

Teacher Accreditation Platform – Learner (Teacher)

User Manual



MELBOURNE
ARCHDIOCESE
CATHOLIC SCHOOLS

Table of Contents

Access to TAP	3
Dashboard.....	4
Gaining Accreditation to Teach in a Catholic School.....	4
Gaining Accreditation to Teach RE or Lead in a Catholic School.....	6
All Accreditation In-Services	7
OPL Accreditation Activities.....	8
Learning Records	9
Current learning records	9
Adding and deleting a learning record.....	10
Past learning records.....	11



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.

The screenshot shows the CEVN website homepage. At the top, there's a banner with a photo of children and text: "You can pin items to this board by clicking the 'Add to Favourites' star found either at the bottom or top right of each page." Below this is a "COMS" section with links to Circulars, Newsletter, Positions Vacant, Professional Learning, and Others. To the right, there are three large tiles: "Child Safety", "MACS Policies and Templates", and "HALT Certification". Below the COMS section is a "Current News" section with a list of news items, including "Director's eNews No. 11, 1 April 2021" and "COVID-19 update, Term 1, no. 8: Updated School Operations Guide". On the right side, there is an "Applications" section with a "View More" button and a list of links: MyStaff, Online Data Transfer (ODT), Online Professional Learning (OPL), Teacher Accreditation Platform (TAP), and Teachers on Net.

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.

The screenshot shows the Teacher Accreditation Platform (TAP) webpage. The header includes the CEVN logo, the user's name "Andrea Larrain", and links to "School Injury Incident Report" and "Emergency Management". Below the header is a navigation bar with links to various sections: Mission & Identity, Child Safety, Compliance, Curriculum, Data Management, Finance, ICON, News & Events, School Improvement, Staffing and ER, and Student Support. The main content area has a dark blue header with the text "Teacher Accreditation Platform (TAP)" and a search bar. Below this is a large blue banner with the text "TAP Teacher Accreditation Platform" and a button labeled "Enter TAP". To the left of the banner is a sidebar with links to "Explore more in Professional Learning", "Catholic Leadership Innovation Grants", "Early Career Teachers: Graduate to Proficient Stage", "HALT Certification", "Online Professional Learning (OPL)", "PL Flyers", "Principals", and "Teacher Accreditation Platform (TAP)". Below the banner is a section with three dropdown menus: "Training manuals", "Video resources", and "Policy". At the bottom of the page, there is a footer with the CEVN logo and the text "Add to favourites" and "Last updated: 08/04/2021".

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.

The screenshot shows the 'DASHBOARD' page for a 'Learner'. On the left is a blue sidebar with a logo and links: 'LINK TO OPL', 'DASHBOARD', 'ALL ACCREDITATION INSERVICES', 'OPL ACCREDITATION ACTIVITIES', and 'LEARNING RECORD'. The main content area has a pink header bar that says 'Please choose the level of accreditation you are applying for:'. Below this is a section titled 'ACCREDITATIONS' containing a dropdown menu. The dropdown is open, showing three options: 'Please select a level of accreditation', 'Gaining Accreditation to Teach in a Catholic School', and 'Gaining Accreditation to Teach RE or Lead in a Catholic School'. A green 'SAVE' button is at the bottom left of the dropdown. An email address 'tationenquiries@macs.vic.edu.au' is visible on the right.

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

The screenshot shows the 'DASHBOARD' page for a 'Learner'. The left sidebar is the same as in the previous screenshot. The main content area has a header 'DASHBOARD' and a section titled 'ACCREDITATION OVERVIEW'. It displays 'YOUR PROGRAM' as 'Gaining Accreditation to Teach in a Catholic School' and 'ACCREDITATION NUMBER' as '-'. Below this is a blue box with the text 'ACCREDITATION TO TEACH IN A CATHOLIC SCHOOL IS GAINED BY UNDERTAKING:'. Underneath, it states '25 hours of professional learning within five years of being employed, balanced across the areas of:' followed by a bulleted list: 'The aims and objectives of the Catholic school', 'Faith development', and 'Catholic identity, culture and tradition (including prayer, liturgy, scripture and Catholic Social Teaching)'. At the bottom, there are three white boxes: 'DATE RANGE' showing '01/03/2011 to 25/02/2026', 'MINIMUM REQUIRED' showing '25.00', and 'TALLY OF' showing '0.00 Hour(s)'.

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		ACCREDITATION NUMBER
Gaining Accreditation to Teach in a Catholic School		-
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: <ul style="list-style-type: none"> • 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 <div> Total hours - </div>
Faith development <div> Total hours - </div>

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

The screenshot shows the TAP Learner Dashboard. On the left is a blue sidebar with a logo and navigation links: LINK TO OPL, DASHBOARD, ALL ACCREDITATION INSERVICES, OPL ACCREDITATION ACTIVITIES, and LEARNING RECORD. The main content area is titled 'DASHBOARD' and 'ACCREDITATION OVERVIEW'. It displays 'YOUR PROGRAM' as 'Gaining Accreditation to Teach RE or Lead in a Catholic School' and 'ACCREDITATION NUMBER' as '-'. A blue banner states: 'ACCREDITATION TO TEACH RELIGIOUS EDUCATION OR LEAD IN A CATHOLIC SCHOOL IS GAINED BY UNDERTAKING:'. Below this, it explains that formal, assessed study in Religious Education/Theology/Catholic Leadership within five years of being employed is required, approved by diocesan heads. It also notes that a qualification in Catholic Leadership must include four units of Religious Education or Theology. A note mentions that current teachers may pursue accreditation at any stage of their career.

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

Three boxes provide application requirements:

- 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](#)

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.

The 'UPLOAD COURSES' section prompts the user to 'Please select the courses you have attended and upload course evidence'. It contains a table with the following data:

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 evidence, 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

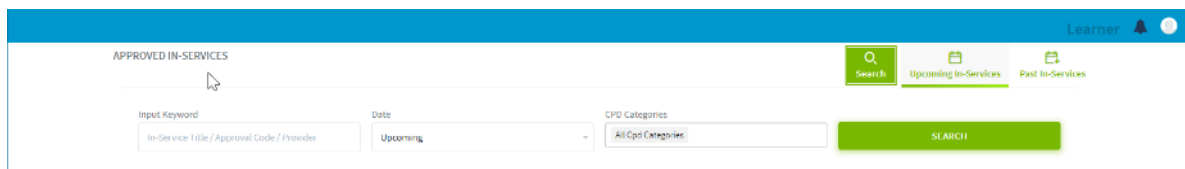
From the 'All Accreditation In-Services' page you will be able to see all upcoming and past in-services allocated to your school and diocese.

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.

UPCOMING OPL ACCREDITATION ACTIVITIES

The following activities are only registrable in OPL, please use the link to redirect back.

SALE MELBOURNE SANDHURST 10

CODE	ACTIVITY TITLE	START DATE	SUMMARY	STATUS
21REL340A	Learn (ECSE) Online Intensive	01/06/21 04:00 PM	A new online program, comprised of eight sessions of professional learning each designed to address the learning intentions of those wishing to expand their understanding, appreciation and application of the research and learning arising from the Enhancing Catholic School Identity project.	

You will be redirected back to OPL to view activities

CONTINUE

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.

CURRENT LEARNING RECORDS

Current Records Add / Delete Records Past 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 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**.

ADD LEARNING RECORDS

Date * Title Evidence *

Date Title Choose File No file chosen

CPD Category *

	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)
<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

CANCEL ADD

4. After you have added a record, you should see details of your learning record.

DATE	TITLE	EVIDENCE	CPD CATEGORY	STATUS	REASON	ADD/DELETE
25/02/2021	The Holy Father	Accreditation to teach RL.pdf	AD : 1.00 FD : 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	DELE
<div> <div>Aims and objectives of the Catholic school</div> <div>1.00 hr(s)</div> </div>		

- 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.

PAST LEARNING RECORDS

Current Records

Add / Delete Records

Past Records

PAST 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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