

Teacher Accreditation Platform – External Provider

User Manual



MELBOURNE
ARCHDIOCESE
CATHOLIC SCHOOLS

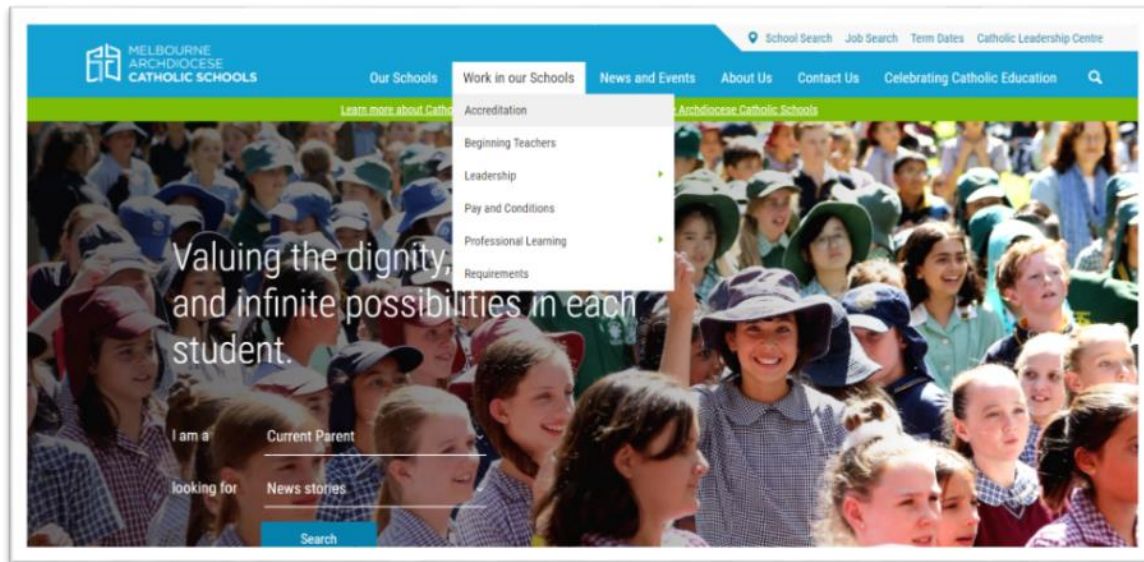
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Registration

To access the Teacher Accreditation Platform (TAP), click on the **TAP External Providers** button from the MACS website www.macs.vic.edu.au under *Work in our Schools / Accreditation*.








To become an external in-service provider, please register on the registration form page (accessed from 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 have logged in to TAP, you can access various functions by clicking on the menu items that are available down the left-hand side of the screen, as follows:

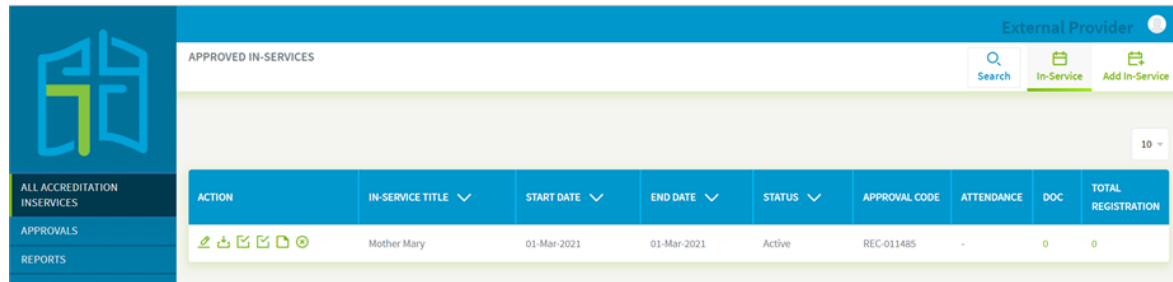
- All Accreditation In-Services
- Approvals
- Reports.







| 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 |



All Accreditation In-Services

The 'All Accreditation In-Services' page will show all in-services that have been created by your user account.



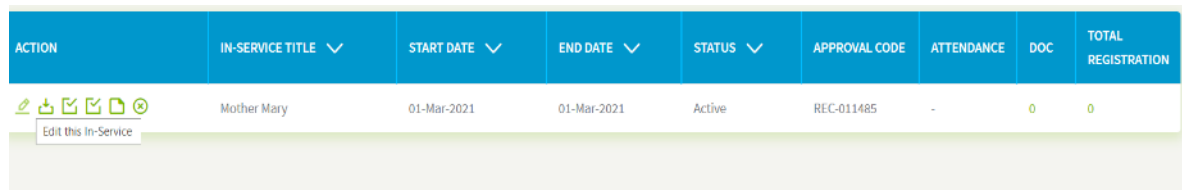
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|---|------------------|-------------|-------------|--------|---------------|------------|-----|--------------------|
|       | Mother Mary | 01-Mar-2021 | 01-Mar-2021 | Active | REC-011485 | - | 0 | 0 |







The six action icons enable you to do the following:



- edit the in-service
- download registration details
- complete a 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 an in-service
- delete an in-service.

When you hover over the icons, a tooltip will appear describing the function of that icon, e.g. the first icon shown below is for the **Edit this In-Service** function.



| ACTION | IN-SERVICE TITLE | START DATE | END DATE | STATUS | APPROVAL CODE | ATTENDANCE | DOC | TOTAL REGISTRATION |
|---|------------------|-------------|-------------|--------|---------------|------------|-----|--------------------|
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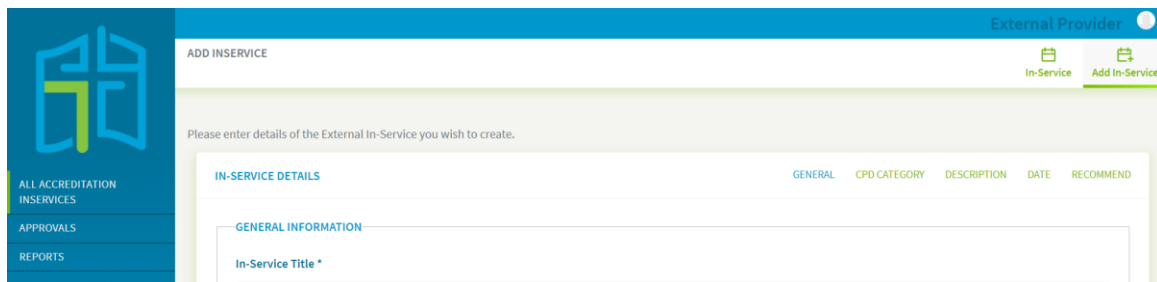


Submit an in-service

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** button on the top right-hand corner of the page.



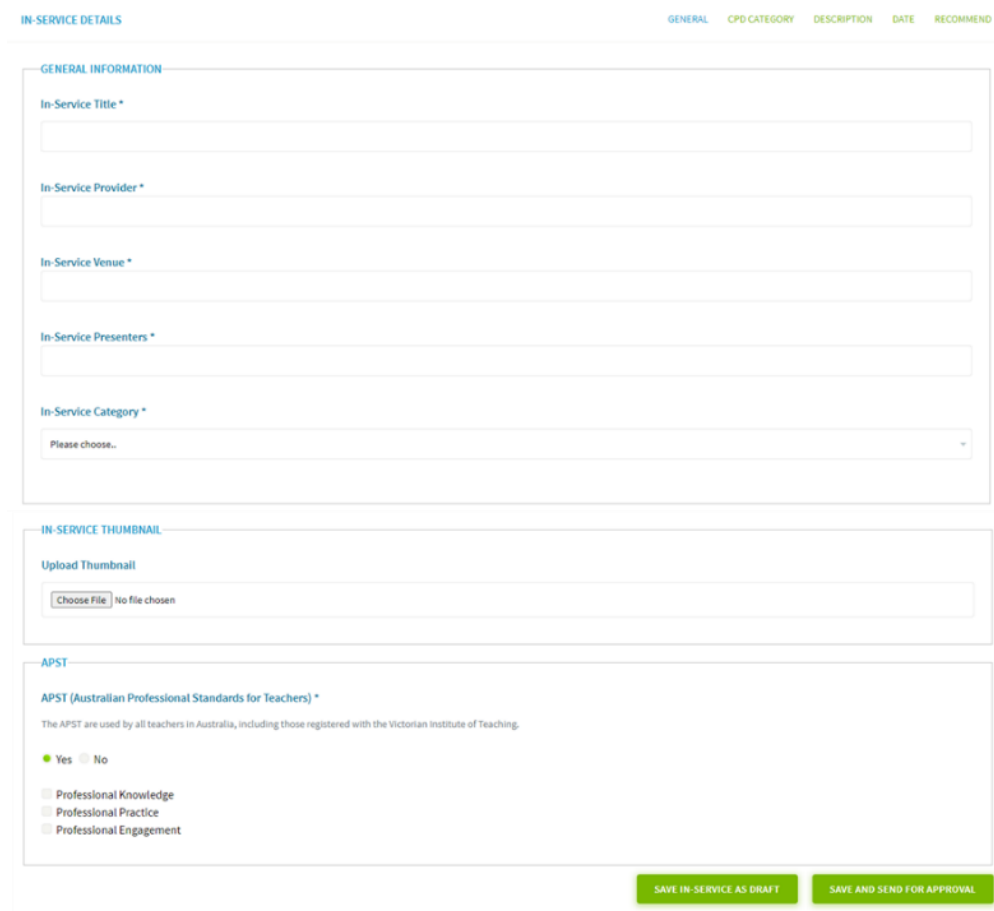
Once you select the **Add In-Service** button, you will land on the 'Add In-Service' page where you will need to enter the details of the external in-service you wish to create.



There are five tabs (General, CPG Category, Description, Date and Recommend) at the top of the form that can be selected to enter the relevant details for that tab.


To begin adding general information about an in-service, click on the 'General' tab and fill out the mandatory information as shown below.

(Note: The system will initially open by default to the 'General' tab.)



Then, select the 'CPD category' tab. For each CPD category you can allocate accreditation hours.

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



ALL ACCREDITATION
INSERVICES

APPROVALS

REPORTS

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"/> | | Aims and objectives of the Catholic school |
| <input type="checkbox"/> | | Faith development |
| <input type="checkbox"/> | | 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"/> | | Catholic Identity and Culture |
| <input type="checkbox"/> | | Prayer and Liturgy |
| <input type="checkbox"/> | | Scripture |
| <input type="checkbox"/> | | Catholic Social Teaching |
| <input type="checkbox"/> | | Theology or Religious Education |

Select the 'Description' tab to input the summary and description of the in-service.



ALL ACCREDITATION
INSERVICES

APPROVALS

REPORTS

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

IN-SERVICE DESCRIPTION

Summary *

Description *

Summary *

Description *



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 'ADD INSERVICE' form in the 'External Provider' system. The left sidebar contains navigation links: 'ALL ACCREDITATION INSERVICES', 'APPROVALS', and 'REPORTS'. The top right corner shows 'External Provider' with a user icon. The main content area has a header 'ADD INSERVICE' and two buttons: 'In-Service' and 'Add In-Service'. Below the header is a message: 'Please enter details of the External In-Service you wish to create.' The 'IN-SERVICE DETAILS' section has tabs: 'GENERAL', 'CPD CATEGORY', 'DESCRIPTION', 'DATE', and 'RECOMMEND'. The 'DATE' tab is selected, showing fields for 'Start Date *', 'End Date *', 'Start Time *', and 'End Time *'. The 'Start Time' field is set to '09:00' and the 'End Time' field is set to '12:00'. At the bottom right are two buttons: 'SAVE IN-SERVICE AS DRAFT' and 'SAVE AND SEND FOR APPROVAL'.

Select the 'Recommend' tab to allocate the group for the in-service.

The screenshot shows the 'ADD INSERVICE' form with the 'RECOMMEND' tab selected. The left sidebar and top navigation are the same as in the previous screenshot. The 'IN-SERVICE DETAILS' section now shows the 'RECOMMEND PROFILE' tab. It includes a checkbox 'Select / Deselect All' which is checked. Below it are four radio button options: 'Ballarat', 'Melbourne', 'Sale', and 'Sandhurst', all of which are selected. At the bottom right are the same two buttons: 'SAVE IN-SERVICE AS DRAFT' and 'SAVE AND SEND FOR APPROVAL'.

When you are ready, you have the options to either 'Save In-Service as Draft' (to continue editing later) or 'Save and Send For Approval' (which sends the details to the Accreditation team).



Search for an in-service

Use the **Search** button (located on the top right-hand corner of the 'All Accreditation In-Services' page) to search for active, disabled, draft or declined in-services.

External Provider

APPROVED IN-SERVICES

Search In-Service Add In-Service

Input Keyword: In-Service Title / Approval Code

Filter: Melbourne In-Services

Status: Active

Year: 2021

CPD Categories: All CPD Categories

APST: All APST

SEARCH

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

You can search by:

- **Input Keyword** – allows you to search by an in-service title or approval code
- **Status** – allows you to filter through all in-services by their 'active', 'draft', 'disabled' or 'declined' status
- **Year** – allows you to filter all in-services by year
- **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.

Approvals

The 'Approvals' 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 pending in-services.

If required, you are able to delete an in-service you have created – by selecting the **Delete** button under the 'Actions' column.

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

Reports

Report 5 will allow you to see all approved external in-services you have created. Select the **View Report** button to see the results.

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

