

Teacher Accreditation Platform – Principal

User Manual



MELBOURNE
ARCHDIOCESE
CATHOLIC SCHOOLS

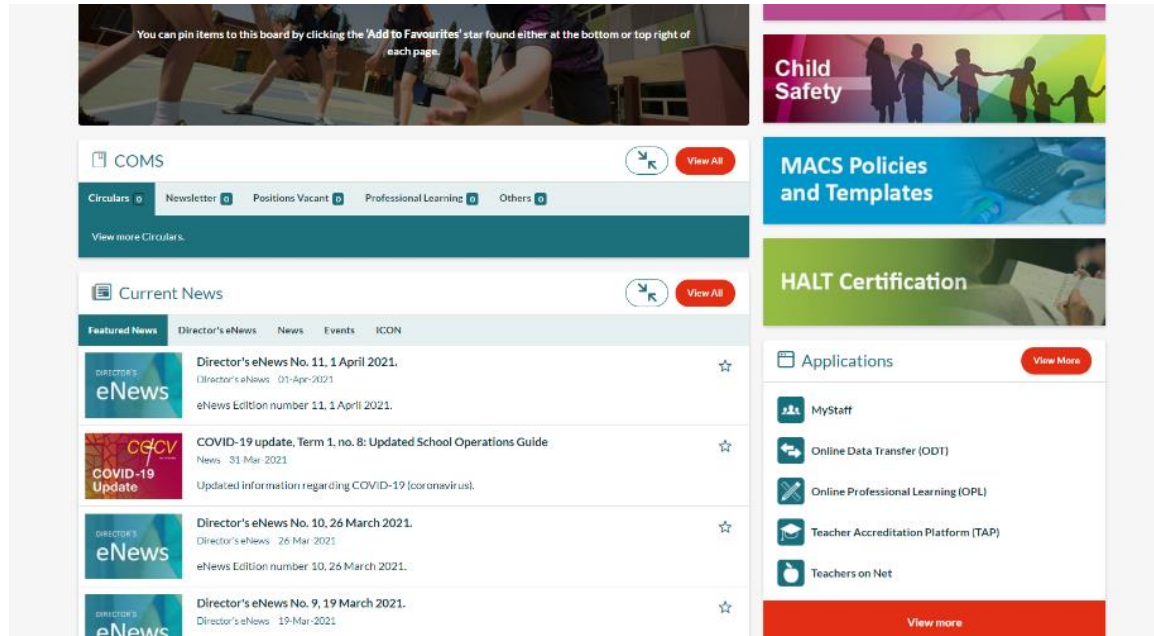
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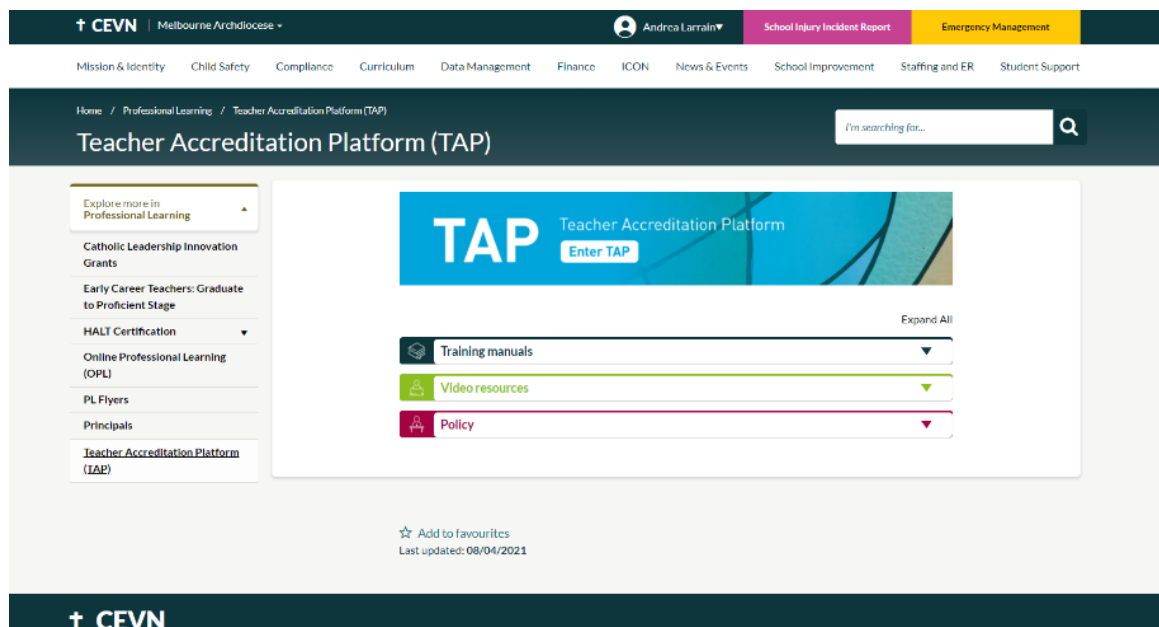


Access to TAP

Log in to the CEVN website <https://cevn.cecv.catholic.edu.au> and select 'Teacher Accreditation Platform (TAP)' from the 'Applications' section on the right-hand side of the screen.

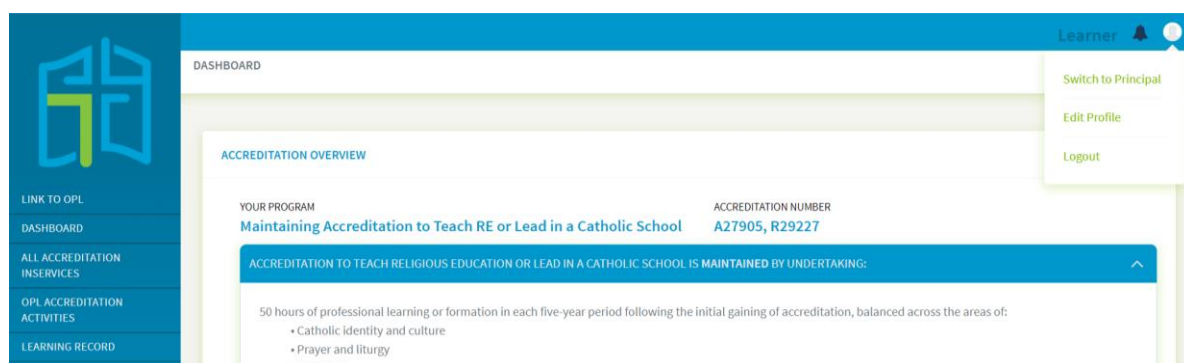


From the TAP webpage, you will have access to training manuals, video resources and policy information. Select the **Enter TAP** button to access the platform.















By default, you will be directed to your learner profile. In order to swap to your principal profile, select the 'person' icon on the top-right of the page, and select 'Switch to Principal' from the drop-down menu.





You will then be directed to the 'All Accreditation In-services' page.

ACTION	IN-SERVICE TITLE	START DATE	END DATE	STATUS	APPROVAL CODE	ATTENDANCE	DOC	TOTAL REGISTRATION
   	Luke's gospel: Jesus' Passion, Death and Resurrection	11-Oct-2016	11-Oct-2016	Active	CTC195	Marked	0	6
   	Heart Centred Leadership	29-Jul-2021	29-Jul-2021	Active	REC-011326	-	0	1
   	test 4	25-Feb-2021	25-Feb-2021	Active	REC-011480	-	0	0

All Accreditation In-Services

The 'All Accreditation In-Services' page shows:

- all school in-services (past and upcoming in-services)
- in-services that teachers within their school have marked themselves as attendees
- all dioceses' in-services.

The six action icons enable you to:



- edit the in-service
- download registration details
- import attendance
- mark attendance/endorse (when the principal clicks into this they will only see teachers that registered within their school to endorse attendance)
- add documents to in-service
- delete the in-service.



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 in the top right-hand corner.



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 in-service you wish to create:

A screenshot of the 'ADD INSERVICE' page. The page has a blue header with the 'Principal' name and a notification bell. On the left is a blue sidebar with a logo and links: 'LINK TO CIP', 'ALL ACCREDITATION INSERVICES', 'REPORTS', and 'APPROVALS'. The main content area is titled 'ADD INSERVICE' and contains a prompt: 'Please enter details of the External In-Service you wish to create.' Below this is a tabbed interface with five tabs: 'GENERAL', 'CPG CATEGORY', 'DESCRIPTION', 'DATE', and 'RECOMMEND'. The 'GENERAL' tab is selected, showing a form with two fields: 'In-Service Title *' and 'In-Service Provider *'.

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.)


A detailed screenshot of the 'GENERAL INFORMATION' tab in the 'ADD INSERVICE' form. The form is titled 'IN-SERVICE DETAILS' and has five tabs: 'GENERAL', 'CPG CATEGORY', 'DESCRIPTION', 'DATE', and 'RECOMMEND'. The 'GENERAL' tab is selected. The form contains several fields: 'In-Service Title *', 'In-Service Provider *', 'In-Service Venue *', 'In-Service Presenters *', and 'In-Service Category *' (a dropdown menu with 'Please choose...' selected). Below these is a section for 'IN-SERVICE THUMBNAIL' with an 'Upload Thumbnail' button and a 'Choose File' button. At the bottom is a section for 'APST' (Australian Professional Standards for Teachers) with a 'Yes' radio button selected and three checkboxes: 'Professional Knowledge', 'Professional Practice', and 'Professional Engagement'. At the bottom right are two green buttons: 'SAVE IN SERVICE AS DRAFT' and 'SAVE AND SEND FOR APPROVAL'.

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.

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



[LINK TO OPL](#)
[ALL ACCREDITATION INSERVICES](#)
[REPORTS](#)
[APPROVALS](#)

Principal 

[In-Service](#)
[Add In-Service](#)

ADD INSERVICE

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 *



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 with the 'DATE' tab selected. The form is titled 'Please enter details of the External In-Service you wish to create.' The 'IN-SERVICE DETAILS' section has tabs for GENERAL, CPD CATEGORY, DESCRIPTION, DATE, and RECOMMEND. The 'DATE' tab is active, 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, there are two green buttons: 'SAVE IN-SERVICE AS DRAFT' and 'SAVE AND SEND FOR APPROVAL'.

Select the 'Recommend' tab to allocate the group for the in-service. By default this will be your school.

The screenshot shows the 'ADD INSERVICE' form with the 'RECOMMEND' tab selected. The form is titled 'Please enter details of the External In-Service you wish to create.' The 'IN-SERVICE DETAILS' section has tabs for GENERAL, CPD CATEGORY, DESCRIPTION, DATE, and RECOMMEND. The 'RECOMMEND' tab is active, showing a 'RECOMMEND PROFILE' section with a checkbox 'Select / Deselect All' and a list item 'E1157 Essendon - St Bernard's College'. At the bottom right, there are two green 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).

If your in-service application is for longer than three hours you will need to attach the schedule of the day – and to do so, you will have to 'Save In-service as Draft' and then upload the document using the action icon and then add documents to In-Service.

To search for the draft in-service you will have to go to the 'All Accreditation In-services' page, then select **Search**, then **Status** and then **Draft**.

Remember that TAP is not a registration portal – You will be able to upload the attendance evidence after the inservice was held.

If you use OPL as your registration portal, you will be able to create an activity to allow participants to register, once the in-service receives approval on TAP.



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.

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

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.

Endorse a teacher's attendance

There are two options to endorse teachers' 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 of the in-service, then seek their 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

For in-services created by the principal, there will be six options on the 'Action' column. For external in-services there will be just two 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 the 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

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.

- Mark Attendance/Endorse** – where you will be able to endorse individual teachers that marked themselves as attendees to an 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: SAINT MARCUS SCHOOL				01/02/21 17:00 - 01/02/21 19:00	
FIRST NAME	LAST NAME	GROUP	REGISTRATION DATE	ACCREDITATION HOURS	Not Marked
Wilma	Flintstone	Saint Marcus School	25/02/21 10:40	FD : 2.00 CIC : 0.50 SC : 0.50 TR : 1.00	Attended
Lucas	Father	Saint Marcus School	25/02/21 10:40	FD : 2.00 CIC : 0.50 SC : 0.50 TR : 1.00	Not Attended
Elizabeth	Rosales	Saint Marcus School	25/02/21 10:40	FD : 2.00 CIC : 0.50 SC : 0.50 TR : 1.00	Not Marked
Mateo	Brother	Saint Marcus School	25/02/21 10:41	FD : 2.00 CIC : 0.50 SC : 0.50 TR : 1.00	Not Marked

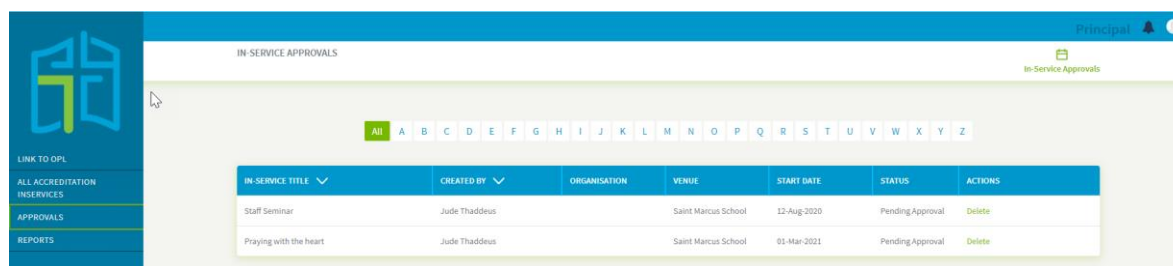
Once you have marked teachers' attendance (using either method), the approved accreditation hours of the in-service will be allocated on each teacher's profile.



Approvals

The 'Approvals' page allows you to see all in-services that have been submitted and are 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.

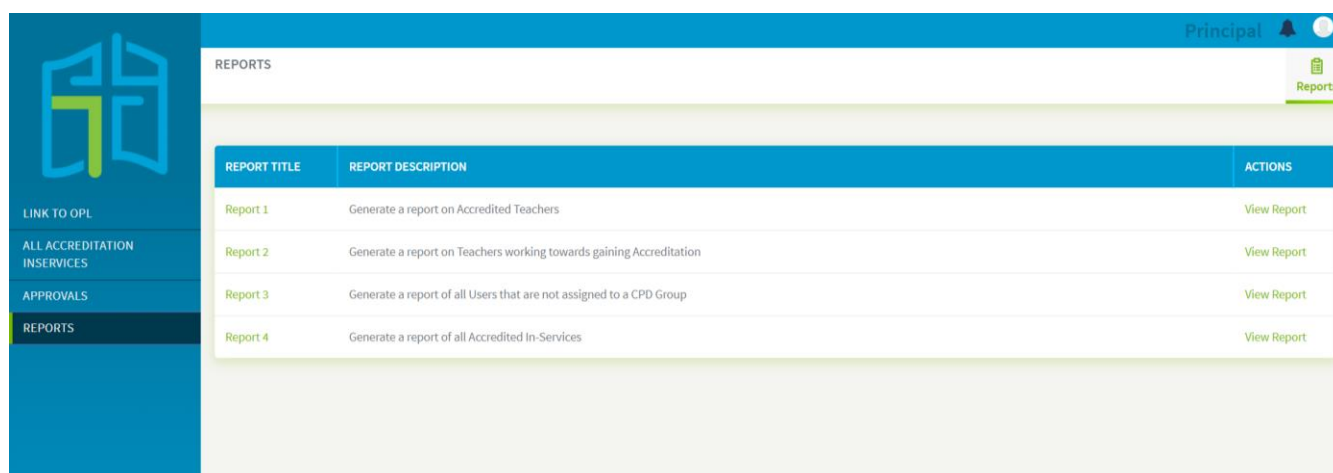


IN-SERVICE TITLE	CREATED BY	ORGANISATION	VENUE	START DATE	STATUS	ACTIONS
Staff Seminar	Jude Thaddeus	Saint Marcus School		12-Aug-2020	Pending Approval	Delete
Praying with the heart	Jude Thaddeus	Saint Marcus School		01-Mar-2021	Pending Approval	Delete

Reports

The following reports are available to view:

- Report 1: Generate a report on Accredited Teachers. To run the report you will have to input a 'completed date from', this refers to the year teachers completed their accreditation, and to make sure everyone at the school is included in the report, is recommended to type an early date (e.i 01/01/1950).
- 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, therefore have not entered to TAP and haven't choose any Accreditation level to apply for
- Report 4: Generate a report of all Accredited In-Services (school-based and external in-services in your diocese)



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

