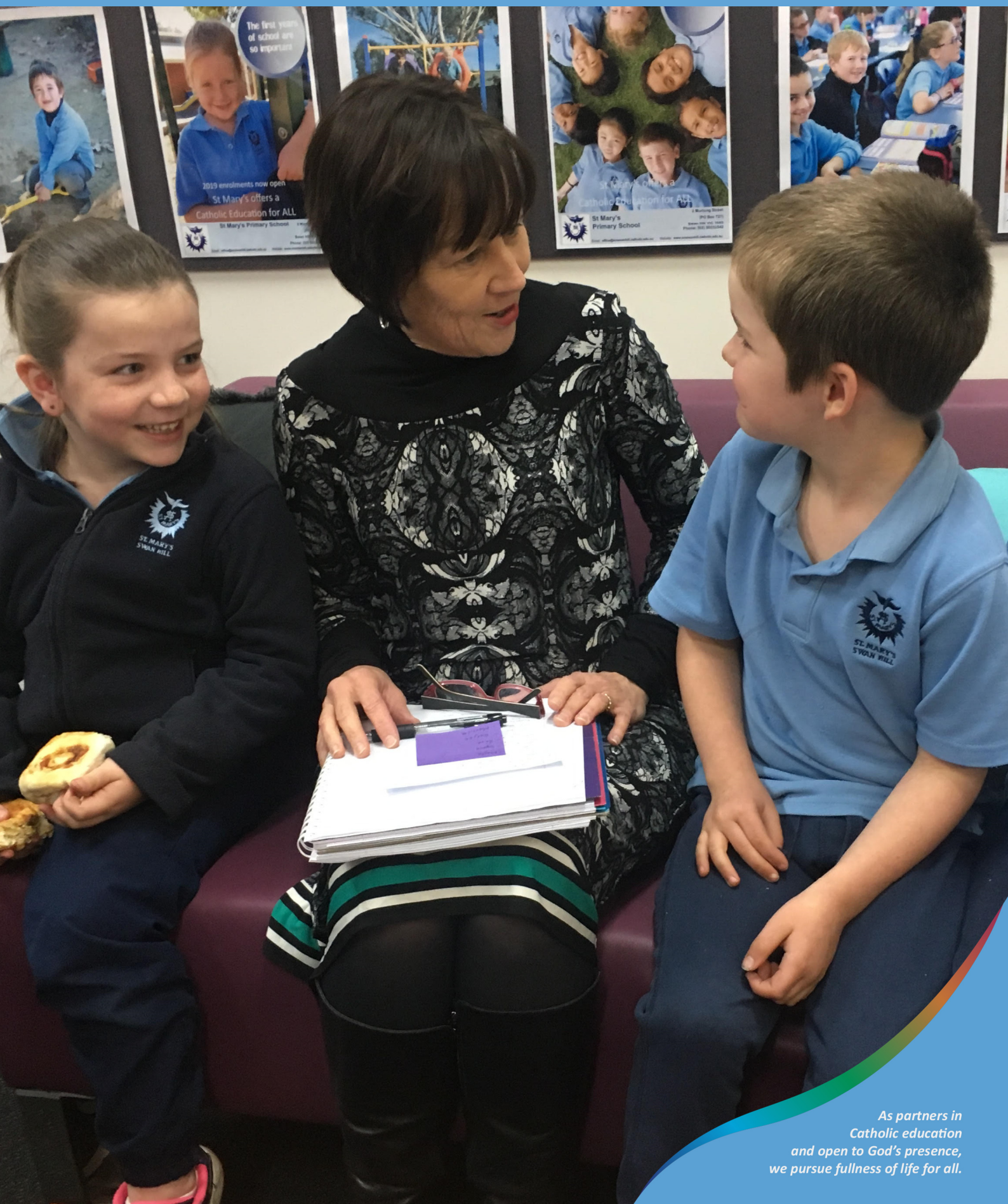


# Teacher Accreditation Platform (TAP) External Provider User Manual

DIOCESE  
OF  
BALLARAT  
CATHOLIC  
EDUCATION  
LIMITED



CATHOLIC EDUCATION BALLARAT



*As partners in  
Catholic education  
and open to God's presence,  
we pursue fullness of life for all.*

## TABLE OF CONTENTS

TAP – External In-Service Provider	3
Registration	3
Access	4
All Accreditation In-Services	5
Submit an In-Service	6
Search In-Services	10
Approvals	10
Reports	10



# TAP – External In-Service Provider

## Registration

To become an External In-Service Provider please make sure you have registered using the link on the Accreditation page of the CEB/DOBCEL website.

[Home](#) > [Professional Learning](#) > Accreditation

## Accreditation

### The new online Teacher Accreditation Platform is now available

TAP will allow schools to apply for professional learning and other accreditation-related activities more easily.

Schools will also be able to apply for accreditation online and to generate their own accreditation reports.

[See manuals below.](#)

**Launch the Teacher Accreditation Platform (TAP)**

Leaders and teachers in Catholic schools play an essential part in seeking to ensure that students experience a quality education, and are invited to encounter God and develop their knowledge and appreciation of the Catholic faith and tradition.

The accreditation process aims to support leaders and teachers entering and continuing service in Catholic education to develop the knowledge and skills that will support authentic witness in and across all Victorian Catholic schools.

Leaders and teachers entering Catholic education without being accredited to teach in a Catholic school are granted a five-year period from the commencement of employment to secure their accreditation.

There are two levels of accreditation in recognition of the different roles that leaders and teachers undertake:

- **Accreditation to Teach in a Catholic School** (gain and maintain)
- **Accreditation to Teach Religious Education or Lead in a Catholic School** (gain and maintain).

All teachers are required to gain and maintain Accreditation to Teach in a Catholic School.

All teachers of Religious Education and leaders are required to gain and maintain Accreditation to Teach Religious Education or Lead in a Catholic School. (Note: Meeting the study and currency requirements of Accreditation to Teach Religious Education or Lead in a Catholic School also satisfies the requirements of Accreditation to Teach in a Catholic School.)

The [Policy](#) and [Implementation Guidelines](#) are also available to download.

### External Providers

If you are applying to have your professional learning approved for accreditation purposes, please [click here](#).


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.

## Access

Once you have received your email confirming your log in credentials, click on the same link as when you registered and enter your details to log into CECV.



## Login

Username

Password

☐ Remember Me

LOGIN

Not registered yet? [External In-service provider registration](#)

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**

The screenshot shows the TAP system interface. On the left is a blue sidebar with the Catholic Education Diocese of Sydney logo and a menu with 'ALL ACCREDITATION INSERVICES', 'REPORTS', and 'APPROVALS'. The main area has a header 'APPROVED IN-SERVICES' with a search bar and 'In-Service'/'Add In-Service' buttons. Below is a table with 10 columns: ACTION, IN-SERVICE TITLE, START DATE, END DATE, STATUS, APPROVAL CODE, ATTENDANCE, DOC, and TOTAL REGISTRATION. The table shows two rows of data.







APPROVED IN-SERVICES									
Page: 1 of 6      1 2 3 4 5 Next > Last >      Go to page 1									
ACTION	IN-SERVICE TITLE	START DATE	END DATE	STATUS	APPROVAL CODE	ATTENDANCE	DOC	TOTAL REGISTRATION	
	A Body Both Suffering and Glorious: The Mystical Union of Christ and the Church	26-Feb-2015	26-Feb-2015	Active	DC61	-	0	0	
	A Survival Guide to Sane Spirituality in Catholic Education	15-Aug-2016	15-Aug-2016	Active	DC69	-	0	0	

## All Accreditation In-Services













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

 ALL ACCREDITATION IN-SERVICES REPORTS APPROVALS	APPROVED IN-SERVICES <span>Principal</span> <span>Search</span> <span>In-Service</span> <span>Add In-Service</span>								
	Page: 1 of 6 <span>1 2 3 4 5 Next &gt; Last &gt;</span> <span>Go to page 1</span>								
	ACTION	IN-SERVICE TITLE	START DATE	END DATE	STATUS	APPROVAL CODE	ATTENDANCE	DOC	TOTAL REGISTRATION
	     	A Body Both Suffering and Glorious: The Mystical Union of Christ and the Church	26-Feb-2015	26-Feb-2015	Active	DC61	-	0	0
	     	A Survival Guide to Sane Spirituality in Catholic Education	15-Aug-2016	15-Aug-2016	Active	DC69	-	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 the icon)
-  Mark attendance
-  Add documents to the 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
     	Leading for Learning	17-Mar-2021	18-Mar-2021	Active	REC-011484	-	0	0
     	Leading for Learning the Journey Continues	02-Mar-2021	03-Mar-2021	Active	REC-011513	-	0	0

## Submit an In-Service

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 IN-SERVICE** page which will request that you enter the details of the External In-Service you wish to create.

The screenshot shows the "ADD IN-SERVICE" page. At the top, there is a blue header bar with "External Provider" and a dropdown arrow. Below the header, there is a navigation bar with "ADD IN-SERVICE" on the left and two buttons on the right: "In-Service" (with a calendar icon) and "Add In-Service" (with a calendar icon and a plus sign). The main content area has a light green background and contains the text "Please enter details of the External In-Service you wish to create." Below this, there is a tabbed interface with five tabs: "IN-SERVICE DETAILS", "GENERAL", "CPD CATEGORY", "DESCRIPTION", "DATE", and "RECOMMEND". The "GENERAL" tab is currently selected. Under the "GENERAL" tab, there is a section titled "GENERAL INFORMATION" with a text input field labeled "In-Service Title \*".

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**
- **CPD 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 number to each of the categories.

## IN-SERVICE DETAILS

GENERAL CPD CATEGORY DESCRIPTION DATE RECOMMEND

## 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

## 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.

The screenshot shows the 'IN-SERVICE DETAILS' form with the 'DESCRIPTION' tab selected. The form has a left sidebar with navigation links: 'ALL ACCREDITATION IN-SERVICES', 'REPORTS', and 'APPROVALS'. The main content area is titled 'Please enter details of the External In-Service you wish to create.' and contains two tabs: 'GENERAL', 'CPD CATEGORY', 'DESCRIPTION' (selected), 'DATE', and 'RECOMMEND'. The 'DESCRIPTION' tab is active, showing a 'Summary \*' text field and a 'Description \*' rich text editor with a toolbar. At the bottom right, there are two yellow buttons: 'SAVE IN-SERVICE AS DRAFT' and 'SAVE AND SEND FOR APPROVAL'.

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.

The screenshot shows the 'IN-SERVICE DETAILS' form with the 'DATE' tab selected. The form has a left sidebar with navigation links: 'ALL ACCREDITATION IN-SERVICES', 'REPORTS', and 'APPROVALS'. The main content area is titled 'Please enter details of the External In-Service you wish to create.' and contains two tabs: 'GENERAL', 'CPD CATEGORY', 'DESCRIPTION', 'DATE' (selected), and 'RECOMMEND'. The 'DATE' tab is active, showing a 'Start Date \*' and 'End Date \*' text field, and a 'Start Time \*' and 'End Time \*' text field. At the bottom right, there are two yellow buttons: 'SAVE IN-SERVICE AS DRAFT' and 'SAVE AND SEND FOR APPROVAL'.

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

The screenshot shows the 'IN-SERVICE DETAILS' form with the 'RECOMMEND' tab selected. The form has a left sidebar with navigation links: 'ALL ACCREDITATION IN-SERVICES', 'REPORTS', and 'APPROVALS'. The main content area is titled 'Please enter details of the External In-Service you wish to create.' and contains two tabs: 'GENERAL', 'CPD CATEGORY', 'DESCRIPTION', 'DATE', and 'RECOMMEND' (selected). The 'RECOMMEND' tab is active, showing a 'RECOMMEND PROFILE' section with a 'Select / Deselect All' checkbox and a list of locations: Ballarat, Melbourne, Sale, and Sandhurst, each with a checkbox. At the bottom right, there are two yellow buttons: 'SAVE IN-SERVICE AS DRAFT' and 'SAVE AND SEND FOR APPROVAL'.

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.

The image shows two yellow buttons side-by-side. The left button is labeled 'SAVE IN-SERVICE AS DRAFT' and the right button is labeled 'SAVE AND SEND FOR APPROVAL'.

## 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.

APPROVED IN-SERVICES

Search In-Service Add In-Service

Input Keyword: In-Service Title / Approval Code Status: Active Year: All Years

CPD Categories: All CPD Categories APST: All APST

SEARCH

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

- **Input Keyword:** Allows you to search In-Services or an approval code.
- **Status:** Allow you to filter through all In-Services using active, draft, 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 through 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