TAP – Principal (Manager)

User Manual

MELBOURNE
ARCHDIOCESE
CATHOLIC SCHOOLS

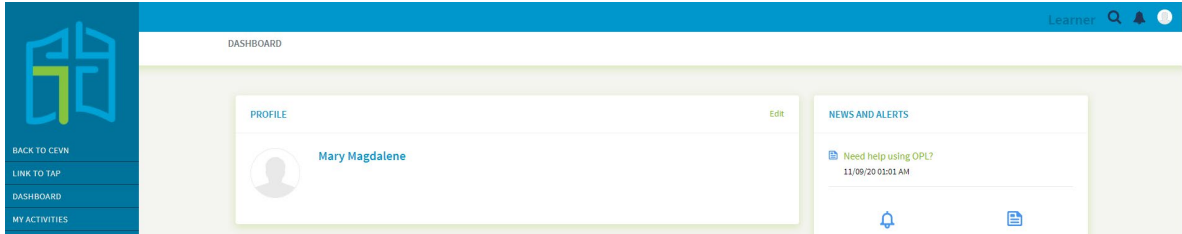# Table of Contents

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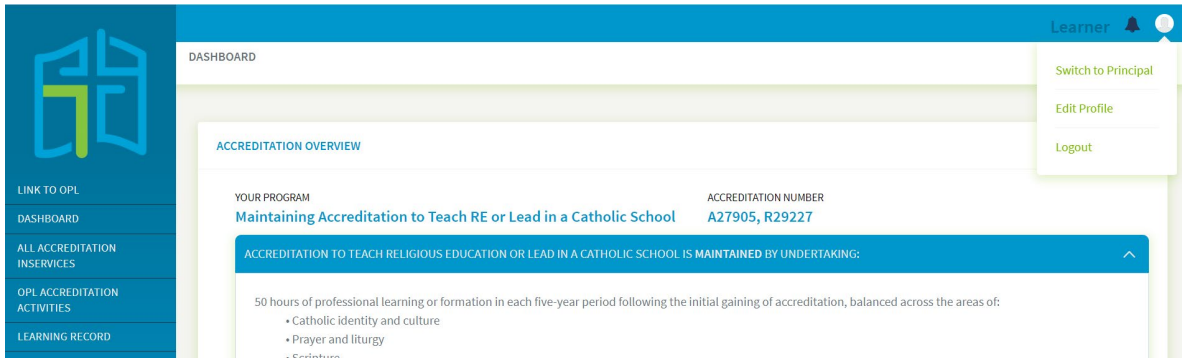
Once you change your profile to Pricipal, you will be directed to the **ALL ACCREDITAITON INSERVICES**.
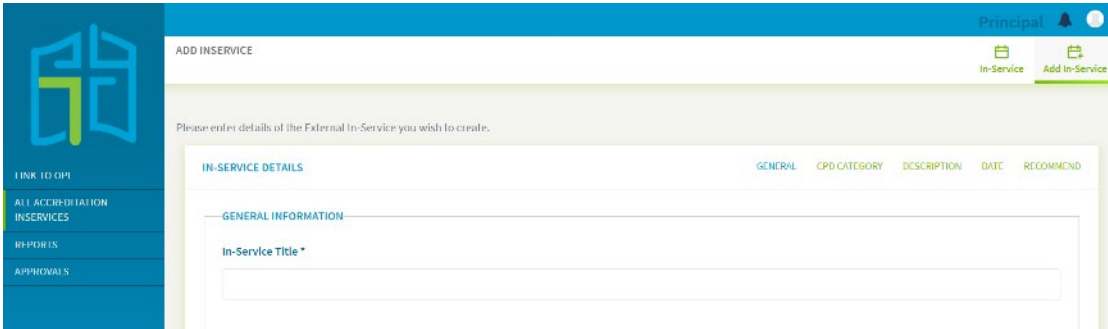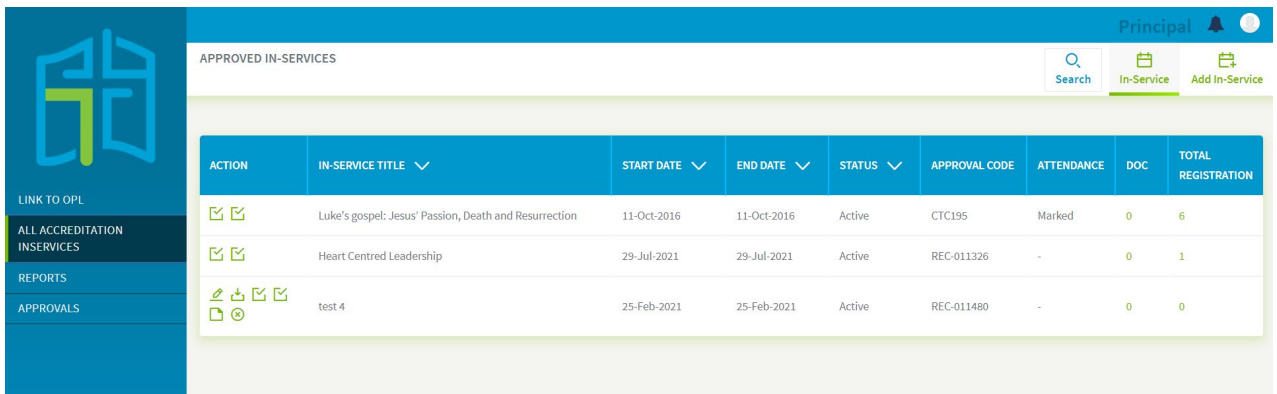

All Accreditation In Services

- 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

    Add In-Service

- 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:

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

- 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   CPD 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 numer to each of the categories

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

- 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.

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

- 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

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 - EDRE429	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

Choose File	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.

CANCEL		VALIDATE & IMPORT

– 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

	SEARCH	CLEAR

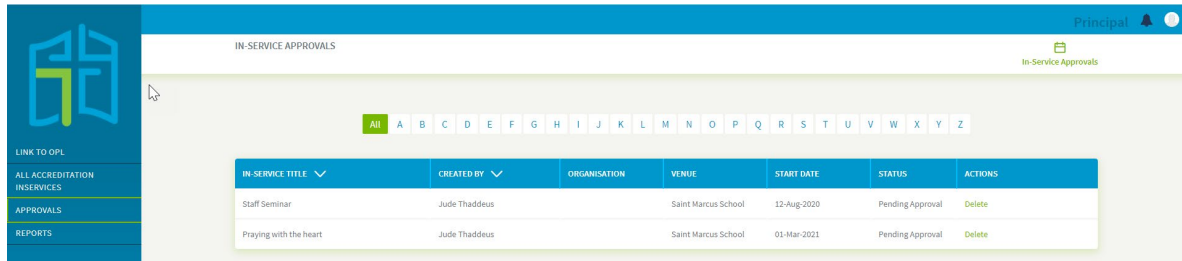| VENUE: SAINT MARCUS SCHOOL				01/02/21 17:00 - 01/02/21 19:00	
FIRST NAME	LAST NAME	GROUP	REGISTRATION DATE	ACCREDITATION HOURS	Not Marked
Wilma	Flintstone	Saint Marcus School	25/02/21 10:40	FD : 2.00 CIC : 0.50 SC : 0.50 TR : 1.00	Attended
Lucas	Father	Saint Marcus School	25/02/21 10:40	FD : 2.00 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 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.

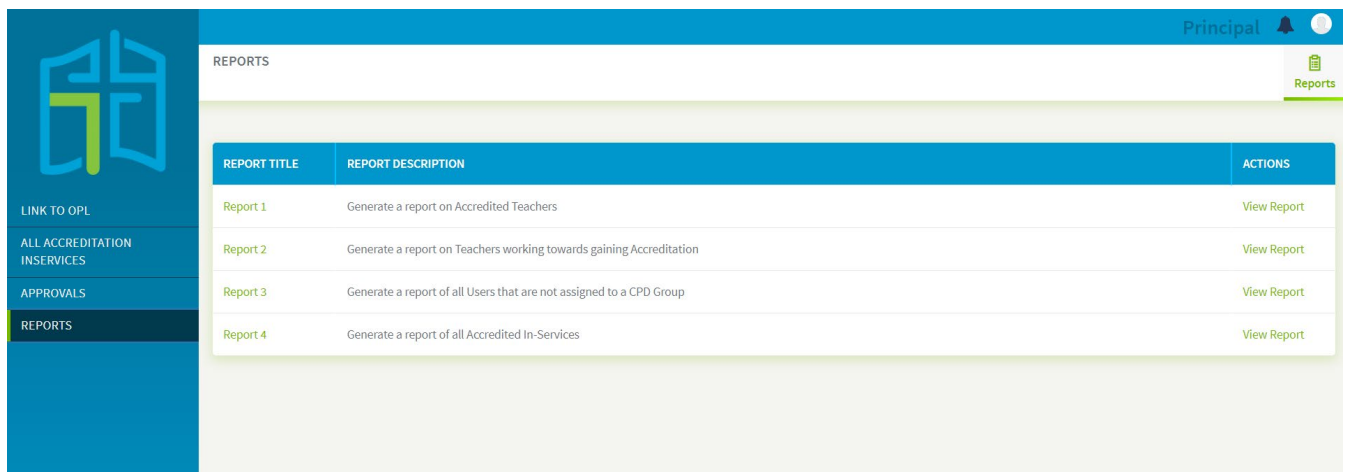You are also able to delete an In-Service, under actions select the **Delete** button.

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.