What is VEESS?

Vocational Education Employer Self Service (VEESS) is an online self-service system developed by RMIT University that provides you as an employer direct, real-time access to your employees' training records; and is available 24/7 from any computer with an internet connection.

For your apprentices/trainees you can:
- View attendance, training and assessment progress
- Review and approve training plan
- Review and confirm competence for courses and qualification

Before you begin

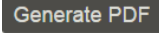- Confirm your username (a 'Y' followed by a five digit number)

Set/reset your password
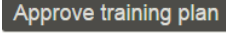
1. Navigate to **veess.rmit.edu.au**
2. Select the **Reset your password** link.
3. Enter your **username (Y number)** in the **RMIT ID** field.
4. Enter your **surname** in the **Last name or Family name** field.
5. Enter the **text within the image** into the **text box below** the image.
6. Select **Submit**
7. Select your preferred option to reset your password (mobile or email).
8. Enter the **reset code** that is sent to you into the **Code** field.
9. Select **Submit code** and follow the prompts to record your password.

Login to Vocational Education Employer Self Service (VEESS)

1. Navigate to **veess.rmit.edu.au**
2. Enter your **username (Y number)** in the **RMIT ID** field.
3. Enter your **password** in the **Password** field.
4. Select LOGIN.
5. Read the *VEESS Conditions of Use*.
6. Tick the **tickbox** to confirm you agree to the conditions.
7. Select Next.
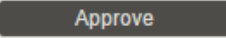   Your *VEESS Welcome page* is displayed with a list of your current apprentices/trainees.

View and approve an apprentice's/trainee's Training plan

1. From your **My Students** list select their **Training Plan** link.
2. View key training plan information by selecting the section headings.
3. Select Generate PDF to view the complete training plan.
4. Select Approve training plan. Select Yes to confirm you have read and agree to your training plan responsibilities.
5. Select Home to return to your *VEESS Welcome page*.

View attendance records for an apprentice/trainee

1. From your **My Students** list select their **Attendance** link.
2. The *Attendance* page is displayed with the current month. A date attendance is required may have any combination of Scheduled (, ,), Attended , Absent or Approved Absence .
3. Use the **Previous Month** and **Next Month** links or the **Month** and **Year** drop down menus to view past and future attendance dates.
4. Select Home to return to your *VEESS Welcome* page.

View an apprentice's/trainee's academic progress

1. From your **My Students** list select their **Progress** link.
2. Select a **stage** to view the course statuses within that stage.
3. Select the **Activities Completed** link to view their progress through activities for the course. Select Back to return to the *Academic Progress* page.
4. If a course requires your confirmation of workplace competency, select Approve to sign off on their competency.
5. Select Yes to confirm the apprentice/trainee is competent for the course.
6. Select Home to return to your *VEESS Welcome* page.

Refer to the **Vocational Education Employer Self Service User Guide** for full usage instructions and frequently asked questions.