

External Provider

User Manual

Rex Doc No



MELBOURNE
ARCHDIOCESE
CATHOLIC SCHOOLS

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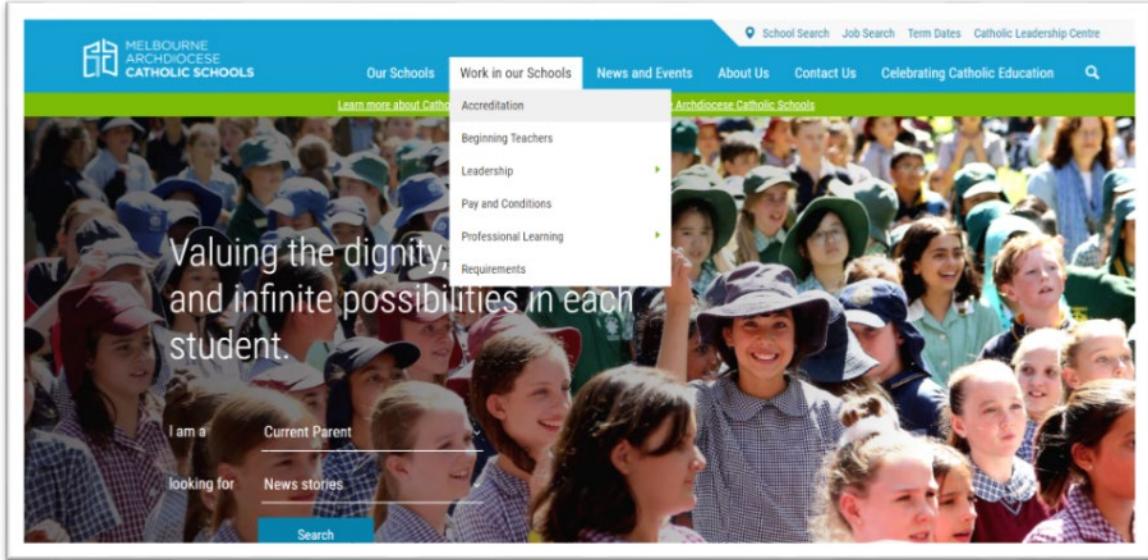
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TAP –External In-Service Provider

Registration

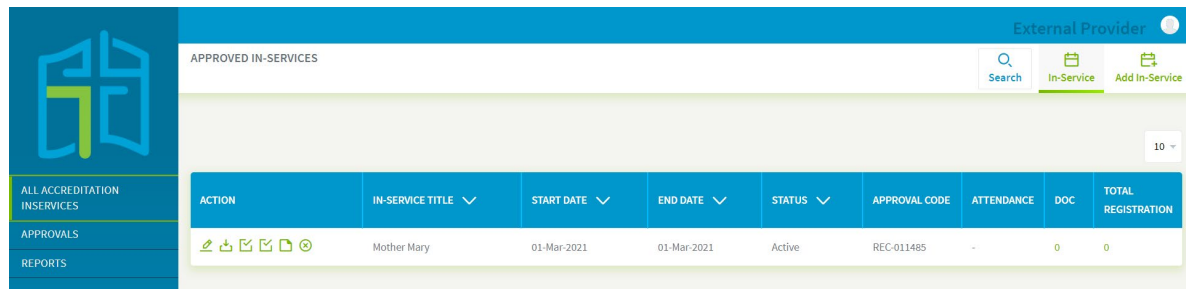
To access the Teacher Accreditation Platform (TAP) you need to click on the ‘TAP-Teachers Accreditation Platform’ link on [MACS website](#), under **Work in our schools > Accreditation**.



To become an External In-Service Provider please make sure you have registered using the registration form page under the sign in page.







Please fill out your details accordingly and your request will be sent to the Accreditation Team for approval. Once your registration has been approved, you will receive an email confirming your log in credentials.

- Once you are in TAP, you can access various functions by clicking on one of the menu items that are available in the blue column to the left of the screen i.e.
 - **ALL ACCREDITATION INSERVICES**
 - **APPROVALS**
 - **REPORTS**









All Accreditation In Services

This page will show all In Services that have been created by your user account.

ACTION	IN-SERVICE TITLE	START DATE	END DATE	STATUS	APPROVAL CODE	ATTENDANCE	DOC	TOTAL REGISTRATION
     	Mother Mary	01-Mar-2021	01-Mar-2021	Active	REC-011485	-	0	0

- The 6 action icons enable you to do the following:
 - Edit the In-Service
 - Download registration details
 - Bulk import attendance using a csv template (You will find a csv template to use once you have clicked on the icon)
 - Mark attendance
 - Add Documents to In-Service
 - Delete the In-Service

When you hover over the icons, a pop up box will appear describing the function of that icon e.g. the first icon below is for the **Edit this In-Service** function as per below screenshot:

ACTION	IN-SERVICE TITLE	START DATE	END DATE	STATUS	APPROVAL CODE	ATTENDANCE	DOC	TOTAL REGISTRATION
     	Mother Mary	01-Mar-2021	01-Mar-2021	Active	REC-011485	-	0	0



Submit an In-Services

To submit an In-Service for approval for the purpose of Accreditation to Teach and to Teach RE or Lead in Catholic Schools in Victoria, select the Add In-Service tab at the top right-hand corner.



Once you click on the **Add In-Service** button, you will land on the **ADD INSERVICE** page which will request that you enter the details of the External In-Service you wish to create.

A screenshot of the 'ADD INSERVICE' page in the External Provider system. The page has a blue header with the 'External Provider' logo and name. Below the header, there are two tabs: 'In-Service' and 'Add In-Service', with 'Add In-Service' being the active tab. The main content area contains a form titled 'ADD INSERVICE' with a sub-header 'IN-SERVICE DETAILS'. The form has five tabs: 'GENERAL', 'CPD CATEGORY', 'DESCRIPTION', 'DATE', and 'RECOMMEND'. The 'GENERAL' tab is selected, showing a 'GENERAL INFORMATION' section with a text input field for 'In-Service Title *'. The left sidebar contains navigation links for 'ALL ACCREDITATION INSERVICES', 'APPROVALS', and 'REPORTS'.

There are five other tabs at the top of the form that can be selected to enter the relevant details for that tab i.e.

- **GENERAL**
- **CPG CATEGORY**
- **DESCRIPTION**
- **DATE**
- **RECOMMEND**

To begin adding an In-Service under **GENERAL**, click on this tab to fill out all the mandatory information needed as shown below.

(Note: The system will initially default to the **GENERAL INFORMATION** page)



IN-SERVICE DETAILS GENERAL CPD CATEGORY DESCRIPTION DATE RECOMMEND

GENERAL INFORMATION

In-Service Title *

In-Service Provider *

In-Service Venue *

In-Service Presenters *

In-Service Category *

Please choose..

IN-SERVICE THUMBNAIL

Upload Thumbnail

Choose File No file chosen

APST

APST (Australian Professional Standards for Teachers) *

The APST are used by all teachers in Australia, including those registered with the Victorian Institute of Teaching.

Yes No

Professional Knowledge

Professional Practice

Professional Engagement

[SAVE IN-SERVICE AS DRAFT](#) [SAVE AND SEND FOR APPROVAL](#)

Select **CPD CATEGORY** tab next to the **GENERAL** tab. Through each CPD Category you can allocate Accreditation hours to different categories.

If your In-Service has been developed to count towards both levels of accreditation, please make sure you have selected ALL the relevant category options in both accreditation levels ticking the box and adding a numer to each of the categories

External Provider

ADD INSERVICE In Service Add In-Service

Please enter details of the external In-Service you wish to create.

IN-SERVICE DETAILS GENERAL CPD CATEGORY DESCRIPTION DATE RECOMMEND

ASSIGN CPD CATEGORIES

At least 1 category required



ASSIGN CPD CATEGORIES

At least 1 category required

Gaining / Maintaining Accreditation to Teach in a Catholic School

	ACCREDITATION HOURS	CPD CATEGORY TITLE
<input type="checkbox"/>	<input type="text"/>	Aims and objectives of the Catholic school
<input type="checkbox"/>	<input type="text"/>	Faith development
<input type="checkbox"/>	<input type="text"/>	Catholic identity, culture and tradition (including prayer, liturgy, scripture and Catholic Social Teaching)

Maintaining Accreditation to Teach RE or Lead in a Catholic School

	ACCREDITATION HOURS	CPD CATEGORY TITLE
<input type="checkbox"/>	<input type="text"/>	Catholic Identity and Culture
<input type="checkbox"/>	<input type="text"/>	Prayer and Liturgy
<input type="checkbox"/>	<input type="text"/>	Scripture
<input type="checkbox"/>	<input type="text"/>	Catholic Social Teaching
<input type="checkbox"/>	<input type="text"/>	Theology or Religious Education

Select the **DESCRIPTION** tab to input the summary and description of the In-Service

External Provider

In-Service Add In-Service

Please enter details of the External In-Service you wish to create.

IN-SERVICE DETAILS GENERAL CPD CATEGORY **DESCRIPTION** DATE RECOMMEND

IN-SERVICE DESCRIPTION

Summary *

Description *

Rich text editor toolbar: Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Source, Undo, Redo, Print, Refresh, Help.

Select the **DATE** tab to allocate a start and end date: as well as the time of the In-Service for the application of Accreditation Hours.

External Provider

In-Service Add In-Service

ADD INSERVICE

Please enter details of the External In-Service you wish to create.

IN-SERVICE DETAILS GENERAL CPD CATEGORY DESCRIPTION **DATE** RECOMMEND

IN-SERVICE DATE

Start Date * End Date *

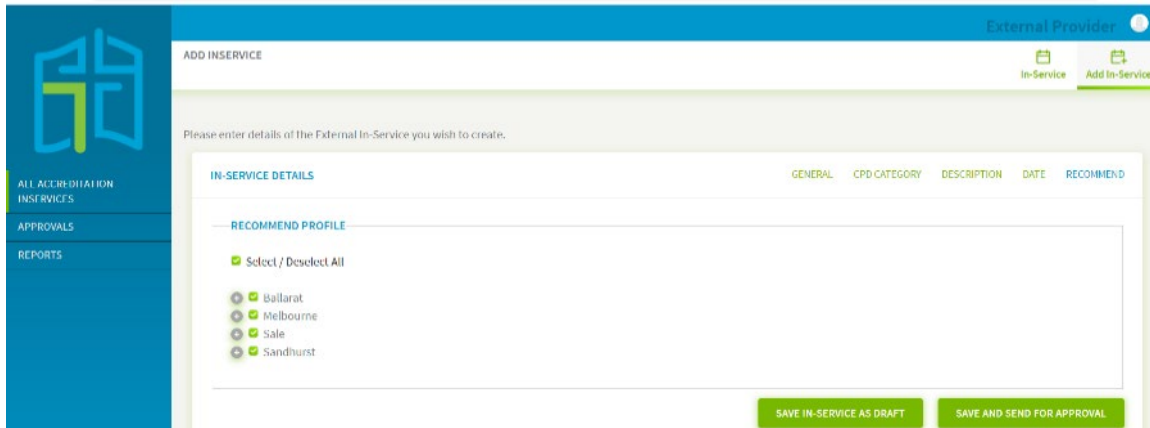
Start Time * End Time *

09:00 12:00

SAVE IN-SERVICE AS DRAFT SAVE AND SEND FOR APPROVAL



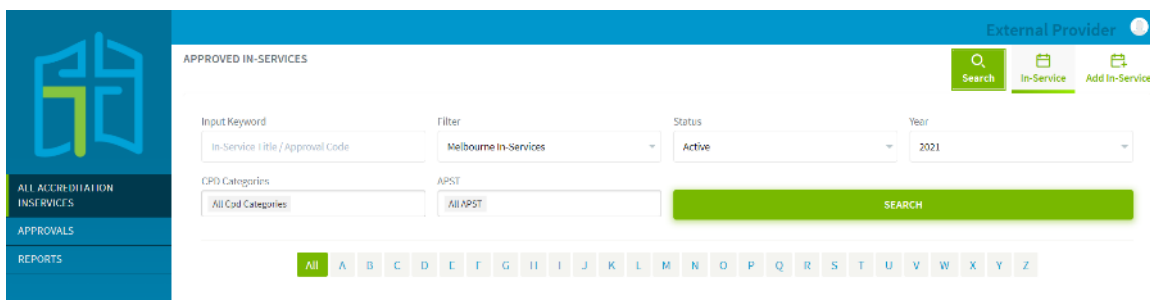
Select the **RECOMMEND** tab to allocate the group for this In-Service.



You have the options of **SAVE IN-SERVICE AS DRAFT** to continue editing later or **SAVE AND SEND FOR APPROVAL** to the Accreditation team, when you are ready.

Search In-Services

To search for active, disabled, draft or declined in-services created, use the **SEARCH** button located on the top right hand corner of the **ALL ACCREDITATION INSERVICES** page.



- **Input Keyword:** Allows you to search In-Services or an approval code
- **Status:** Allow you to filter through all In-Services using active, draf, disabled or declined.
- **Year:** You can choose which year you would like to filter all In-Services.
- **CPD Categories:** Allow you to choose which CPD category to show
- **APST (Australian Professional Standards for Teachers):** Allow you to filter hrough all professional development categories.



Approvals

The Approvals menu tab allows you to see all In-Services submitted and awaiting approval, it will also display the status of the In-Service. Only the Accreditation Team can approve the pending In Services.

If required, you are able to delete an In-Service you have created, under Actions select the Delete button.

IN SERVICE TITLE	CREATED BY	ORGANISATION	VENUE	START DATE	STATUS	ACTIONS
Test			Catholic School	25-Feb-2021	Pending Approval	Delete

Reports

Report 5 allows you to see all **Approved External In-Services** you have created, select View Report to view results.

REPORT TITLE	REPORT DESCRIPTION	ACTIONS
Report 5	Generate a report of all Accredited In-Services	View Report

