



QualiTEAM

QUALITY SUPPORT FOR LONG-TERM EUROPEAN
APPRENTICESHIPS METHODOLOGIES

USER MANUAL FOR **VET INSTITUTION**



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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.



HomeFor Apprentices ▼Browse ApprenticesFAQView 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

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

 ReadLab
Research Innovation and Development Lab

 CCI NICE CÔTE D'AZUR

 Confagricoltur
Campani

 ΣΘΕΒ
Συνδικάτο Θεσσαλονίκης
Εμπειρογώνων Εργαστηρίου

 BIC
Business
Innovation
Council

 cosvitec
Association
d'entreprises

 RÉPUBLIQUE
FRANÇAISE
Liberté
Égalité
Fraternité

 breta-cfa
PROVINCE 33

 IED

 M.A.R.E.A

 GIP FIPAN
ACADEMIE DE NICE

 GIP FICP
Académie d'Aix-Marseille

 OLYMPIC
TRAINING & CONSULTING

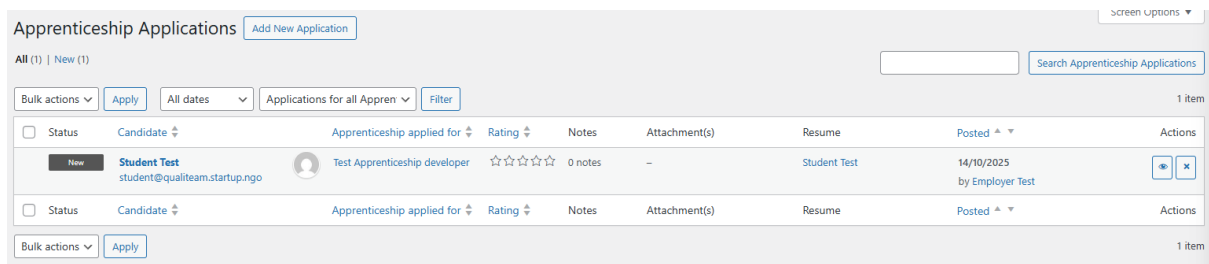
5

02

Apprenticeship Applications

2 | Apprenticeship Applications

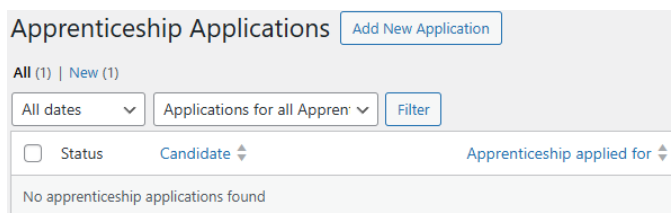
When an Apprentice is registered under a VET Institutions, Institutions can access and review their Apprenticeship Applications by clicking the menu item View Applications visible only to VET Institutions.



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, a search bar and filters are visible. The main table has columns for 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

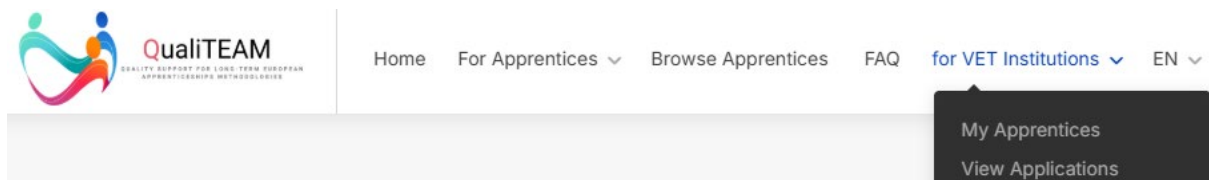
In case no Apprentice is registered under logged in VET Institution “*No apprenticeship applications found*” message is shown.



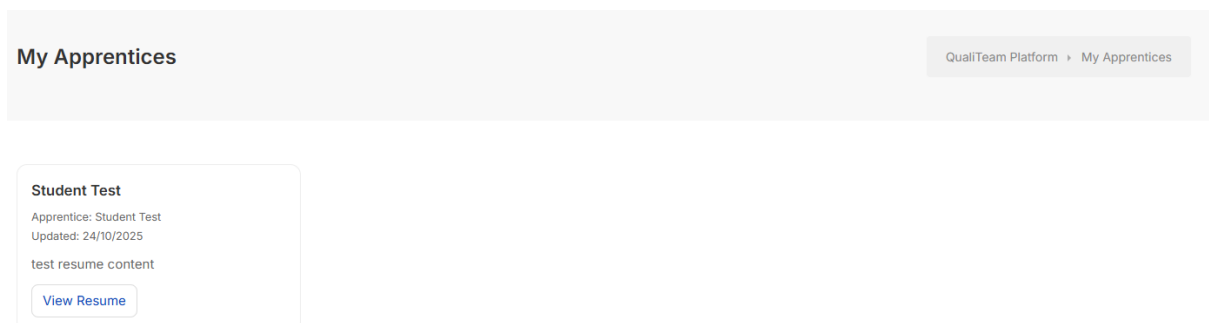
The screenshot shows the 'Apprenticeship Applications' interface with the message 'No apprenticeship applications found' displayed in the table area.

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.



The screenshot shows the 'My Apprentices' page. A card for 'Student Test' is displayed, showing the apprentice's name, status, update date, and a 'View Resume' button.

Student Test

Apprentice: Student Test
Updated: 24/10/2025

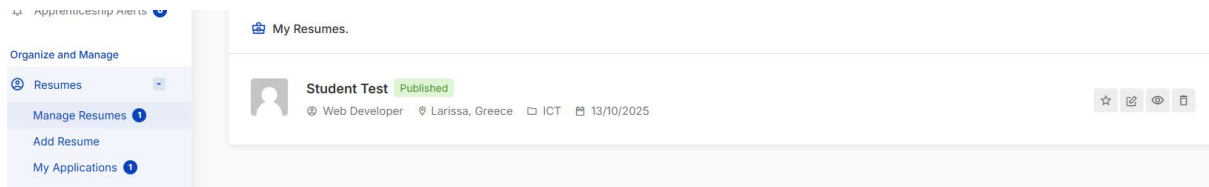
test resume content

[View Resume](#)

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.



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