

Teacher Accreditation Platform (TAP) Learner (Teacher) 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.*

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TAP – Learner (Teacher)

Access to TAP

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)

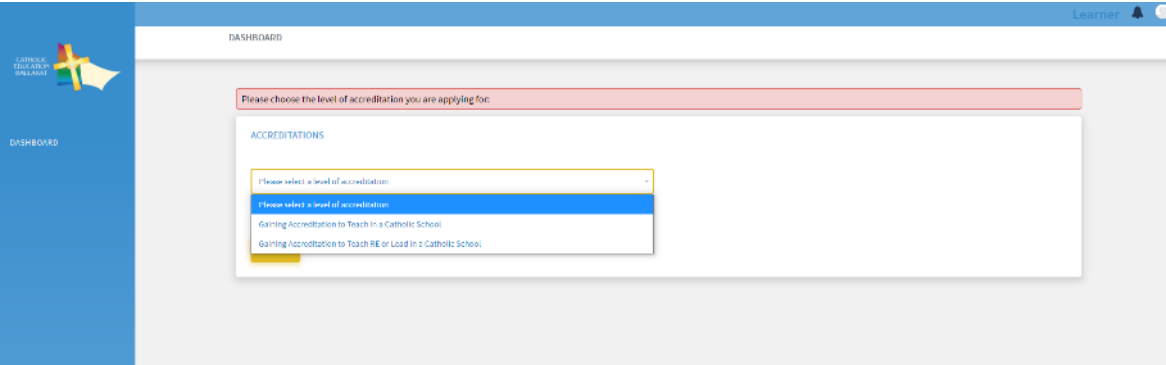
This will then ask you to log in via CEVN using your C number.



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, the text "CEVN LOG-IN" is displayed. A horizontal line separates the header from the login form. The form contains the instruction "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, there is a link "Change Password" and a note: "Contact your school's CECV administrator for any queries regarding your CNumber / CEM Login or password."

If you are applying to gain your accreditation, you will be required to select the Level of Accreditation you are working towards, by clicking on the down arrow and the following options will appear:

- Gaining Accreditation to Teach in a Catholic School
- Gaining Accreditation to Teach RE or Lead in a Catholic School



The image shows the TAP Dashboard. On the left is a blue sidebar with the CECV logo and the word "DASHBOARD". The main content area has a header "DASHBOARD" and a user profile "Learner". Below the header, there is a red box with the text "Please choose the level of accreditation you are applying for:". Underneath is a section titled "ACCREDITATIONS" with a dropdown menu. The dropdown menu is open, showing two options: "Gaining Accreditation to Teach in a Catholic School" and "Gaining Accreditation to Teach RE or Lead in a Catholic School".

Once you make your choice, click on the **SAVE** button and you will be prompted to confirm the option you have selected.

If by mistake, you select the incorrect option or if you have already gained your Accreditation and TAP does not recognise this, please contact the Accreditation Team via email – accreditation@ceob.edu.au

Dashboard

Once you have selected your Program you will land on the Dashboard page related to your selection.

Accreditation to Teach in a Catholic School

The screenshot shows the TAP Dashboard for the program 'Gaining Accreditation to Teach in a Catholic School'. The dashboard includes a sidebar with navigation links: DASHBOARD, ALL ACCREDITATION SERVICES, and LEARNING RECORD. The main content area is titled 'ACCREDITATION OVERVIEW' and displays the following information:

- YOUR PROGRAM:** Gaining Accreditation to Teach in a Catholic School
- ACCREDITATION NUMBER:** -
- ACCREDITATION TO TEACH IN A CATHOLIC SCHOOL IS GAINED BY UNDERTAKING:**
 - 25 hours of professional learning within five years of being employed, balanced across the areas of:
 - The aims and objectives of the Catholic school
 - Faith development
 - Catholic identity, culture and tradition (including prayer, liturgy, scripture and Catholic Social Teaching).
- DATE RANGE:** 26/02/2011 to 22/02/2026
- MINIMUM REQUIRED:** 25.00
- TALLY OF:** 4.50 Hour(s)
- SPECIAL CONSIDERATION:** To apply for special consideration please contact accreditation@ceob.edu.au for prior approval. Once approved please upload document [here](#)

Here you are able to see the following:

- An overview of your Accreditation Program
- The minimum hours required to gain or maintain your Accreditation
- Your total tally of hours
- The timeframe in which you have to gain the minimum hours
- An option to apply for Special Consideration

Once you have met the minimum requirements you will have the ability to apply for your Accreditation which will be submitted to the Accreditation team to assess and either **Approve** or **Decline**.

If your application is approved, you will receive an email confirming your Accreditation number.

If your application is declined, you will receive an email notifying you of the decision and an explanation. You will then be required to log back in to TAP and amend/add to your application.

Scrolling down the dashboard page you will be able to see the total hours that you have completed for each Accreditation Category.

ACCREDITATION CATEGORIES

Aims and objectives of the Catholic school

Total hours

-

ACCREDITATION CATEGORIES

Faith development

Total hours

-

Accreditation to Teach Religious Education or Lead in a Catholic School

DASHBOARD

ALL ACCREDITATION SERVICES

LEARNING RECORD

DASHBOARD

ACCREDITATION OVERVIEW

YOUR PROGRAM

Gaining Accreditation to Teach RE or Lead in a Catholic School

ACCREDITATION NUMBER

-

ACCREDITATION TO TEACH RELIGIOUS EDUCATION OR LEAD IN A CATHOLIC SCHOOL IS GAINED BY UNDERTAKING:

Formal, assessed study in Religious Education/Theology/Catholic Leadership within five years of being employed (courses are approved by agreement of the diocesan heads of Religious Education).*

A qualification in Catholic Leadership (e.g. a master's degree) must include four units of Religious Education or Theology (or equivalent).

* Note: While this provision concerns teachers new to Catholic education, current teachers may pursue Accreditation to Teach Religious Education or Lead in a Catholic School at any stage of their career.

DATE RANGE

26/02/2011 to 22/02/2026

MANDATORY - UPLOAD COURSE EVIDENCE [HERE](#)

Evidence uploaded: 0

SPECIAL CONSIDERATION

To apply for special consideration please contact accreditation@ceob.edu.au for prior approval. Once approved please upload document [here](#)

To apply for Accreditation to Teach RE or Lead in a Catholic school, please upload the required evidence (formal assessed course transcript).

DATE RANGE

01/03/2011 to 25/02/2026

MANDATORY - UPLOAD COURSE EVIDENCE [HERE](#)

Evidence uploaded: 0





SPECIAL CONSIDERATION

To apply for special consideration please contact accreditationenquiries@macs.vic.edu.au for prior approval. Once approved please upload document [here](#)

Click **HERE** to view a list of available courses. Once you've found your course, click the icon and upload your relevant course documentation. If your course is not part of the list, you will have to apply for special consideration on the DASHBOARD page under SPECIAL CONSIDERATION by emailing accreditation@ceob.edu.au

UPLOAD COURSES

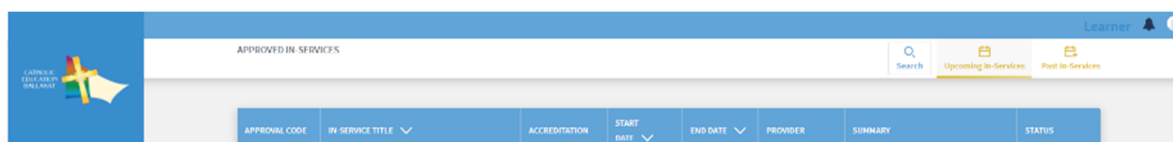
Please select the courses you have attended and upload course evidence

ACTION	COURSE CODE ▾	COURSE TITLE ▾	COURSE PROVIDER / DIOCESE ▾	EVIDENCE
	GCCS	Graduate Certificate in Catholic Studies	Australian Catholic University	
	GCTRE	Graduate Certificate in Teaching Religious Education	Catholic Theological College	
	GCTRE	Graduate Certificate in Teaching Religious Education	Yarra Theological Union	
	GCRE	Graduate Certificate in Religious Education	Australian Catholic University	

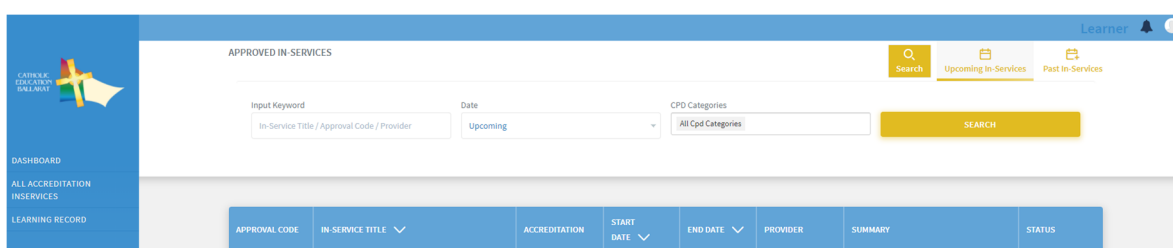
All Accreditation In-Services

Within this page you will be able to see all Upcoming and Past In-Services allocated to your School and Diocese.

1. You have the option to select **Upcoming In-Services** or **Past In-Services**



2. You can also use the **SEARCH** button to view and search In Services by date and Accreditation (CPD) Category/Categories.



3. Select the **In-Service Title** to see information regarding the In-service.
4. As a Learner you have the ability to mark your attendance at an In-Service.

****Please note, under normal circumstances the Convenor or External Provider will mark attendance for all In-Services.**

****If an In-Service you have attended isn't visible on the Past In-Service tab (therefore the hours are not visible on your **Dashboard**), select the **Mark as Attended** button and this will be sent to your principal for endorsement.**

Is the Eucharist still relevant in the 21st century?

CPD Categories:

Catholic Identity and Culture	0.25 hr(s)
Prayer and Liturgy	0.50 hr(s)
Scripture	0.50 hr(s)
Theology or Religious Education	0.25 hr(s)

PROVIDER	VENUE	PRESENTERS	START DATE	END DATE
Nazareth Parish			Wed, 27 Oct 2021 12:00AM	Wed, 27 Oct 2021 11:59PM

Mark yourself as attended

If you have attended this In-Service you can complete this form to mark yourself as attended, this form will be reviewed by the school principal for approval.

Title: Ms

First Name: Sarah

Last Name: Quinn

Preferred Name: Sarah

Email:

School:

MARK AS ATTENDED

Learning Record

Within this page, you can view your current records, add or delete a record and view past records.

To view your current learning records, select **PRINT ALL RECORDS**.

CURRENT LEARNING RECORDS

Each learning record (Prior Learning / Activity / External In-Service) that you complete will be added to your record. To add a Prior Learning, click 'Add Records' and fill in the required details.

PRINT ALL RECORDS

DATE	TITLE	TYPE	CPD CATEGORY	EVIDENCE
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Adding and deleting a Learning Record

1. To add an In-Service record, Select “Add/Delete Records” option.

ADD PRIOR LEARNING RECORDS

ADD LEARNING RECORDS

Date *

Title

Evidence *

2. Under **ADD LEARNING RECORDS**, fill out the mandatory details needed and provide evidence using the File Upload section by clicking on the **Choose File** button.
3. Your record will be submitted to the Accreditation team to either **Approve** or **Decline**.
4. After you have added a record, you should see details of your learning record.

ADD PRIOR LEARNING RECORDS

DATE	TITLE	EVIDENCE	CPD CATEGORY	STATUS	REASON	ADD/DELETE
17/03/2021	ECSP 101	ECSP 101.pdf	AD : 1.00 PD : 1.00 CI : 1.00 OC : 1.00	Pending		DELETE

5. You can also hover over CPD Category to view how many hours you have allocated to each category.

AO : 1.00	Pending	DELETE
Aims and objectives of the Catholic school		1.00 hr(s)

6. To delete the Record, select the **Delete** button under **Add/Delete**.

Past Records

To view your past learning records, select **PRINT ALL RECORDS**.

The screenshot shows the 'Past Learning Records' section of the TAP External Provider User Manual. The interface features a sidebar on the left with navigation links: 'Dashboard', 'All Accreditation Inquiries', and 'Learning Record'. The main content area has a header with the title 'PAST LEARNING RECORDS' and three tabs: 'Current Records', 'Add / Delete Records', and 'Past Records'. The 'Past Records' tab is selected. Below the tabs, there is a section titled 'PAST LEARNING RECORDS' with a description: 'Each learning record (Prior Learning / Activity / External In-Service) that you complete will be added to your record. To add a Prior Learning, click 'Add Records' and fill in the required details.' A yellow button labeled 'PRINT ALL RECORDS' is positioned to the right of the description. Below this, a table is displayed with the following columns: 'DATE', 'TITLE', 'TYPE', 'CPD CATEGORY', and 'EVIDENCE'.