**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)

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**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.

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**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.