Teacher Accreditation Platform – Principal

User manual

MELBOURNE
ARCHDIOCESE
CATHOLIC SCHOOLS

Contents

When to use TAP

Teacher Accreditation Platform (TAP) has been developed to centralise all information for gaining and maintaining accreditation, enabling it to become more accessible and transparent for all stakeholders. This information comes from different users:

- teachers (learners in TAP)
- principals (on the schools' behalf)
- admins (Accreditation team in each of the Victorian dioceses)
- external providers (organisations external to the Catholic Education Commission of Victoria Ltd (CECV)).

Accreditation to teach in Catholic schools has existed in Victoria since the first accreditation policy in 1983. In January 2020, the accreditation policy changed and an important component was added: maintenance of accreditation. With this in mind, the CECV developed a platform to expedite and streamline the gaining and maintaining of all accreditation levels.

In TAP, teachers will be able to see their level of accreditation, whether gaining or maintaining, and their progress to attain that accreditation level.

The table below shows the requirements for gaining and maintaining each accreditation level. This table can be found on the MACS, CECV and CEVN websites, and also in the accreditation policy located on the same sites.

Requirements for gaining and maintaining accreditation

Level	Gaining	Maintaining
	Accreditation is **gained** by undertaking:	Accreditation is **maintained** by undertaking:
1. Accreditation to Teach in a Catholic School	25 hours of professional learning balanced across the three categories,* within five years of being employed	25 hours of professional learning or formation balanced across the three categories,* in each five-year period following the initial gaining of Level 1 accreditation
2. Accreditation to Teach Religious Education or Lead in a Catholic School	formal, assessed study in Religious Education/Theology/Catholic Leadership within five years of being employed (courses are approved by agreement of the diocesan heads of Religious Education).[†] A qualification in Catholic Leadership (e.g. a master's degree) must include four units of Religious Education or Theology (or equivalent)	50 hours of professional learning or formation balanced across the three categories,* in each five-year period following the initial gaining of Level 2 accreditation

This manual will explain how to use TAP with a principal profile, how to submit inservices for approval, how to mark teachers' attendance, what to do in special circumstances and who to contact for help.

Using TAP with a principal profile

By default, each school principal will have access to the 'Principal' profile in TAP. If a principal wants to delegate this right to someone else in their school, such as the Religious Education leader, deputy principal or their personal assistant, this can be done via the CEVN website https://cevn.cecv.catholic.edu.au under *Staffing and ER / MyStaff*.

As TAP and Online Professional Learning (OPL) share the same platform, the principal profile must be delegated for both applications in order to work. Please ensure that principal access has been granted to TAP and OPL, as shown below.

☑	Online Professional Learning (OPL) General Access	AOPL	Request
☑	Online Professional Learning (OPL) Principals and Delegates	AOPL	Request

☑	Teacher Accreditation Platform - General Access	ATAP	Request
☑	Teacher Accreditation Platform - Principal Access	ATAP	Request

Once the access has been requested in MyStaff, the designated person will have a principal profile in TAP (and OPL). Note: The content in this manual reflects a school with one principal profile; however, for a school with more than one principal profile, the relevant staff will be able to see the same information in TAP, and will receive the same alerts and emails.

How to access TAP

Log in to the CEVN website and select 'Teacher Accreditation Platform (TAP)' from the 'Applications' list on the right-hand side of the screen. (You'll have to click on **View More** and scroll down.)

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.
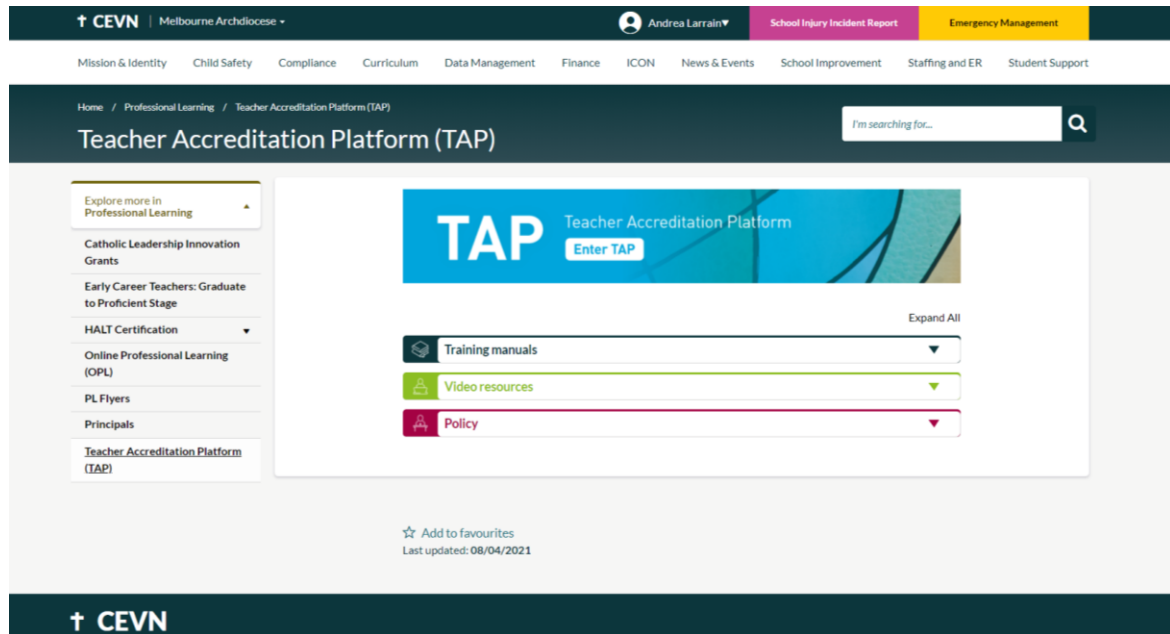
By default, TAP will open in your 'Learner' profile. In order to swap to your principal profile, click on the image in the top right-hand corner of the page and select **Switch to Principal** from the drop-down menu.
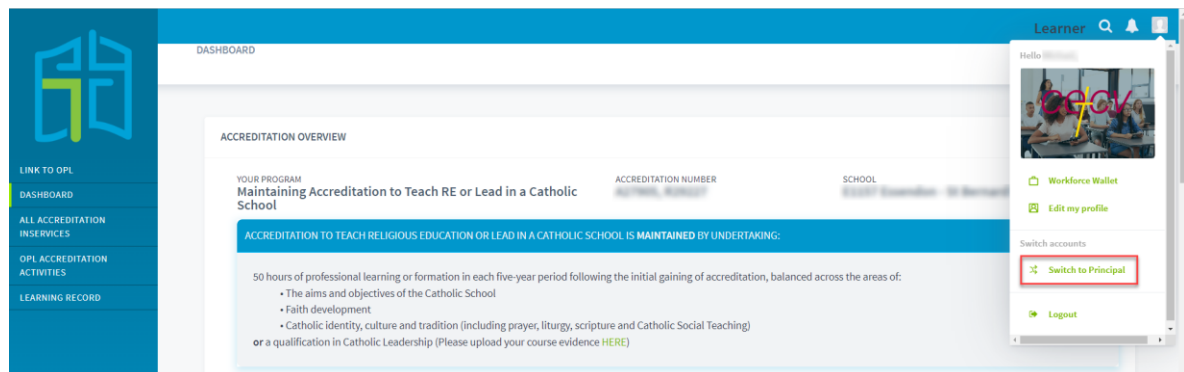
You will then be taken to the 'ALL ACCREDITATION INSERVICES' section.

All accreditation inservices

This section shows principals:

- all school-based inservices (past and upcoming) by default

- diocesan, external providers' and other schools' inservices via the **Search** option (see 'Type' below).

In this section, there are three options to help you navigate the site: 'Search', 'Inservice' and 'Add Inservice'. The first two are located in the top right corner and the third option is on the left-hand side of the screen next to the blue menu panel.

Search for an inservice
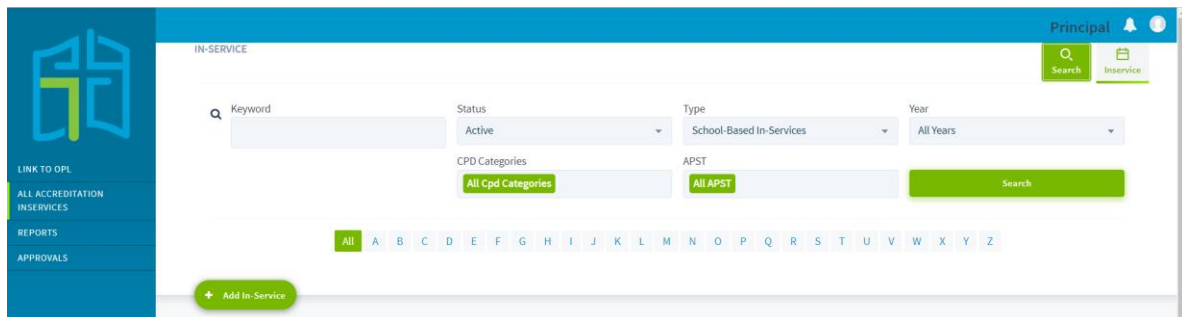
Use the **Search** option to find inservices via:

- Keyword: You can search for any approved school-based, diocesan, external provider's or other school's inservice. The most efficient way of looking for an inservice is by its approval code, as that is the unique identifier for each approved inservice. You can also search by inservice title or provider.

- Status: 'Active' inservices are all approved inservices. 'Draft' inservices are those you started to create, but saved to finalise later on. 'Declined' inservices are those that have been declined by the Accreditation team. Note that a comment has usually been added to these inservices in TAP, either requesting further information or explaining the reason for declining the inservice.

- Type: You can filter by school-based, diocesan, external providers' and other schools' inservices (if any of your teachers previously attended inservices while working in another school).

- Year: The search can be narrowed to a particular year or open to 'All Years'.

- CPD Categories: This filter enables you to search for inservices based on their assigned accreditation category.

- APST: Inservices can also be filtered by their alignment with the domains of the Australian Professional Standards for Teachers.

Submit an inservice

To submit an inservice for approval for the purpose of gaining/maintaining Accreditation to Teach in a Catholic School, or maintaining Accreditation to Teach Religious Education or Lead in a Catholic School, select **Add Inservice** on the top left-hand corner.
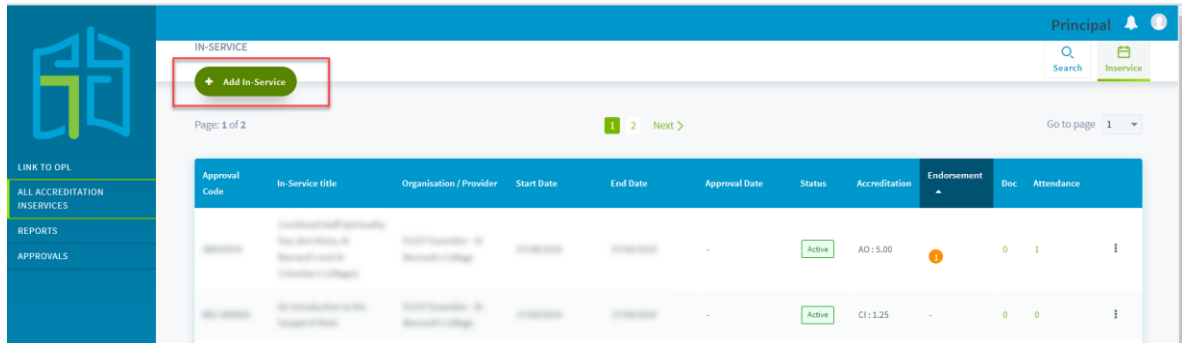
There are five tabs at the top of the form that have to be selected to enter the relevant details for that section. (Note: The system will initially open the 'General' tab by default.)

1. To begin adding general information about an inservice, fill out the mandatory details (indicated by an asterisk) in the **General** tab as follows:

    - Inservice Title: If your inservice has several sessions on different days, you'll need to create a separate application for each day. It is recommended that you use the same title for all, followed by 'session' or 'part' and a different number for each. There's an icon in TAP that enables duplication of approved inservices, making it easier to apply for multiple sessions (refer to page 19).

    - Inservice Provider: The provider of school-based inservices will always be your school, as the organiser, even when you invite a presenter to the school. This information should be referred to consistently in TAP so that when you run a report of all approved inservices (those of external providers, dioceses and your school) and filter by the school's name, it will display all school-based inservices.

    - Inservice Venue: It's not necessary to provide the full address or specify a room in the school. If the inservice is held outside your school, the name of the place will suffice.

    - Inservice Presenters: Most of the time, the presenter will be the Religious Education leader or principal of your school. Please provide the name of the person and their title, or organisation for an external presenter (e.g. Marcus Thomas, School RE Leader; Fr Richard King, Parish Priest; Dr Lisa Reinolds, Australian Catholic University).

    The optional 'Thumbnail' field allows you to upload an image, e.g. the school logo or a picture representing the inservice. Please don't upload a program or flyer in this location as it won't be readable due to size restrictions (to attach a document, refer to page 13).

    The 'APST (Australian Professional Standards for Teachers)' field is not connected to the Victorian Institute of Teaching (VIT) website. It is included to inform teachers that the inservice would also count as professional learning for their VIT registration.

2. Select the **Accreditation Category** tab and divide the total number of hours of your inservice application between the relevant categories. To do so, please click on the box next to each of the accreditation categories and type the number of hours. Make sure the sum of all boxes coincides with your application's total number of hours.

The hours that can count towards accreditation are hours spent in professional learning to widen teachers' knowledge in the required areas. Breaks, lunch, Mass and liturgies are not considered professional learning; therefore, they can't be included in applications. Planning sessions are also not considered professional learning, as they are seen as 'business as usual' for teachers. More information can be found in the [Accreditation FAQs and Scenarios](#) document on the MACS, CECV and CEVN websites.

3. Input a summary and description of the inservice in the **Description** tab. For inservices shorter than three hours, you will need to write a description emphasising how the session falls under the accreditation categories.

    For inservices longer than three hours, please provide a program/schedule. This can either be pasted in the 'Description' or attached to the application (as explained on page 13).

4. Select the **Date** tab to allocate a start and end date and time for the inservice. If the application is for an ongoing inservice throughout the year, your start date should be '01.01' and end date '31.12' of the same year.

5. Use the **Assign to Groups** tab to indicate the attendee group for the inservice. By default, this will be your school. If you are organising an inservice with other schools, please include this in the description and the Accreditation team will manually add these schools to the application.
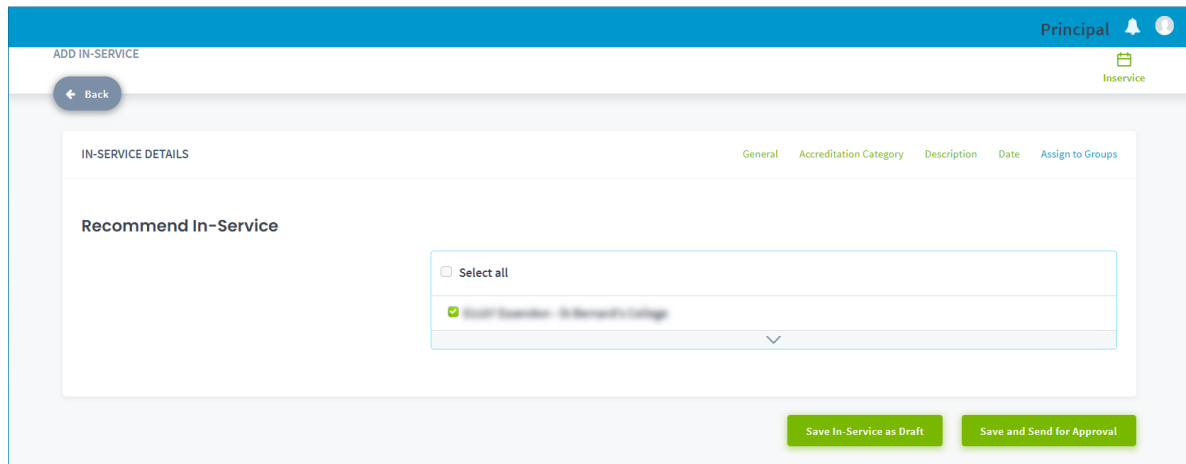

When you are ready, you have the option to either 'Save Inservice as Draft' (to continue editing later) or 'Save and Send for Approval' (to send the details to the Accreditation team).

Please don't click on **Save and Send for Approval** after completing each of the tabs. This should only be done when you've completed the whole application.

Note: TAP is *not* a registration portal. If you use OPL as your registration portal, you can create an activity to allow participants to register once the inservice receives approval in TAP. You will then be able to mark the attendance in OPL or upload it after the inservice is held.

Attach a document to an inservice application

To attach a document (such as a program) to your application, you'll need to save the inservice as a draft. You'll then be taken to a page showing your saved draft applications.

At the end of the row of the applicable inservice, click on the three dots and then the relevant icon to add a document to the application.

Name the document and select the **Choose File** button to upload it from your computer. Click on **Add Document** and you will be taken to a confirmation window with the message 'New Document has been added', where you'll be able to download or unlink the document from the application.

To finalise the submission of your inservice application after you've attached a document, select the **Search** option in the ALL ACCREDITATION INSERVICES section and filter for draft status. Click on the relevant icon from the three dots at the end of the row to edit your application. Select **Save and Send for Approval**.

Approved inservices

- ☑ **Import Attendance**
- ☑ **Mark Attendance / Endorse**
- ⬇ **Download Attendance Details**
- ⧉ **Duplicate In-Service**
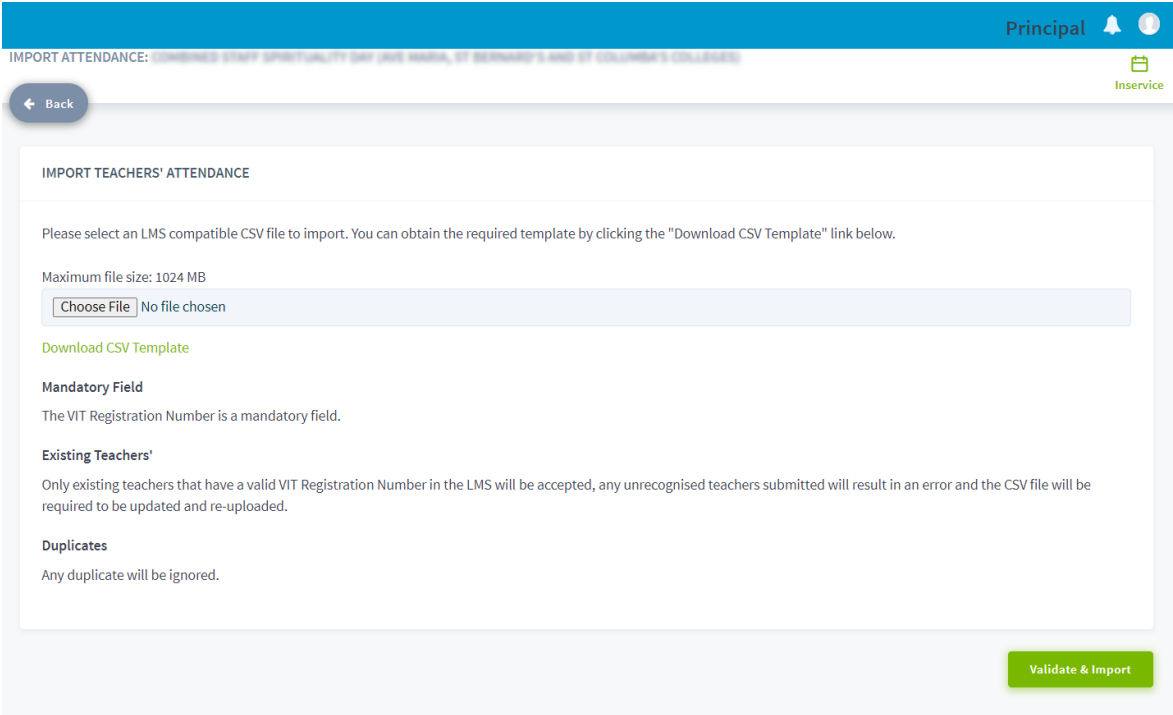
The three dots at the end of the row of your approved inservices will give you options to manage teachers' attendance and to duplicate inservices in cases where you'll be repeating them in the future.

Import attendance

Once a school-based inservice has been held, you will be able to import an attendee list into the approved inservice. This will automatically allocate the approved hours to the 'DASHBOARD' of each attendee teacher.

To bulk upload attendance, select the 'Import Attendance' icon from the three dots at the end of the row of an approved inservice. You'll be taken to the following screen, where you'll be required to choose a file from your computer with the populated teachers' information.

A template for this document is provided when clicking on **Download CSV Template**.

When filling out the template, it is recommended that you:

- don't add any new columns, as TAP will only read the information in the templated columns

- ensure there are no hidden characters or spaces in the cells for VIT registration numbers

- always save the document as a .csv file, as this is the only format TAP will read

- make sure all your teachers' VIT numbers are correct in ICON. You can run a Report 2 in TAP to generate a list of all your school's teachers (refer to page 22). This report will contain their VIT numbers. If any are incorrect, you will have to amend them in ICON.

Where a teacher's VIT registration is not correctly saved in ICON, TAP will not recognise this information for your school. This could happen because:

- there's more than one VIT entry in the teacher's ICON profile. The superseded numbers have to be deleted for the correct information to be fed into TAP

- the reference field in ICON for the teacher's VIT number has not been populated.
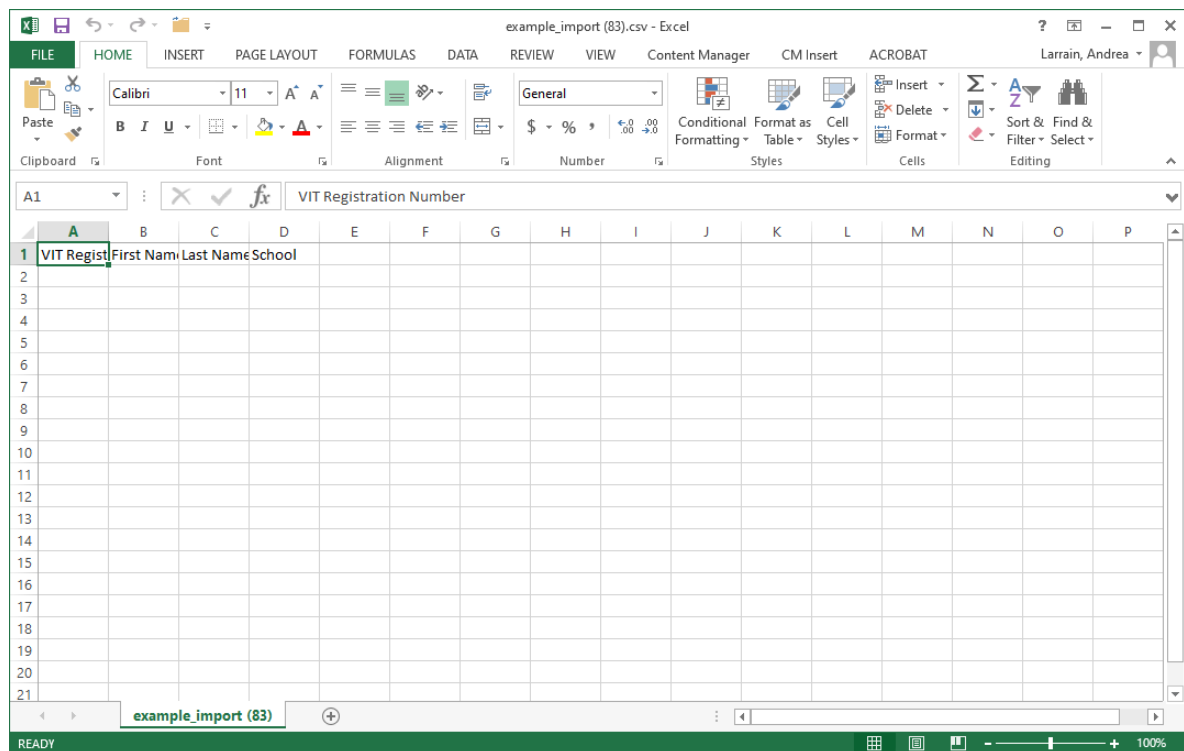
Mark attendance/endorse

By clicking on this icon, you'll be able to see a list of your school's teachers who have marked their attendance for school-based and external providers' approved inservices.

For school-based inservices, you'll know who attended as you are the organiser, but for external provider inservices, teachers will need to provide you with a certificate as evidence of completing or attending the relevant session.

If one of your teachers has attended an external provider's inservice, but hasn't marked their attendance in TAP, this approved inservice won't be listed in your principal profile, as there's no action required from you. External provider inservices will become visible under ALL ACCREDITATION INSERVICES in the principal profile when at least one teacher marks their attendance.

You'll be responsible for marking teachers' attendance by changing their status from 'Not Marked' to 'Attended' or 'Not Attended', and then submitting the endorsement by clicking on the **Save** button at the end of the page.

Every time one of your school's teachers marks their attendance for an approved inservice, you'll receive an alert on your principal profile that will take you to the relevant inservice.

By selecting **SEE ALL ALERTS** from the drop-down list, you'll be directed to a list of all teachers needing your endorsement.

When clicking on any of the entries in the 'ALERTS' window, you'll be taken to the approved inservice where the teacher requires your endorsement.

If you need to endorse more than one teacher for the same approved inservice, you can do so with one click by changing the status on the heading row of the list. Once you have marked all teachers' attendance for the inservice, select the **Save** button at the end of the page.

Marking attendance in special circumstances

There are some situations in which you won't be able to upload teacher attendance and may have to seek the Accreditation team's help:

- **When you're uploading attendance for a past inservice and some of the attendees are no longer working at the school**

    Please send an email to the Accreditation team, including the inservice approval code and title, and a .csv file with the name/s of the teacher/s who need to be marked as having attended.

- **When teachers are on leave or no longer work for the Victorian Catholic education system**

    In these cases, teachers' CNumbers are disabled so they can't access the CEVN website and their attendance can't be managed. They must therefore maintain a record of their attended inservices so, when they come back from leave or return to the Catholic system, they can upload their attendance.

It is recommended that you upload attendance promptly to avoid encountering any of the abovementioned problems.

Download attendance details

This action will give you a list of all teachers who marked their attendance for your approved inservice, plus any you uploaded in bulk after the inservice was held. It will contain their names, email addresses, school and attendance.

Duplicate inservice

This icon will create a copy of your approved inservice and will automatically open it for you to edit, with the word 'copy' appearing at the end of the inservice's title. If you're running the same session as a previous year, you will only need to change the date of the inservice and then click on **Save and Send for Approval**.

This action will also help in the instance you are running an inservice with multiple sessions. You can create one session and, when approved, duplicate it to create the other sessions by simply changing the relevant details.

Approvals

The 'APPROVALS' section allows you to see all inservices that have been submitted and are awaiting approval. It will also display the status of the inservice. Only the Accreditation team can approve pending inservices.

You can delete an inservice you have created if you no longer wish for it to be assessed for accreditation purposes by selecting **Delete this inservice** from the three dots at the end of the applicable row.

Reports

In the 'REPORTS' section, the following are available to view:

- Report 1: Generate a report of all accredited inservices
- Report 2: Generate a report of all schoolteachers and their tally of hours.
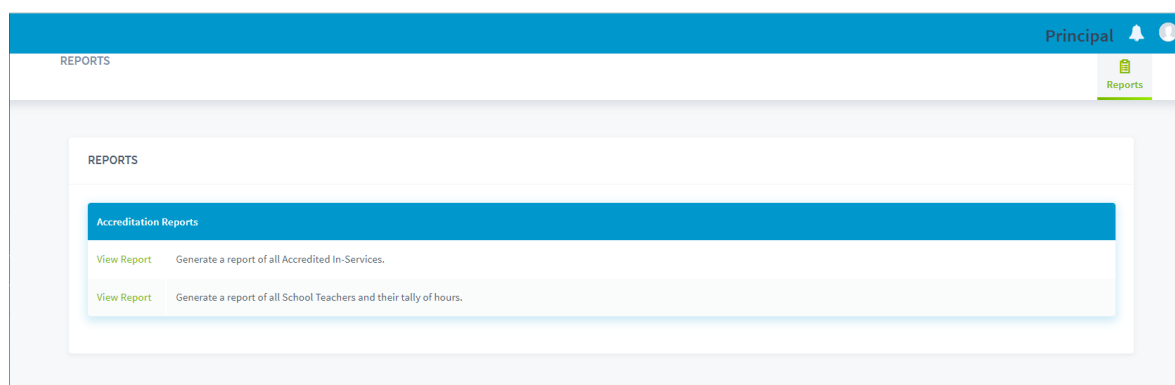
Report 1

To run this report, you will have to select your school, which will be the only available option, and enter a start and end date. The dates displayed within the report's timeframe relate to when the inservices were or will be held.

This report will include school-based, diocesan and external provider inservices. To see only the school-based inservices, filter the document by provider.

As a reminder, recognition of prior learning for accreditation purposes is 10 years; therefore, the past inservices available for inclusion in this report will be the ones held in the 10 years prior to the date the report is run.

Accreditation Report 1: From 22/07/2020 to 22/07/2022

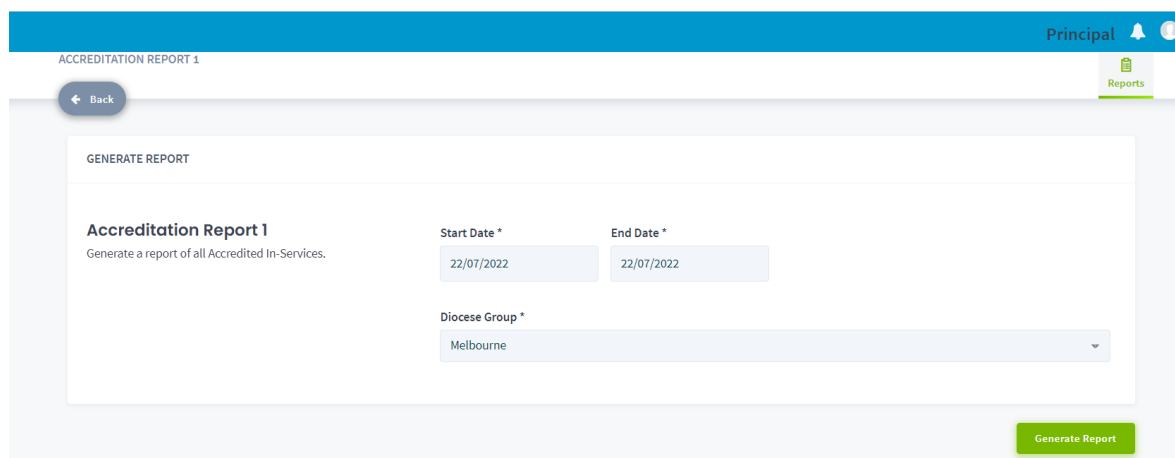| Inservice App	Inservice Title	Provider	Venue	Presenter	Start D	End Da	AO	FD	CI
REC-011595	Short Courses in Theology - Reading for Renewal	Australian Catholic University	Zoom Conference	Dr Kylie Crabbe, Dr Emmanu	20/11/201	20/12/202	1.3	1.3	1.4
REC-011154	Knowing Mary	FRG Ministry			01/01/202	31/12/202	3		3
REC-011093	Jewish-Christian relations leading to the Shoah - Part A [Online Mode]	Catholic Theological College			25/07/202	25/07/2020			2
REC-011094	Jewish-Christian relations leading to the Shoah - Part B [Online Mode]	Catholic Theological College			25/07/202	25/07/2020			2
REC-010908	Dimensions of Judaism as a Religious Tradition	Jewish Museum of Australia			29/07/202	29/07/2020			3.5
REC-011095	What is Liturgy? [Online Mode]	Catholic Theological College			30/07/202	30/07/2020			3
REC-011096	Church History 1: The Reformation in Ireland [Online Mode]	Catholic Theological College			01/08/202	01/08/2020			4.5
REC-011097	Christian Faith and World Religions 1: Interfaith in Australia - The Changing Scene [Online Mo	Catholic Theological College			01/08/202	01/08/2020		1	1
REC-011098	Christian Faith and World Religions 2: What is Islam? How can we develop the relationship?	Catholic Theological College			01/08/202	01/08/2020		1	1
REC-011099	Great Christian Mystics 1 [Online Mode]	Catholic Theological College			04/08/202	04/08/2020		1	1
REC-011100	Introduction to Church History 1 [Online Mode]	Catholic Theological College			04/08/202	04/08/2020			3
REC-010681	Orientation to Mercy	Institute of Sisters of Mercy Australia and PNG			05/08/202	05/08/2020			6
REC-011101	Ethics and Boundaries in Pastoral Care [Online Mode]	Institute of Sisters of Mercy Australia and PNG			05/08/202	05/08/2020			3
REC-010717	Nurturing the Mercy Mission	Institute of Sisters of Mercy Australia and PNG			06/08/202	06/08/2020			6
REC-010735	Ignis Two - Tasting the Spiritual Exercise	Peter Canisius House Centre of Ignatian Spirituality			06/08/202	06/08/2020			9
REC-011102	Liturgy: Principles and Elements [Online Mode]	Catholic Theological College			06/08/202	06/08/2020			3
REC-010729	Northern Region: Religious Education Leaders' Network (Primary) [Online]	MACS			07/08/202	07/08/202	1		4
REC-011103	Christian Faith and World Religions 3: What is Hinduism? How can we draw closer together?	Catholic Theological College			08/08/202	08/08/2020		1	1
REC-011104	Christian Faith and World Religions 4: What is Buddhism? How can we relate more deeply? [O	Catholic Theological College			08/08/202	08/08/2020		1	1
REC-010681	Orientation to Mercy	Institute of Sisters of Mercy Australia and PNG			10/08/202	10/08/2020			6
REC-010718	Nurturing the Mercy Mission	Institute of Sisters of Mercy Australia and PNG			11/08/202	11/08/2020			6
REC-011105	Great Christian Mystics 2 [Online Mode]	Catholic Theological College			11/08/202	11/08/2020		1	1
REC-010710	Saint Mary of the Cross Mackillop - A Significant Australian	Mary MacKillop Heritage Centre, East Melbourne			12/08/202	12/08/202	0.5	0.5	0.75
REC-011106	Pastoral Anthropology and Psychology [Online Mode]	Catholic Theological College			12/08/202	12/08/2020			3
REC-010748	Western Region REL Faith Formation and Prayer Day	MACS			13/08/202	13/08/2020	5.5		
REC-011107	The Catholic Dialogue School Today, Session 1 [Online Mode]	Catholic Theological College			14/08/202	14/08/202	1.5		1.5
REC-011108	The Catholic Dialogue School Today, Session 2 [Online Mode]	Catholic Theological College			14/08/202	14/08/202	1.5		1.5
REC-010807	Walking On the Land with Catholic Social Teaching	Catholic Social Services Victoria			18/08/202	18/08/2020	1.5	1.5	2
REC-011109	Great Christian Mystics 3 [Online Mode]	Catholic Theological College			18/08/202	18/08/2020		1.5	1.5
REC-010752	Western Region REL Network	MACS			19/08/202	19/08/2020	5.5		
REC-011110	Principles of Pastoral Counseling - Part 1 [Online Mode]	Catholic Theological College			19/08/202	19/08/2020			3
REC-012107	Formative assessment rubrics in R.E. Plan stage , Western Region Primary Religious Educatic	MACS- Western Region	Online	Rosa Grabovac, Rose Thoma	19/08/202	19/08/202	1		
REC-011038	Catholic and Buddhist Perspectives of Mercy and Compassion	Institute of Sisters of Mercy Australia and PNG			20/08/202	20/08/2020			1.5
REC-011111	Christian Spirituality: The Practice of the Present moment with Jean Pierre de Caussade [Onlin	Catholic Theological College			25/08/202	25/08/2020		1	1
REC-010723	Julian Tension Woods - Ecospirituality and Sustainability	Mary MacKillop Heritage Centre, East Melbourne			26/08/202	26/08/202	0.5	0.5	0.75
REC-011112	Principles of Pastoral Counseling - Part 2 [Online Mode]	Catholic Theological College			26/08/202	26/08/2020			3

Report 2

To run this report, you will have to select your school, which will be the only available option, and click on **Generate Report**.

The report will contain all your school staff; therefore, we recommend that you filter it by the VIT number column to show your teachers only, as they are required to gain and maintain their accreditation.

In the 'Accreditation Group' column, there are five possible entries displayed:

1. Gaining Accreditation to Teach in a Catholic School: This will be shown for teachers who don't yet have accreditation, but have entered TAP and selected this accreditation level.

2. Gaining Accreditation to Teach RE or Lead in a Catholic School: This will be shown for teachers who don't yet have accreditation, but have entered TAP and selected this accreditation level. As inservices are not part of the requirements to gain this level (refer to the table on page 3), there will always be a '0' in the tally of hours.

3. Maintaining Accreditation to Teach in a Catholic School: This will be shown for teachers who already have this accreditation level and must maintain it. These teachers don't have to log into TAP to select this program, as it is done automatically.

4. Maintaining Accreditation to Teach RE or Lead in a Catholic School: This will be shown for teachers who already have this accreditation level and must maintain it. These teachers don't have to log into TAP to select this program, as it is done automatically.

5. Blank cell: This will be shown for teachers who don't have accreditation and haven't entered TAP. There won't be any information in their tally of hours until they have selected a level of accreditation.

The 'Tally of Hours' column will display the total hours the teacher has accrued towards their accreditation level within the date range. In the subsequent columns, the total is divided between the accreditation categories:

• AO: The aims and objectives of the Catholic school

• FD: Catholic curriculum, Religious Education and faith development

• CI: Catholic identity, culture, tradition and theology (including prayer, liturgy, Scripture and Catholic social teaching).

As a reminder, gaining and maintaining Accreditation to Teach in a Catholic School require a minimum of five hours of professional learning in each category with 25 hours total, and maintaining Accreditation to Teach Religious Education or Lead in a Catholic School requires a minimum of 10 hours of professional learning in each category with 50 hours total.

	Title	First Name	Preferred Name	Last Name	Email	Status	VIT Registration Number	Accreditation Number	CNumber	School Name	School Location	Accreditation Group	Tally of Hours	AO	FD	CI
						Report 2 : E1000 Melbourne - Catholic School											
5	Mrs	Mary	Mary	Smith	msmith@catholicschool.vic.edu.au	Active	153759		CXXXXXX	Catholic School	Melbourne					
6	Mr	Thomas	Thomas	Johnson	tjohnson@catholicschool.vic.edu.au	Active	172663	AP10105	CXXXXXX	Catholic School	Melbourne	Gaining Accreditation to Teach in a Catholic School	8	0	4	4
7	Mr	Luke	Luke	Williams	lwilliams@catholicschool.vic.edu.au	Active			CXXXXXX	Catholic School	Melbourne					
8	Mr	Peter	Peter	Marble	pmarble@catholicschool.vic.edu.au	Active	169461		CXXXXXX	Catholic School	Melbourne					
9	Mr	Paul	Paul	Hall	phall@catholicschool.vic.edu.au	Active			CXXXXXX	Catholic School	Melbourne					
10	Ms	Magdalene	Magdalene	Brown	mbrown@catholicschool.vic.edu.au	Active	154598	REP3918	CXXXXXX	Catholic School	Melbourne	Maintaining Accreditation to Teach RE or Lead in a Catholic School	0	0	0	0
11	Mrs	Christina	Christina	Davies	cdavies@catholicschool.vic.edu.au	Active	190720		CXXXXXX	Catholic School	Melbourne					
12	Mrs	Rose	Rose	Anderson	randerson@catholicschool.vic.edu.au	Active	183330		CXXXXXX	Catholic School	Melbourne					
13	Mr	Nicholas	Nicholas	McDonnalds	nmcdonnalds@catholicschool.vic.edu.au	Active	91547	R21877	CXXXXXX	Catholic School	Melbourne	Maintaining Accreditation to Teach RE or Lead in a Catholic School	15	3	5	7
14	Mrs	Amber	Amber	Bates	abates@catholicschool.vic.edu.au	Active	151585	REP1154	CXXXXXX	Catholic School	Melbourne	Maintaining Accreditation to Teach RE or Lead in a Catholic School	7	2	2	3
15	Mr	Anthony	Anthony	Buchan	abuchan@catholicschool.vic.edu.au	Active	186729	A26908	CXXXXXX	Catholic School	Melbourne	Maintaining Accreditation to Teach in a Catholic School	0	0	0	0
16	Mr	Richard	Richard	Young	ryoung@catholicschool.vic.edu.au	Active	157464	RES772	CXXXXXX	Catholic School	Melbourne	Maintaining Accreditation to Teach in a Catholic School	2	0	2	0
17	Ms	Bella	Bella	Stephens	bstephens@catholicschool.vic.edu.au	Active	172484	REP3217	CXXXXXX	Catholic School	Melbourne	Gaining Accreditation to Teach RE or Lead in a Catholic School	0	0	0	0