

# Teacher Accreditation Platform (TAP) Principal (Manager) 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 – Principal (Manager) .....	3
All Accreditation In Services.....	4
Search of an InService.....	7
Endorse a Teacher’s Attendance .....	8
Approvals .....	9
Reports.....	9

## TAP – Principal (Manager)

Access to TAP is via the CEB/DOBCEL website. On the Accreditation page, you need to click on the **LAUNCH THE TEACHER ACCREDITATION PLATFORM (TAP)** button.

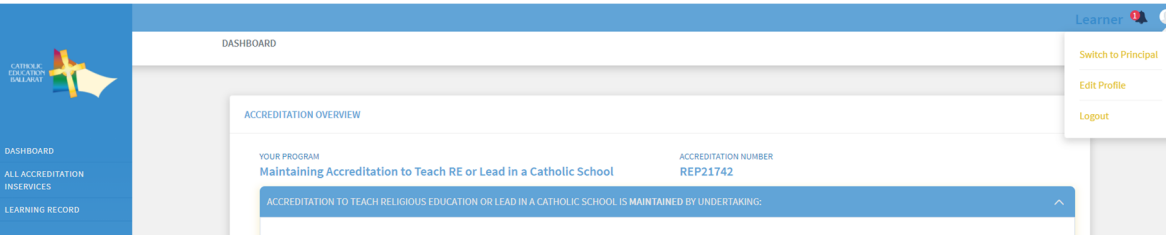
**Launch the Teacher Accreditation Platform (TAP)**

This will then ask you to log in via CEVN using your C number.



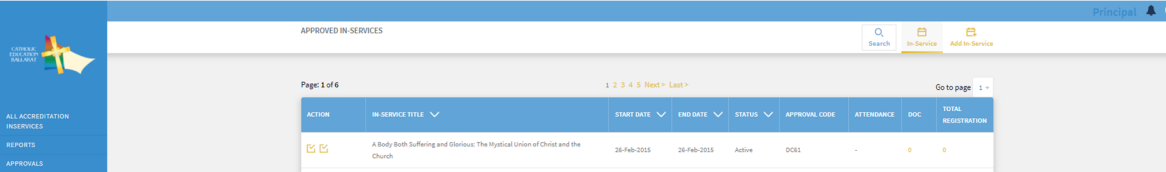
The image shows the CECV CEVN LOG-IN page. At the top right is the CECV logo with the text "catholic education commission of victoria ltd" and "ACN 119 459 853". Below the logo is the heading "CEVN LOG-IN". A horizontal line separates the heading from the login form. The form contains the text "Enter your CNumber / CEM login and password below:". There are two input fields: "CNumber / CEM Login:" and "Password:". Below the password field is a red "LOG IN" button. At the bottom of the form is a link "Change Password" and a note: "Contact your school's CECV administrator for any queries regarding your CNumber / CEM Login or password."

You will be directed to your Learner's profile. In order to swap to your Principal's profile, you need to switch to Principal's account on the right upper corner on the person icon.



The image shows a dashboard for a Learner. The top navigation bar is blue and contains the text "DASHBOARD" and "Learner" with a person icon. On the right side of the navigation bar is a dropdown menu with the options "Switch to Principal", "Edit Profile", and "Logout". The main content area is titled "ACCREDITATION OVERVIEW". It contains a section "YOUR PROGRAM" with the text "Maintaining Accreditation to Teach RE or Lead in a Catholic School" and "ACCREDITATION NUMBER REP21742". Below this is a blue bar with the text "ACCREDITATION TO TEACH RELIGIOUS EDUCATION OR LEAD IN A CATHOLIC SCHOOL IS MAINTAINED BY UNDERTAKING:". At the bottom of the main content area is a note: "60 hours of nonformal learning or formation in each five-year period following the initial gaining of accreditation, balanced across the areas of:".








Once you change your profile to Principal, you will be directed to the **ALL ACCREDITATION IN-SERVICES**.



The image shows a dashboard for a Principal. The top navigation bar is blue and contains the text "APPROVED IN-SERVICES" and "Principal" with a person icon. On the right side of the navigation bar is a dropdown menu with the options "Search", "In-Service", and "Add In-Service". The main content area is titled "APPROVED IN-SERVICES". It contains a table with the following columns: "ACTION", "IN-SERVICE TITLE", "START DATE", "END DATE", "STATUS", "APPROVAL CODE", "ATTENDANCE", "DOC", and "TOTAL REGISTRATION". The table has 6 rows. The first row is highlighted in blue and contains the text "A Body Both Suffering and Glorious: The Mystical Union of Christ and the Church". The second row contains the text "A Body Both Suffering and Glorious: The Mystical Union of Christ and the Church". The third row contains the text "A Body Both Suffering and Glorious: The Mystical Union of Christ and the Church". The fourth row contains the text "A Body Both Suffering and Glorious: The Mystical Union of Christ and the Church". The fifth row contains the text "A Body Both Suffering and Glorious: The Mystical Union of Christ and the Church". The sixth row contains the text "A Body Both Suffering and Glorious: The Mystical Union of Christ and the Church".

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-2023	26-Feb-2023	Active	DCS1	-	0	0
	A Body Both Suffering and Glorious: The Mystical Union of Christ and the Church	26-Feb-2023	26-Feb-2023	Active	DCS1	-	0	0
	A Body Both Suffering and Glorious: The Mystical Union of Christ and the Church	26-Feb-2023	26-Feb-2023	Active	DCS1	-	0	0
	A Body Both Suffering and Glorious: The Mystical Union of Christ and the Church	26-Feb-2023	26-Feb-2023	Active	DCS1	-	0	0
	A Body Both Suffering and Glorious: The Mystical Union of Christ and the Church	26-Feb-2023	26-Feb-2023	Active	DCS1	-	0	0

## All Accreditation In-Services

- This page will show:
  - All School In-Services (Past and upcoming created by the Principal)
  - In Services that teachers within their School have marked themselves as an attendee
  - All In-Services offered in the relevant Diocese
- 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
- 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
  -   
**Add In-Service**
- Once you have selected the Add In-Service tab, you will land on the **Add In-Service** page where you are instructed to enter details of the External In-Service you wish to create:

Begin adding an In-Service by completing all mandatory fields in the **GENERAL** tab as shown below.



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

IN-SERVICE DETAILS
GENERAL
CPD CATEGORY
DESCRIPTION
DATE
RECOMMEND

GENERAL INFORMATION
In-Service Title \*
In-Service Provider \*
In-Service Venue \*
(Please enter Address or Mode of Delivery)
In-Service Presenters \*
In-Service Category \*
Please choose...

IN-SERVICE STATUS
In-Service Status
Active

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

Move on to the **CPD CATEGORY** tab at the top of the page. Work your way through each CPD Category, allocating Accreditation hours to each relevant category.

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.

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

**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

Select the **DESCRIPTION** tab to input the summary and description of the 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 with options: Styles, Size, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Video, Audio, Table, Source.

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.

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

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

**IN-SERVICE DATE**

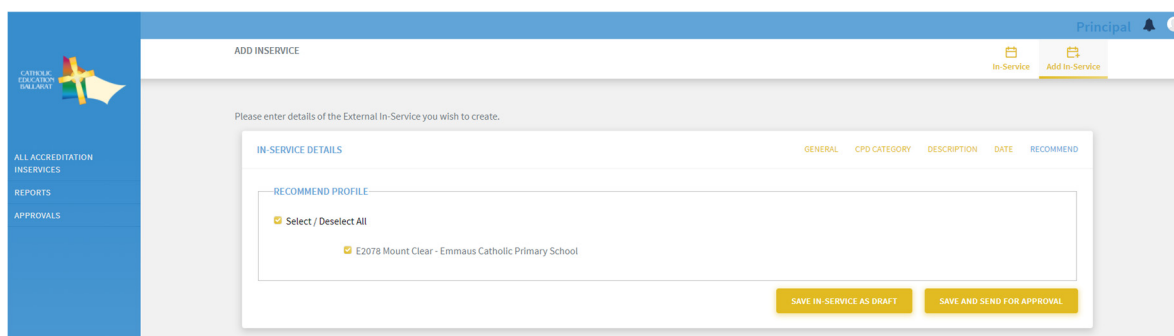
Start Date \* End Date \*

Start Time \* End Time \*

09:00 12:00

**SAVE IN-SERVICE**

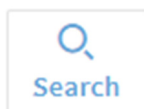
Select the **RECOMMEND** tab to allocate the group for this In-Service  
(Please note this will default to your school.)



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.

- Remember that TAP is not a registration portal, you can't manage attendances in this platform.

## Search of an In-Service



Use the **Search** button to search active, disabled, draft or declined in-services.

**Input Keyword:** Allows you to search In-Services or an approval code

**Status:** Allows 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:** Allows you to choose which CPD category to show

**APST (Australian Professional Standards for Teachers):** Allows you to filter through all professional development categories.

## Endorse a Teacher's Attendance

There are two options to endorse teacher's attendance;

- The provider of the In-Service (school or external provider) can upload a list of attended teachers and each of the attended teachers would receive the approved accreditation hours in their profiles.
- Teachers can mark themselves as attendees to the In-Service seeking the principal's endorsement.

ACTION	IN-SERVICE TITLE	START DATE	END DATE	STATUS	APPROVAL CODE	ATTENDANCE	DOC.	TOTAL REGISTRATION
    	Advent	01-Feb-2021	01-Feb-2021	Active	REC-011477	Marked	0	4
 	Foundations Studies Teaching in Catholic Schools - EDRE429	01-Mar-2011	19-Jan-2021	Active	REC-011479	-	0	2

On the In-Services created by the principal, there will be 6 options on the **ACTION** column, on the listed external In-Services there will be just 2 options.

- Import Attendance: where you will be asked to upload a document in a CSV format and populate it with the details of school teachers that attended that In-Service.

### IMPORT TEACHERS TO REGISTER TO INSERVICE

Please select a LMS compatible CSV file to import. You can obtain the required template by clicking the "Download CSV Template" link below.

Maximum file size: 500 MB

Choose File

No file chosen

[Download CSV Template](#)

**Mandatory Field**

The VIT Registration Number is a mandatory field.

**Existing Teachers**

Only existing teachers that have a valid VIT Registration Number in the LMS are allowed, any unrecognised teachers will be ignored.

**Duplicates**

Any duplicate will be ignored.

CANCEL

VALIDATE & IMPORT

- Mark Attendance / Endorse: where you will be able to endorse individual teachers that marked themselves as an attendee to a school based or external In-Service. Please request the relevant documentation to verify teachers attendance to the In-Service.



Endorse and Mark users who attended the in-service.

VENUE: ONLINE				11/03/21 14:00 - 15/03/21 16:00	
FIRST NAME	LAST NAME	VIT REGISTRATION NO.	REGISTRATION DATE	ACCREDITATION HOURS	
Melinda	Harty		12/03/21 11:40	CI : 2.00 TR : 2.00	Attended
Kevin	Aston		12/03/21 13:43	CI : 2.00 TR : 2.00	Not Marked
Justina	Shanahan		12/03/21 15:09	CI : 2.00 TR : 2.00	Not Marked

Once you have marked teachers attendance in either way, the approved Accreditation hours of the In-Service will be allocated on each teacher's profile.

## Approvals

The **APPROVALS** menu tab allow 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.

You are also able to delete an In-Service, under actions select the **Delete** button.

LINK TO OPL

ALL ACCREDITATION INSERVICES

APPROVALS

REPORTS

IN-SERVICE APPROVALS

Principal

In-Service Approvals

[All](#)
[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](#)

IN-SERVICE TITLE	CREATED BY	ORGANISATION	VENUE	START DATE	STATUS	ACTIONS
Staff Seminar	Jude Thaddeus	Saint Marcus School		12-Aug-2020	Pending Approval	Delete
Praying with the heart	Jude Thaddeus	Saint Marcus School		01-Mar-2021	Pending Approval	Delete

## Reports

ALL ACCREDITATION INSERVICES

REPORTS

APPROVALS

REPORTS

Principal

Reports

REPORT TITLE	REPORT DESCRIPTION	ACTIONS
Report 1	Generate a report on Accredited Teachers	View Report
Report 2	Generate a report on Teachers working towards gaining Accreditation	View Report
Report 3	Generate a report of all Users that are not assigned to a CPD Group	View Report
Report 4	Generate a report of all Accredited In-Services	View Report

Report 1: Generate a report on Accredited Teachers

Report 2: Generate a report on Teachers working towards gaining Accreditation

Report 3: Generate a report of all Users that are not assigned to a CPD Group (these users have not started working towards their accreditation yet)

Report 4: Generate a report of all school based In-Services and External In-Services in your diocese