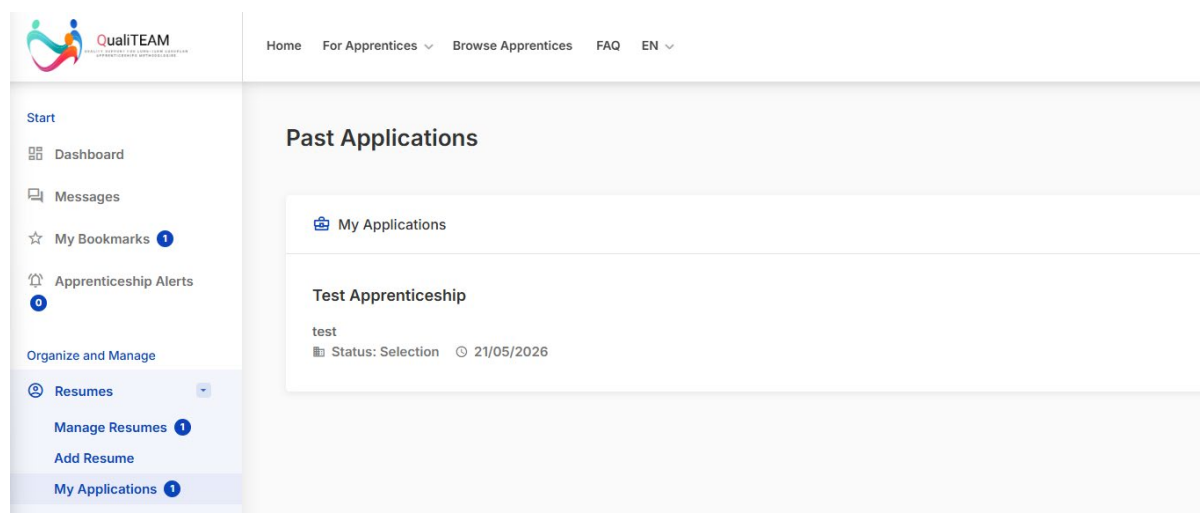
Resumes → My Applications

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.



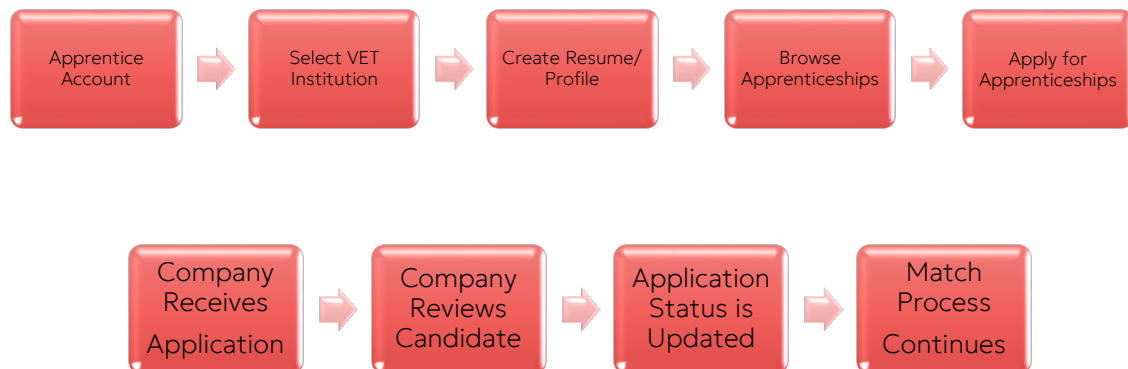
The application status helps apprentices follow the progress of each application. For example, an application may appear under a specific stage/status such as **Selection**, depending on the company review process.

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.



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