

Teacher Accreditation Platform (TAP)

User Manual - Learner (Teacher)

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TAP – Learner (Teacher)

Access to TAP

Access to TAP is via the CEVN website.

Login to <u>https://cevn.cecv.catholic.edu.au/Sand</u>

(You will need your C Number and Password – please contact your school administrator if you require assistance with confirming your C Number)

 Click Teacher Accreditation Platform (TAP) on the CEVN Homepage to view your TAP Dashboard



Access to TAP is also available by the following options:

- Click LINK TO TAP in the Menu on your OPL Dashboard
- Click <u>https://www.ceosand.catholic.edu.au/employment/accreditation</u> to access the Catholic Education Sandhurst Ltd website

Learners Seeking to Gain Accreditation

If you are applying to gain Accreditation, your TAP Dashboard will prompt you to select the level of Accreditation you are working towards, by clicking on the drop down arrow and choosing from the following options:

- Gaining Accreditation to Teach in a Catholic School
- Gaining Accreditation to Teach RE or Lead in a Catholic School

A	DASHBOARD	arner 🌲 💽
Catholic Education Sandhurst Ltd	Please choose the level of accreditation you are applying for:	
LINK TO OPL	Please select a level of accreditation *	
	If you have already gained your Accreditation, please contact accreditation_ces@ceosand.catholic.edu.au	
	3AVE	

Once you have selected the relevant option, click the SAVE button and you will be prompted to confirm the option you have selected.

If you select the incorrect option in error, please contact the Accreditation Team via accreditation ces@ceosand.catholic.edu.au

Learners Seeking to Maintain Accreditation

If you have already gained your Accreditation, your TAP Dashboard will show that you are allocated to a Maintenance group in either of the following options:

- Maintaining Accreditation to Teach in a Catholic School
- Maintaining Accreditation to Teach RE or Lead in a Catholic School

If TAP does not recognise that you are in a maintenance group, please contact the Accreditation Team via <u>accreditation ces@ceosand.catholic.edu.au</u>

TAP Dashboard

This is the landing page which will show the status of your accreditation. Your Dashboard will show that you will be allocated to 1 of the 4 following groups:

- Gaining Accreditation to Teach in a Catholic School
- Gaining Accreditation to Teach RE or Lead in a Catholic School
- Maintaining Accreditation to Teach in a Catholic School
- Maintaining Accreditation to Teach RE or Lead in a Catholic School

Important Note:

If you are in the Maintaining Accreditation to Teach in a Catholic School group and wish to be eligible to apply to Gain your Accreditation to Teach RE or Lead in a Catholic school – please contact the Accreditation Team via <u>accreditation ces@ceosand.catholic.edu.au</u>

Accreditation to Teach in a Catholic School - Gaining

(F)	DASHBOARD			Learner 🌲 🔍
Catholic Education	ACCREDITATION OVERVIEW			
INK TO DPI DASHBOARD	Gaining Accreditation to Teach in a Catholic Se	chool -	TICH HUMBER	
ALL ACCREDITATION	Accreditation to leach in a Catholic School is gained by u	indertaking:		~
OPL ACCREDITATION ACTIVITIES LEARINING RECORD	25 hours of professional loarning within five years of he - The alms and objectives of the Catholic school - Failth development - Catholic identity, nuture and tradition (includin	ing employed, balanced across the areas of: g prayer, liturgy, scripture and Catholic Social Teach	ngi.	
	DATE ROADE 13/03/2011 to 09/03/2026	MINIMUM REQUIRED	TALINGE 5.00 Hour(s)	
	SPECIAL CONSIDERATION To apply for spocial consistencion plasse contact availability, independent and approved beaut applicable documents have approved. These approved beaut applicable documents have			

Here you are able to see the following:

- An overview of your Accreditation Program
- The minimum hours required to Gain your Accreditation
- Your total tally of hours
- The timeframe in which you have to gain the minimum hours
- An option to apply for Special Consideration (e.g. evidence of gaining accreditation interstate)

As you scroll down your TAP Dashboard you will be able to see the total hours that you have completed for each Accreditation Category. The hours that show on your Dashboard are synced from Online Professional Learning (OPL) activities that have been assigned accreditation hours and that you have registered for and been marked as attending. You also have the ability to upload Learning Records to accrue the hours required. Once you have met the minimum requirements, you will have the ability to click on the **APPLY** button on your TAP Dashboard for your Accreditation. This application will be submitted to the Accreditation Team to either **Approve** or **Decline** after assessment and you will receive an email notification confirming the result (with comments and follow up actions as required).

		Learner
Faith development		
	(Activity) Staff Sabbatical - Staff Sabbatical	2.50 Hour(s)
ALL ACCREDITATION	ns.	
DPLACCREDITATION		
LAINING RECOVE		
ACCREDITATION CATEGORIES		
Catholic identity, cultu	ure and tradition (including prayer, liturgy, s	cripture and Catholic Social Teaching)
Total hour 2.5	(ALENITY) Staff Sabbatical - Staff Sabbatical	2.59 Haur(s)

Accreditation to Teach in a Catholic School - Maintaining

(+) _	DASHBOARD				
Catholic Education	ACCREDITATION OVERVIEW				
NK TO DPL	YOUR PROSEMM Maintaining Accreditation to Teach in a Catho	ACCREDITAT	TICN NUMBER		
LL ACCREDITATION (SERVICES	Accreditation to Teach in a Catholic School Is maintaine	d by undertailding:		~	
PLACCREDITATION CONTIES	25 hours of professional learning or formation in each five-year period following the initial gaining of accreditation, balanced across the areas of:				
ARNING RECORD	 The aims and objectives of the Catholic school +Fatth development Catholic identity, culture and tradition (including) 	ng prayer, liturgy, scripture and Catholic Social Teaching	ng).		
	DATE RANGE 13/03/2011 to 12/03/2016	MINIMUM REQUIRED 25.00	TALLYOF 5.00 Hour(s)		
	ser cal consum astron. To apply for general consistencies plase contact accordingtor, cas possessed, cath electeds as for prior				

Here you are able to see the following:

- An overview of your Accreditation Program
- The minimum hours required to Maintain your Accreditation
- Your total tally of hours
- The timeframe in which you have to Maintain the minimum hours
- An option to apply for Special Consideration

As you scroll down your TAP Dashboard you will be able to see the total hours that you have completed for each Accreditation Category. The hours that show on your Dashboard are synced from Online Professional Learning (OPL) activities that have been assigned accreditation hours and that you have registered for and been marked as attending. You also have the ability to upload Learning Records to accrue the hours required (information to follow). Once you have met the minimum requirements, you will have the ability to click on the **APPLY** button on your TAP Dashboard for your Accreditation. This application 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 (with comments and follow up actions as required).

(F)	Learner -	A •
Catholic Education	Faith development	
LINK TO OPL DASHBOARD	Duttion/Staff Sabbatical 2.58 Hours):	
ALL ACCREDITATION INSERVICES OPL ACCREDITATION ACTIONIES	Total hours 2.5	
LI, AUDINING, MLAXIMU		
	ACCREDITATION CATEGORIES	
	Catholic identity, culture and tradition (including prayer, liturgy, scripture and Catholic Social Teaching)	
	(ACHING Staff Sabbatical - Staff Sabbatical 239Hours) Total hours 2,5	

Accreditation to Teach Religious Education or Lead in a Catholic School – Gaining

	ACCREDITATION OVERVIEW		Learner 🗢
Catholic Education Sandhurst Ltd	YOUR PROGRAM Gaining Accreditation to Teach RE or L Accreditation to Teach Religious Education or L	ACCREDITATION NUMBER ead in a Catholic School - ead in a Catholic School is gained by undertaking:	~
ALL ACCREDITATION NERVICES OPL ACCREDITATION ACCREDITATION ACCREDITATION ACCREDITATION ACCREDITATION	Formal, assessed study in Religious Educatio of Religious Education)* A qualification in Catholic Leadership (e.g. a * Note: While this provision concerns teacher School at any stage of their career.	n/Theology/Catholic Leadership within five years of being employ master's degree) must include four units of Religious Education o s new to Catholic education, current teachers may pursue Accred	ved (courses are approved by agreement of the diocesan heads r Theology (or equivalent), itation to Teach Religious Education or Lead in a Catholic
	DATE RANGE 19/03/2011 to 15/03/2026	MANDATORY - UPLOAD COURSE ENDERCE HERE Evidence uploaded: 0	SPFCIAL CONSIDERATION To apply for special consideration please contact accreditation_cest@consand_catholic.edu.au for prior approval. Once approved please upload document here

Here you are able to see the following:

- An overview of your Accreditation Program
- The timeframe in which you have to Gain the minimum hours
- An option to upload the required evidence ((formal assessed course transcript)
- An option to apply for Special Consideration

To upload the required evidence (formal assessed course transcript):

- Click UPLOAD COURSE EVIDENCE HERE
- Search for the course you have studied from the available course list and upload your course documentation
- If your course is not part of the list, you will be required to apply for Special Consideration by emailing <u>accreditation_ces@ceosand.catholic.edu.au</u>

	COURSES LIST				
Catholic Education Sandharst tot	Page: 1 of 2		1 2 Ment + Lant +		Go to page 1 -
LINK TO OPL		A B C D E	F G H I J K L M N O P Q	R S I U V W X Y Z	
DASHIBQAND					
ALL ACCREDITATION INSERVICES	UPLOAD CO	NURSES			
OPL ACCREDITATION ACTIVITIES	Please select	the courses you have attended and upload course evid	920		
LEARNING RECORD	ACTION	COURSE CODE 🗸	COURSE TITLE 🗸	COURSE PROVIDER / DIOCESE V	EVIDENCE
	٥	CESITSC / CES2LRE/ CES3REPN / CES4CSM	Catholic Education Sandhurst Utd Accreditation Course	SANDHURST	
	0	MPST	Master of Protessional Studies in Theology	Australian Catholic University	
	D	MIS	Master of Theological Studies	Australian Catholic University	
	0	Part I / Part II	Ministry of Catholic Schooling	SANDHURST	

Accreditation to Teach Religious Education or Lead in a Catholic School - Maintaining

A	DASHBOARD			Learner 🐥 🔮
Catholic Education	ACCREDITATION OVERVIEW			
LINK TO OPL	усыя рассаам	ACCRIDITA	TION NUMBER	
ALLACCREDITATION INSUMICES	Accreditation to Teach Religious Education or Lead in a	Catholic School is maintained by undertaking:		× .
OF ACCEDENTATION ACTIVITIES LEARNING RECORD	50 hours of protessional learning or formation in each • classic learning and outputs • Prayer and Uturg • Softplane • Catholis Social Teaching • Theology or Soligions Chicación or a qualification in Catholic Leadership (Please uptor	the-year period following the initial gaining of accred al your course evidence HTRP)	Itation, balanced across the areas of	
	DATE RANGE 01/01/2021 to 31/12/2025	HIMIMUM REQUIRED 50.00	TALD/OF 0.00 Hour(s)	
	SPECIAL CONSIGNATION To apply for special consideration please contact accorditation, certification of those code as for prior approval. One approved press rulefold dowlment incr			

Here you are able to see the following:

- An overview of your Accreditation Program
- The minimum hours required to Maintain your Accreditation
- Your total tally of hours
- The timeframe in which you have to Maintain the minimum hours
- An option to apply for Special Consideration

As you scroll down your TAP Dashboard you will be able to see the total hours that you have completed for each Accreditation Category. The hours that show on your Dashboard are synced from Online Professional Learning (OPL) activities that have been assigned accreditation hours and that you have registered for and been marked as attending. You also have the ability to upload Learning Records to accrue the hours required (information to follow). Once you have met the minimum requirements, you will have the ability to click on the **APPLY** button on your TAP Dashboard for your Accreditation. This application 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 (with comments and follow up actions as required).

	Learner 🔺 🔍	
	ACCREDITATION CATEGORIES	
Education	Catholic Social Teaching	
LINK TO OPL		
ALL ACCREDITATION	Total hours	
OPLACEREDITATION ACTIVITIES		
LEADINING RECORD		
	ACCREDUCTION CATEGORIES	
	Theology or Religious Education	
	Total hours	
)

All Accreditation In-Services

Within this page you will be able to see all Upcoming and Past In-Services allocated to your School and Diocese.

1. You have the option to select **Upcoming In-InServices** or **Past In-Services**

4	APPROVED IN-SERVICES		Q E Search Upcoming in Services Par	Et in Services
Catholic Education Sandhunt Ist	Page: 1 of 3	1.2.3 Next+ Latt>	Go to	page 1 -
NK TO OPL	APPROVALCODE IN-SERVICE TITLE V	ACCREDITATION ${{\rm START}\over {\rm DATE}}$ END DATE \checkmark PROVIDER SUMMA	ARY STATUS	

2. You can also use the **SEARCH** button to view and search In Services by date and Accreditation (CPD) Category/s.

				Learner 🐥
4	APPROVED IN-SERVICES			Swarch Upcoming in-Services Stat In-Services
Catholic	input Beyward	Date	CPD Categories	
Sandhurst Dd	In-Steranse Title / Approval Code / Prinnine	Upcoming	- All Cod Consponses	SI AMC31
LINK TO OPL				
DASHBOARD				
ALL ACCREDITATION INSERVICES	Page: 1 of 3	123		Go to page 1 =

- 3. Select the In-Service Title to see information regarding the in-service.
- 4. As a user you have the ability to mark your attendance at an Inservice*.

*Please note, under normal circumstances the Convenor or External Provider will mark attendance for all inservices.

*If for some reason, your attendance is not marked in a Past In-Service you have attended (the In-Service hours are not visible in your **Dashboard**), select the **Mark as Attended** button and this will be sent to your principal for endorsement.

A	IN-SERVICE				Learner 🐥
LINK TO OPL	6	ļ) What is liturgy elements of litur	/? Why liturgy? Prin gy, ritual, sign and	nciples and symbols
DASHBOARD ALL ACCREDITATION INSERVICES			PD Categories: Catholic identity, culture and tr	radition (including prayer, liturgy,	10 00 hr/st
OPL ACCREDITATION ACTIVITIES			scripture and Catholic Social Te	eaching)	600 mga
	PROVIDER (St. Brendan's Parish, Shepp	VENU arton] CTC	e PRESENTERS Rev Dr Elio Cepra, sdb	START DATE Sat, 30 Jul 2016 12:00AM	END DATE Sat, 30 Jul 2016 11:59PM
LINK TO OPL	Mark yourself as a	ttended			
DASHBOARO	If you have attended this in-Se	rvice you can complete this form to mark	yourself as attended, this form will be	reviewed by the school principal for approval	
ALL ACCREDITATION INSERVICES	litle	Miss			
	First Name	Emma			
OPLACCREDITATION ACTIVITIES	Lord Name	3 toskins			
OPLACCREDITATION ACTIVITIES		E. en			
OPLACCREDITATION ACTIVITIES LEARNING RECORD	Preferred Name	Erana			
OPLACERDITATION ACTIVITIES	Preferred Name	ehoskins(Rceosand.catho	dic.edu.au		
OPLACEDEDITATION ACTIVITIES	Preferred Name Frmail School	ehoskinsjiteeosand.catho	จัด.edu.au		
OPLACOREDITATION ACTIVITIES	Preferred Nome	ehoskinstiteeosand.cathe	พีย.สปม.สม		•

OPL Accreditation Activities

Within this page you will see all OPL Accreditation Activities assigned to your diocese. Once you have clicked on the Activity Title, this will re-direct you to OPL to register. The below pop up box will appear requesting you to click on the **CONTINUE** button or you can click on the **x** if you need to cancel this request.

You can also use the search bar to search for OPL Activities by filtering through Categories.

	or control or crite			Search Accreditati	Ion Activities
Catholic Education Sendhurst (3)	The following activities	are only registrable in OPs, please use the link to redirect back.	SALE	MELINGURNE	10 -
K TO OPL	coor 🗸	астинуниц 🗸	STARF BATL 🗸 SU	NARY STATUS	
ACCREDITATION ENVICES	21CAT00E4	Principals' retreat Envisioning a World of Relationality and Hope	22/10/21 09:20 //M Pri	ncipals Rotreat	
ACCREDITATION MITIES	21C/T007/	Faith Formation Intensive Social Stortes Social Lives	22/07/21 09:20 //M Fail Sat	th Formation Intensive Sacred Story red Lives	
RNING RECORD	210470034	Faith Formation Interview Calebrating Creation	26/08/21 09:00 AM	th Formation Intensive Celebrating	
	2104108N4	Faith Formation Internative Stifling Out Headle	07/10/21 08:00 AM He	th Formation Intensive Stilling Our arts	
You will b	be redirect	ted back to OPL to view ac	tivities		~
CONTIN	NUE Se use che tink	to redirect back.			
CONTIN	IVE Se use the link	to redirect back.			Learner
				Q Sent Accedition	Learner
		CIRCUTECE DACK.	Accurty Table	Q Sensiti Statick	Learner 3 m öt fiddise
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Learning Record

Within this page, you can view your current records, add or delete a record and view past records.

To view your current learning records, select **PRINT ALL RECORDS**.

Catholic Education Studiust (a)	CURRENT LEARNING	RECORDS				
INK TO OPI	Each learning record (P the required details.	dor Learning / Activity / External In-Service) t	hat you complete will be added to ye	surrecord. To add a Prior Learning, click 'Add Records' and fill in	PRINT ALL HI CORDS	
ALL ACCREDITATION INSERVICES	DATE	TITLE	TYPE	CPD CATEGORY	EVIDENCE	
DPL ACCREDITATION ACTIVITIES						
EARNING RECORD						

Adding and Deleting a Learning Record

1. To add an In-Service record, Select "Add/Delete Records" option.

	ADD PRIOR LEARNING RECORDS			Current Records	Add / Delete Records	Past Records
Education Sandhurst Lid	ADD LEARNING RECORDS					
K TO OPL	Date *	Title	Evidence *			
ACCREDITATION	Date	Title	Choose file No file chosen			

- 2. Under **ADD LEARNING RECORDS**, fill out the mandatory details needed and provide evidence using the File Upload section by clicking on the **Choose File** button.
- 3. Your Record will be submitted to the Accreditations Team to either **Approve** or **Decline**.

	ADD LEA	RNING RECORDS			
(-)	Date *		Title	Evidence *	
Education	20/05/2	021	Faith In our Future	Chaose file Dath is Car Folger Cerchrolectors	
LINK TO OPL	CPD Cate	egory *			
DASHBOARD		ACCREDITATION HOURS	CPD CATEGORY TITLE		
ALL ACCREDITATION		1	Aims and objectives of the Catholic school		
OPL ACCREDITATION ACTIVITIES			Tault development		
LEARNING RECORD			- ADD DESEMPTION A		
	۰	2	Catholic identity, culture and tradition (including	prayer, Uturgy, scripture and Catholic Social Teaching)	
			Catholic Identify and Culture		
			Prayer and Uburgs		
			Samplarse		
			Catholic Social Teaching		
			Theology or Religious Education		

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

(+)	ADD PRIOR LEAI	RNING RECORDS			Cu	rrent Records	Add / Delete Records	Past Records
Catholic Education Sandhurst Ltd	DATE	TITLE	EVIDENCE	CPD CATEGORY	STATUS	REASON	ADD/DELET	E
LINK TO OPL	20/05/2021	Faith in Our Future	Faith in Our Future Certificate.pdf	AO:1.00 FD:3.00	Pending		DELET	ε
ALLACCREDITATION				01:200				

5. You can also hover over CPD Category (Continuing Professional Development) to view how many hours you have allocated to each category.

+) _	ADD PROR LEARNING RECORDS			Lanart Breakh	-Add I filled in Records - Part Transition
Education	MIX TIL	(vecc	OPECATLOOMY	status Reason	AMONIST
ex To OPS	2010/2021 Rath in Dar Palace	from the finance participant put	AD: LUM PD: 3.00 D1:2.00	Pending	enan
a ACCHEDITATION SERVICES PL ACCHEDITATION CENTRES	ADD LEARNING RECORDS		Arm and objectives all the Catholic school . Rettl do-rispment	Lineg	
where Addates	Detter*	Title	Cartonic identity, culture and tradition (include proper, Hougg, simplice and Cartholic Secon Tracking)	2.07.00()	

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

Past Records

To view your past learning records, select **PRINT ALL RECORDS.**

Catholic	PAST LEARNING RECORDS				Current Records Add / Delete Records Post Records
LINK ID CPI	PAST LEARNING RECI	ORDS or Learning / Activity / External in Service) that you complete will be added to you	rrrecord. To add a Prior Learning, click Vidd Rec	condst and fill in PRINT ALL RECORDS
ALL ACCREDITATION INSERVICES	the required details.	TITLE	TYPE	CPD CATEGORY	EVIDENCE
OPLACCREDITATION ACTIVITIES					
LEARNING RECORD					