



QualiTEAM

QUALITY SUPPORT FOR LONG-TERM EUROPEAN
APPRENTICESHIPS METHODOLOGIES

USER MANUAL FOR **COMPANIES**



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Contents

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

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

The screenshot shows the 'My Profile' page for a company user on the QualiTTEAM platform. The header includes the QualiTTEAM logo and navigation links: Home, For Apprentices, Browse Apprentices, FAQ, and EN. There are also links for Log In and Register. The main content area is titled 'My Profile' and includes a breadcrumb trail: QualiTTEAM Platform > My Profile. Below this, there are two buttons: 'Login' and 'Register'. Underneath, there are two tabs: 'Apprentice' and 'Company', with 'Company' being the active tab. The registration form includes fields for 'Password', 'First Name', 'Last Name', 'Email', and 'Contact Person Full Name'. Below these fields is a checkbox for 'I agree to the Privacy Policy' and a 'Register Your Account' button. At the bottom, there is a 'Register as VET Institution' button.

My Profile

QualiTTEAM Platform > My Profile

Login Register

Apprentice Company

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 in the QualiTEAM portal. The form is titled 'Submit Company' and includes a sidebar with navigation options: Start, Dashboard, Messages, My Bookmarks, Organize and Manage (Apprenticeships, Companies, Manage Companies, Add Company), and Account (My Profile, Logout). 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, with some fields having optional labels and instructions. The form is designed to be user-friendly and comprehensive, allowing companies to provide detailed information about their organization and apprenticeship opportunities.

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' form on the QualiTEAM website. The left sidebar contains a navigation menu with options like 'Start', 'Dashboard', 'Messages', 'My Bookmarks', 'Organize and Manage', 'Apprenticeships', 'Manage Apprenticeships', 'Submit Apprenticeship', 'Companies', 'Account', 'My Profile', and 'Logout'. The main content area is titled 'Post an Apprenticeship' and includes a 'Select Company' dropdown, 'Instagram URL (optional)' and 'LinkedIn URL (optional)' text boxes, a checkbox for 'I accept the Terms and Conditions', and an 'Apprenticeship Submission Form' section with fields for 'Apprenticeship Title', 'Location', and 'Apprenticeship Region'. The top navigation bar includes 'Home', 'For Apprentices', 'Browse Apprentices', 'FAQ', 'EN', and a user profile 'Hi, Employer'.

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**

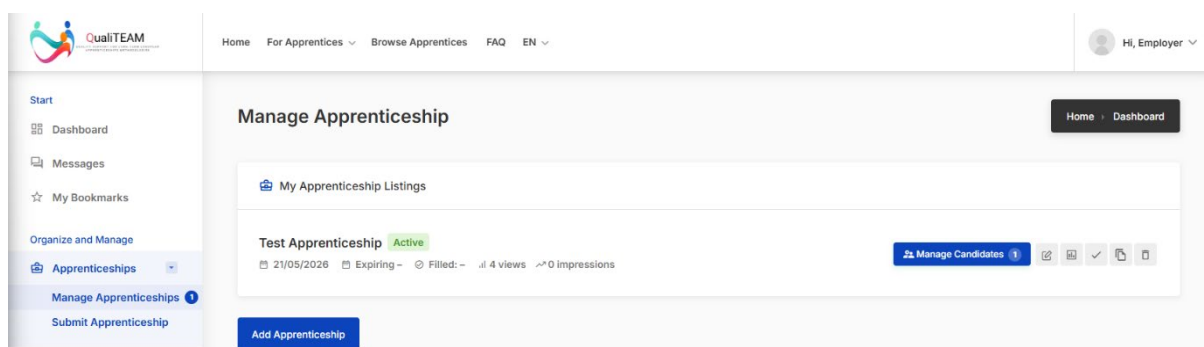
or visit: <https://platform.qualiteam-project.eu/manage-apprenticeship/>

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

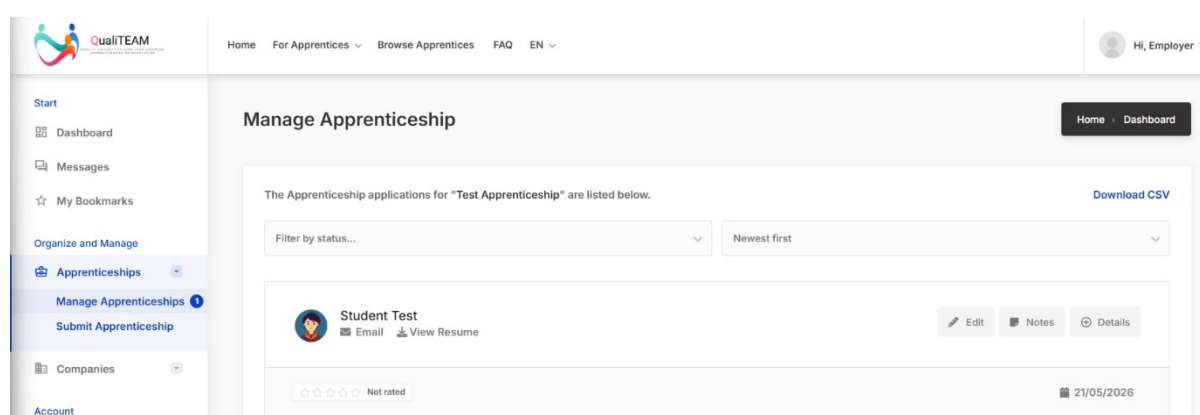
After clicking **Manage Candidates**, the company can view the list of apprentices who applied for the selected apprenticeship.

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

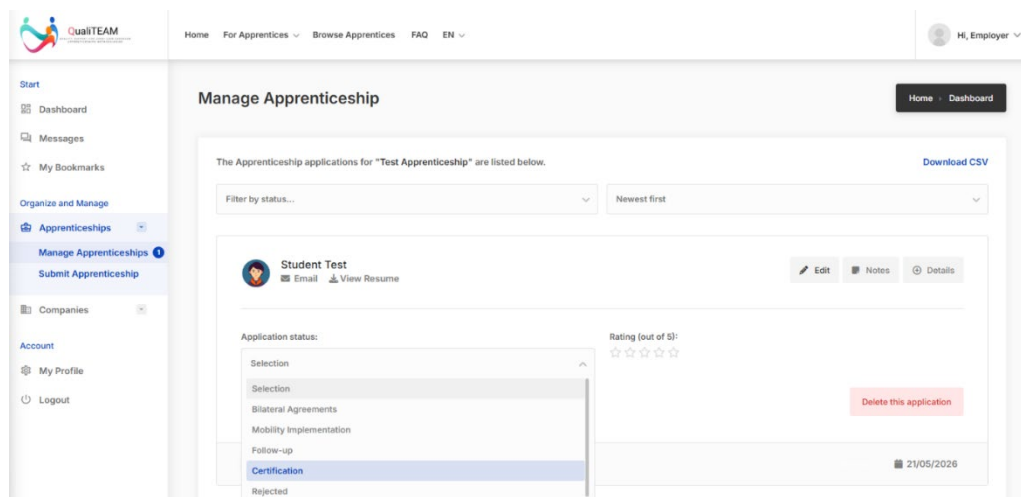
7 | Update Application Status

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:

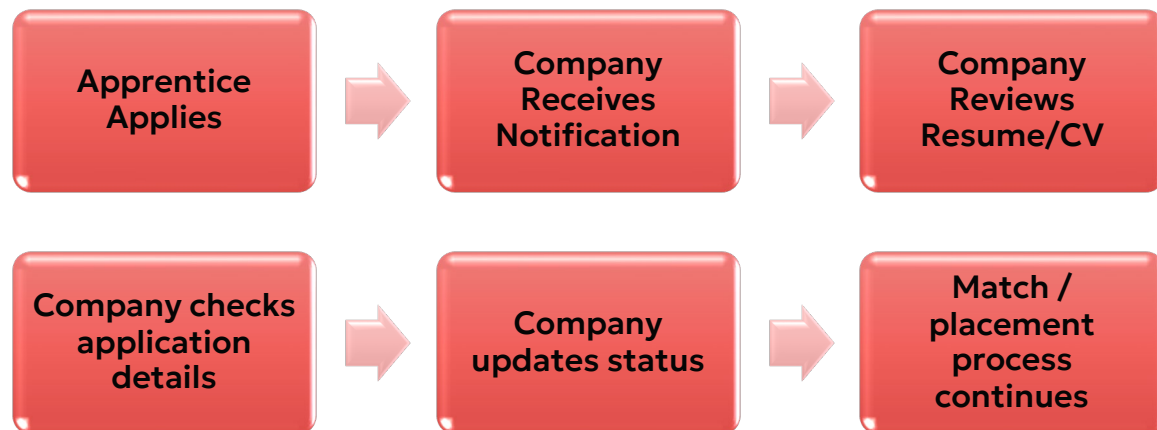
- **Selection:** the application is being reviewed.
- **Bilateral Agreements:** the apprentice and company are moving towards formal agreement.
- **Mobility Implementation:** the apprenticeship/mobility is active.
- **Follow-up:** the placement is being monitored after or during implementation.
- **Certification:** 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.



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