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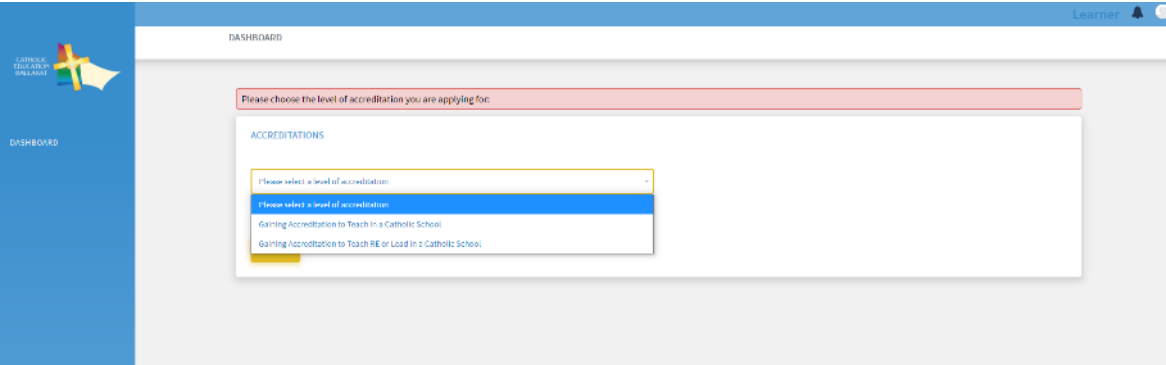
This will then ask you to log in via CEVN using your C number.

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

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

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

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
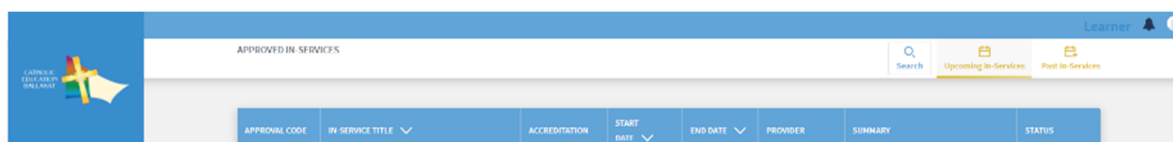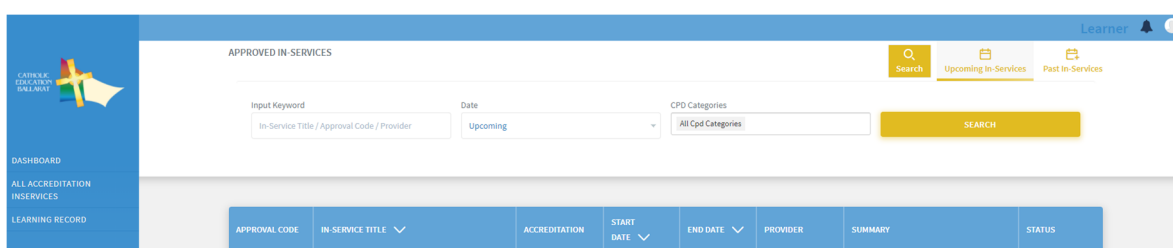
All Accreditation In-Services

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.

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**.

Adding and deleting a Learning Record

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

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.

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

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

Past Records

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