

# TAP – Principal (Manager)

User Manual

Rex Doc No



MELBOURNE  
ARCHDIOCESE  
CATHOLIC SCHOOLS

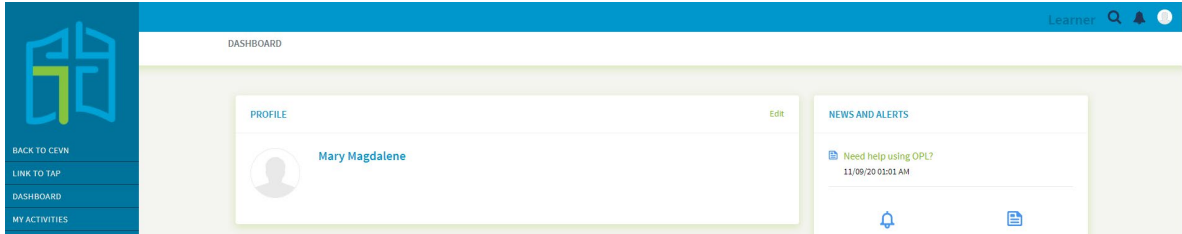
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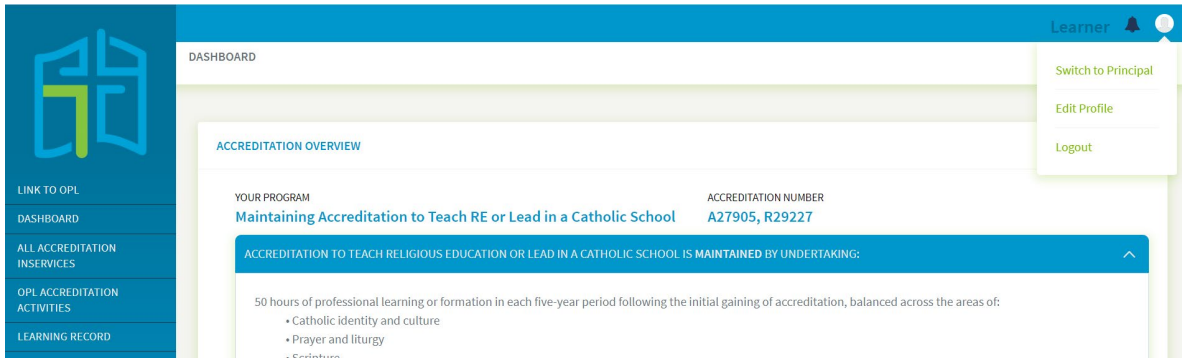


# TAP – Principal (Manager)

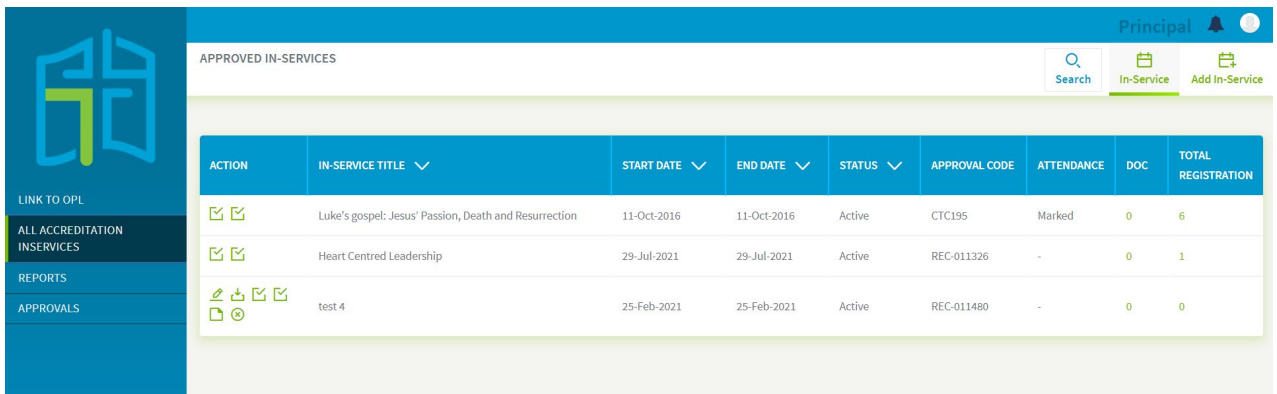
To access the Teacher Accreditation Platform (TAP), you have to access the Online Professional Learning (OPL) via CEVN. From your OPL - DASHBOARD, you need to click on the **LINK TO TAP** menu item. The menu items are available in the blue column to the left of the screen:




You will be directed to your Learner’s profile. In order to swap to your principal’s profile, you need to switch to Principal’s account on the right upper corner on the person icon.



Once you change your profile to Pricipal, you will be directed to the **ALL ACCREDITAITON INSERVICES**.

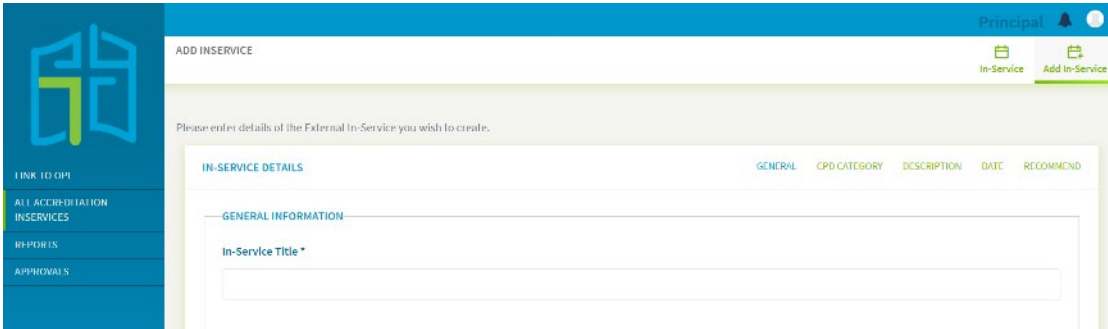


## All Accreditation In Services

- This page will show;
  - All School InServices (Past and upcoming ones created by the Principal)
  - In Services that teachers within their School have marked themselves as attendee
  - All Dioceses InServices
- The 6 action icons enable you to do the following: 
  - Edit the In-Service
  - Download Registration Details
  - Import Attendance
  - Mark Attendance / Endorse (When the Principals 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
- 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** tab at the top right-hand corner



- Once you have selected the Add In-Service tab, you will land on the **ADD INSERVICE** page where you are instructed to enter details of the External In-Service you wish to create:



Principal

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

GENERAL INFORMATION

In-Service Title \*

In-Service Provider \*



**GENERAL INFORMATION**

In-Service Title \*

In-Service Provider \*

In-Service Venue \*

In-Service Presenters \*

In-Service Category \*

**IN-SERVICE THUMBNAIL**

Upload Thumbnail

**APST**

**APST (Australlian Professional Standards for Teachers) \***

The APST are used by all teachers in Australia, including those registered with the Victorian Institute of Teaching.

Yes  No

Professional Knowledge  
 Professional Practice  
 Professional Engagement

SAVE IN-SERVICE AS DRAFT

SAVE AND SEND FOR APPROVAL



- In addition, there are five other tabs at the top of the form that can be selected to enter the relevant details for that tab i.e.

## GENERAL, CPG CATEGORY, DESCRIPTION, DATE and RECOMMEND

- To begin adding an In-Service under **GENERAL**, click on this tab to fill out all the mandatory information needed as shown below.

IN-SERVICE DETAILS

GENERAL CPG CATEGORY DESCRIPTION DATE RECOMMEND

**GENERAL INFORMATION**

In-Service Title \*

In-Service Provider \*

In-Service Venue \*

In-Service Presenters \*

In-Service Category \*

Please choose..

**IN-SERVICE THUMBNAIL**

Upload Thumbnail

Choose File No file chosen

**APST**

**APST (Australian Professional Standards for Teachers) \***

The APST are used by all teachers in Australia, including those registered with the Victorian Institute of Teaching.

Yes  No

Professional Knowledge

Professional Practice

Professional Engagement

SAVE IN-SERVICE AS DRAFT

SAVE AND SEND FOR APPROVAL



- Select **CPD CATEGORY** tab next to the **GENERAL** tab. Through each CPD Category you can allocate Accreditation hours to different categories.

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

**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"/> | <input type="text"/> | Aims and objectives of the Catholic school   |
| <input type="checkbox"/> | <input type="text"/> | Faith development  |
| <input type="checkbox"/> | <input type="text"/> | 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"/> | <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 |

- Select the **DESCRIPTION** tab to input the summary and description of the In-Service.

**ADD INSERVICE**

Principal

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 field:

Description field:

Rich text editor toolbar: Styles, Size, Bold, Italic, Underline, Text color, Background color, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Source

LINK TO OPL

ALL ACCREDITATION INSERVICES

REPORTS

APPROVALS



- 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 contains the following fields:

- Start Date \***: [Empty text box]
- End Date \***: [Empty text box]
- Start Time \***: [09:00 dropdown]
- End Time \***: [12:00 dropdown]

At the bottom of the form, there are two buttons: **SAVE IN-SERVICE AS DRAFT** and **SAVE AND SEND FOR APPROVAL**.

- Select the **RECOMMEND** tab to allocate the group for this In-Service; that will be by default your school.

The screenshot shows the 'ADD INSERVICE' form with the 'RECOMMEND' tab selected. The form contains the following elements:

- RECOMMEND PROFILE** section with a  **Select / Deselect All** checkbox.
- A list of schools, including  **E1157 Essendon - St Bernard's College**.

At the bottom of the form, there are two buttons: **SAVE IN-SERVICE AS DRAFT** and **SAVE AND SEND FOR APPROVAL**.

- You have the options of **SAVE IN SERVICE AS DRAFT** to continue editing later or **SAVE AND SEND FOR APPROVAL** to the Accreditation team, when you are ready.
- Remember that TAP is not a registration portal, you can't manage attendances in this platform.
  - Once the In-Service you created receives approval, you can create an Activity via OPL to allow participants to register.





## Search of an InService

Use the **Search** button to search active, disabled, draft or declined

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

**Input Keyword:** Allows you to search In-Services or an approval code

**Status:** Allows you to filter through all In-Services using active, draft, disabled or declined.

**Year:** You can choose which year you would like to filter all In-Services

**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 InService (school or external provider) can upload a list of attended teachers and each of the attended teachers would received the approved accreditation hours in their profiles.
- Teachers can mark themselves as attendees to the InService seeking the 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 - EDR429 | 01-Mar-2011 | 19-Jan-2021 | Active | REC-011479    | -          | 0   | 2                  |

On the InServices created by the principal, there will be 6 options on the **ACTION** column, on the listed external In-Services there will be just 2 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 that InService.



**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 to 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.**

Keyword

| 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<br>CIC : 0.50<br>SC : 0.50<br>TR : 1.00 | Attended     |
| Lucas                      | Father     | Saint Marcus School | 25/02/21 10:40    | FD : 2.00<br>CIC : 0.50<br>SC : 0.50<br>TR : 1.00 | Not Attended |
| Elizabeth                  | Rosales    | Saint Marcus School | 25/02/21 10:40    | FD : 2.00<br>CIC : 0.50<br>SC : 0.50<br>TR : 1.00 | Not Marked   |
| Mateo                      | Brother    | Saint Marcus School | 25/02/21 10:41    | FD : 2.00<br>CIC : 0.50<br>SC : 0.50<br>TR : 1.00 | Not Marked   |

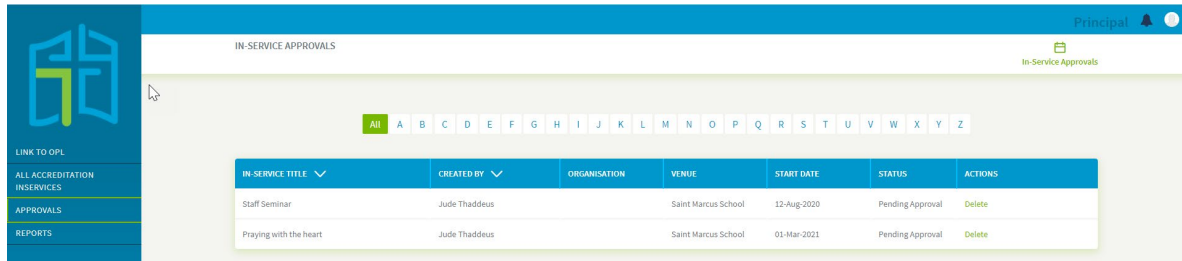
Once you have marked teachers attendance in either way, the approved Accreditation hours of the In-Service will be allocated on each teacher's profile.



## Approvals

The **APPROVALS** menu tab allow 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 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 | Saint Marcus School | 12-Aug-2020 | Pending Approval | Delete  |
| Praying with the heart | Jude Thaddeus | Saint Marcus School | Saint Marcus School | 01-Mar-2021 | Pending Approval | Delete  |

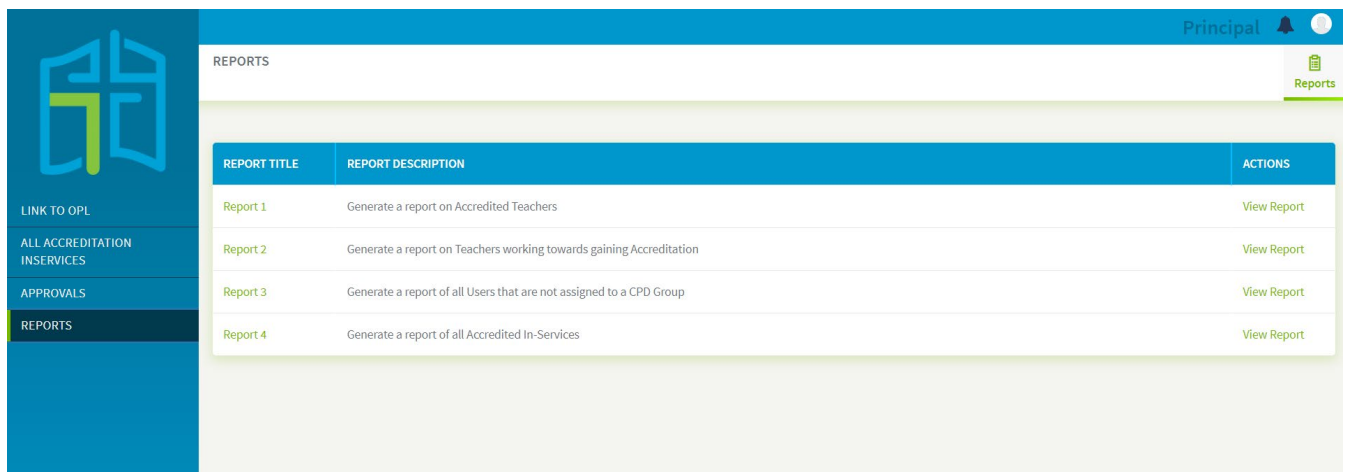
## Reports

Report 1: Generate a report on Accredited Teachers

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)

Report 4 Generate a report of all school based In-Services and External Inservices 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 |

