Teacher Accreditation Platform – Learner (Teacher)

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.

If you are applying to gain accreditation, you will be required to select the level of accreditation you are working towards by selecting from the drop-down list. 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, select the **Save** button and you will be prompted to confirm the option you have selected.

If you make a mistake and select the incorrect option, or if you have already gained your accreditation and TAP does not recognise this, please contact the Accreditation team via accreditationenquiries@macs.vic.edu.au.

Dashboard

Once you have selected your level of accreditation, you will be taken to the dashboard page related to your selection.

Gaining Accreditation to Teach in a Catholic School

Here, you will be able to see the following:

- an overview of your accreditation program
- the minimum hours required to gain or maintain your accreditation
- a tally of your hours

- the timeframe in which you have to gain the minimum hours
- an option to apply for special consideration.

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
28/03/2011 to 24/03/2026

MINIMUM REQUIRED
25.00

TALLY OF
0.00 Hour(s)

SPECIAL CONSIDERATION
To apply for special consideration please contact
accreditationenquiries@macs.vic.edu.au for prior approval.
Once approved please upload document here

Further 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
–

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 either **approve** or **decline** after assessment.

Once your application has been approved or declined, you will receive an email notification confirming the result.

Gaining Accreditation to Teach RE or Lead in a Catholic School

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

DATE RANGE	MANDATORY - UPLOAD COURSE	SPECIAL CONSIDERATION
01/03/2011 to 25/02/2026	EVIDENCE HERE **Evidence uploaded: 0**	To apply for special consideration please contact accreditationenquiries@macs.vic.edu.au for prior approval. Once approved please upload document here

Search from the available course list, select the course you have studied and upload the 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' and email accreditationenquiries@macs.vic.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	

Once you have uploaded your course evidende, you will have the ability to apply for your accreditation which will be submitted to the Accreditation team to either **approve** or **decline** after assessment.

Once your application has been approved or declined, you will receive an email notification confirming the result.

All Accreditation In-Services

From the 'All Accreditation In-Services' page you will be able to see all upcoming and past in-services allocated to your school and diocese.

Note that all previous approved in-services (school-based and from external providers) have been uploaded into TAP, so you can search for any in-service you've attended in the past to mark yourself as attendee and get those hours recognised towards your accreditation application.

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.
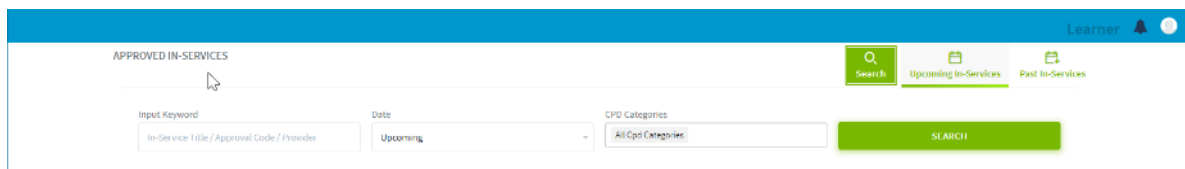
3. Select the 'In-Service Title/approval code/date' to see information about the in-service.

4. As a user 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 for any reason, your attendance is not marked for a past in-service you have attended (i.e. the in-service hours are not visible on your dashboard), select the **Mark As Attended** button and this request will be sent to your principal for endorsement.

Meditation in the Classroom

Meditation in the Classroom

How to introduce meditation and teach our students the art of being in silence and in peace.

CPD Categories:

Faith development	2.00 hr(s)
Theology or Religious Education	2.00 hr(s)

PROVIDER	VENUE	PRESENTERS	START DATE	END DATE
Saint Marcus School	Saint Marcus School	Fr Marcus Brother	Tue, 11 Aug 2015 09:00AM	Tue, 11 Aug 2015 11:00AM

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	Mary
Last Name	Magdalene
Preferred Name	
Email	mmagdalene@jgh.edu.au
School	
	Saint Marcus School

MARK AS ATTENDED

OPL Accreditation Activities

Within the 'OPL Accreditation Activities' page you will see all OPL accreditation activities assigned to your diocese. Once you have clicked on the activity title, you will be redirected to OPL to register. A pop-up box will appear – click on the **Continue** button, or click on the **x** if you need to cancel your request.

You can also use the search bar to search for OPL activities by filtering through the categories.

Learning Records

In the 'Learning Records' page, you can view your current records, add or delete a record and view past records by selecting the applicable button on the top right-hand corner.

This section is to upload any in-service that hasn't been previously approved for accreditation purposes. If your school hasn't applied to have an in-service accredited, they will have to apply before you can gain those hours towards your accreditation. This section will not allocate accreditation hours to in-services that should have been approved via regular procedures.

This section will help to recognise 'out of the ordinary' applications as overseas in-services, interstate applications and any in-service that hasn't been applied and approved via the ordinary processes.

Current learning records

To view your current learning records, select the **Current Records** button and then select the **Print All Records** button.

Adding and deleting a learning record

1. To add an in-service record, select the **Add/Delete Records** button.

2. On the 'Add Learning Records' page, fill out the mandatory details and upload evidence by selecting 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.

AO : 1.00	Pending	DELE

Aims and objectives of the Catholic school   1.00 hr(s)

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

Past learning records

To view your past learning records, select the **Past Records** button and then select the **Print All Records** button.