

Teacher Accreditation Platform (TAP)

User Manual - Learner (Teacher)

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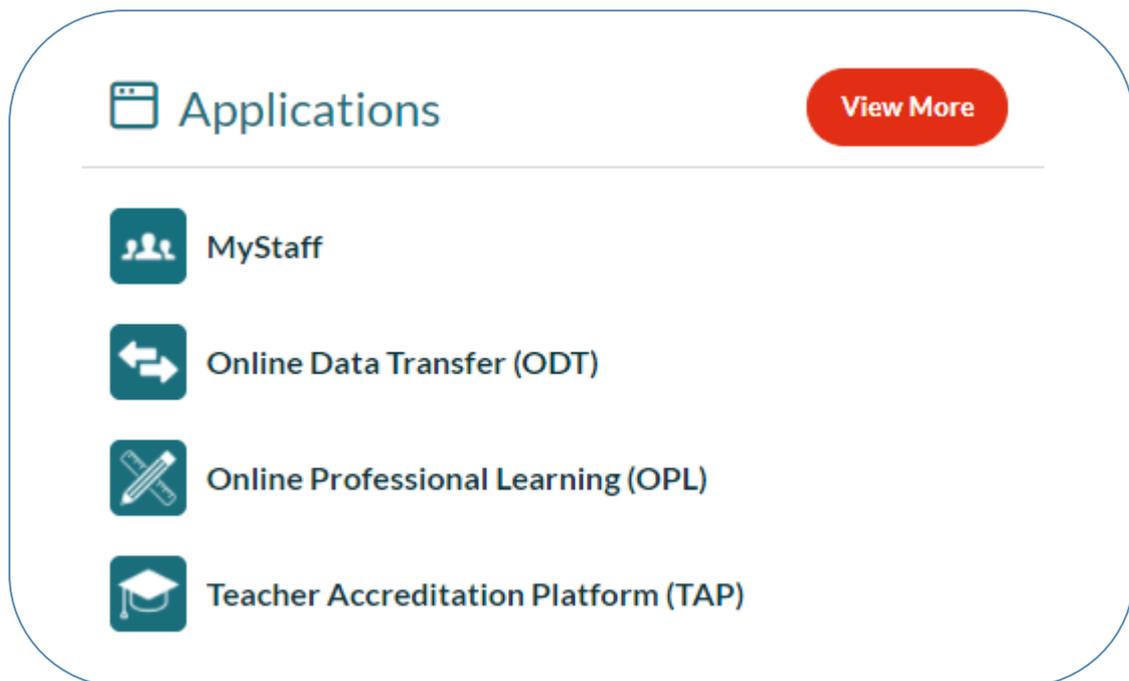
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TAP – Learner (Teacher)

Access to TAP

Access to TAP is via the CEVN website.

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



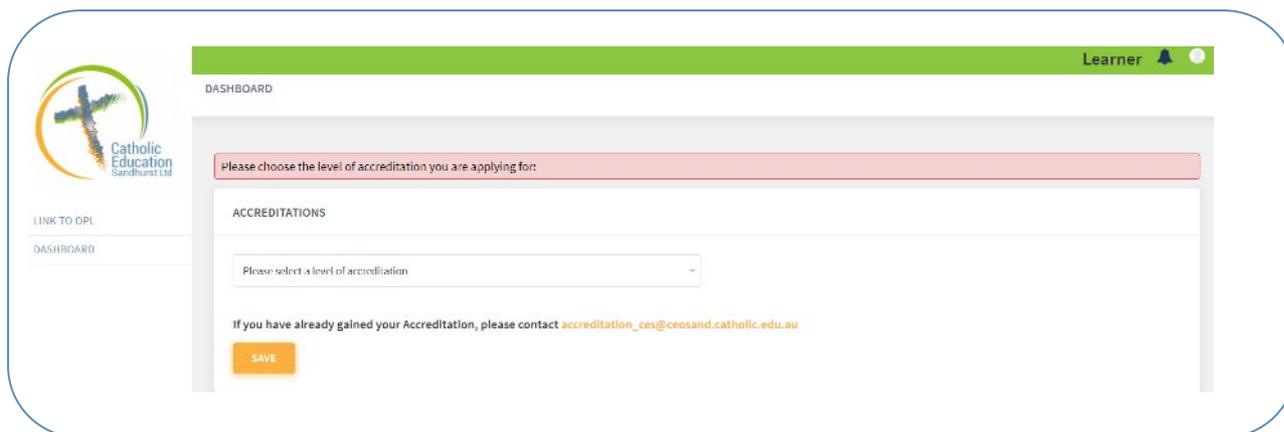
Access to TAP is also available by the following options:

- Click LINK TO TAP in the Menu on your OPL Dashboard
- Click <https://www.ceosand.catholic.edu.au/employment/accreditation> 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

The screenshot shows the TAP Dashboard interface. At the top left is the Catholic Education Sandhurst Ltd logo. The main content area is titled 'DASHBOARD' and contains a red-bordered box with the text 'Please choose the level of accreditation you are applying for:'. Below this is a section titled 'ACCREDITATIONS' with a dropdown menu that says 'Please select a level of accreditation'. A note below the dropdown reads 'If you have already gained your Accreditation, please contact accreditation_ces@ceosand.catholic.edu.au'. At the bottom of the form is an orange 'SAVE' button. The top right of the dashboard shows the user's name 'Learner' and a notification bell icon.

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 accreditation_ces@ceosand.catholic.edu.au

TAP Dashboard

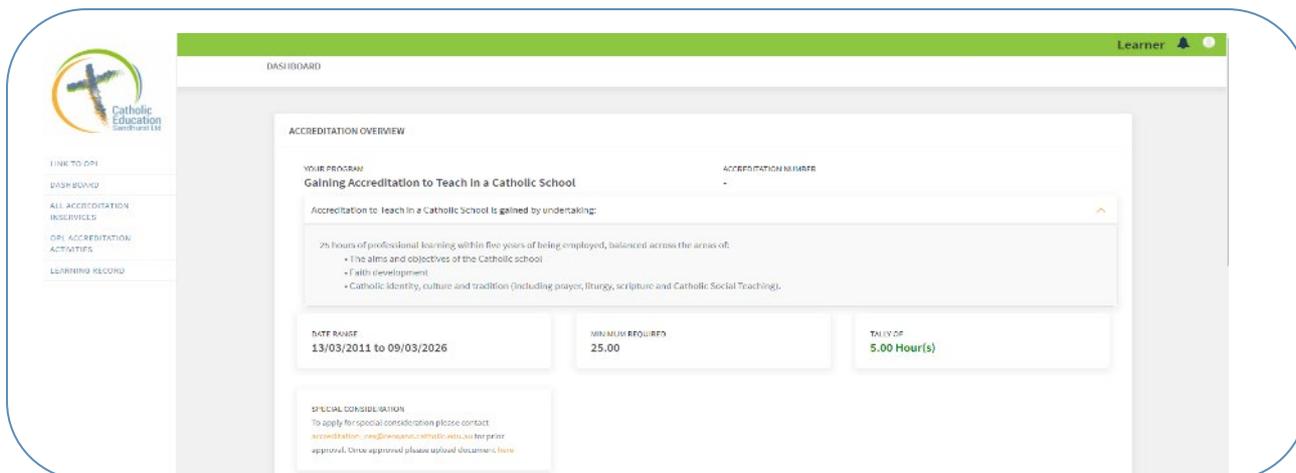
This is the landing page which will show the status of your accreditation. Your Dashboard will show that you will be allocated to 1 of the 4 following groups:

- 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 accreditation_ces@ceosand.catholic.edu.au

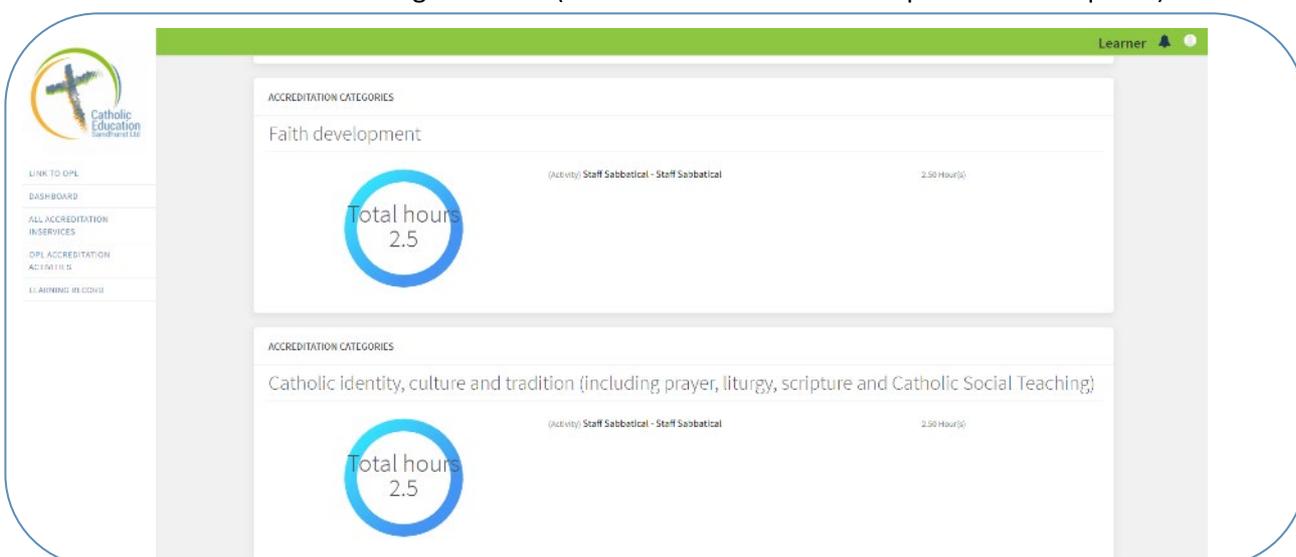
Accreditation to Teach in a Catholic School - Gaining



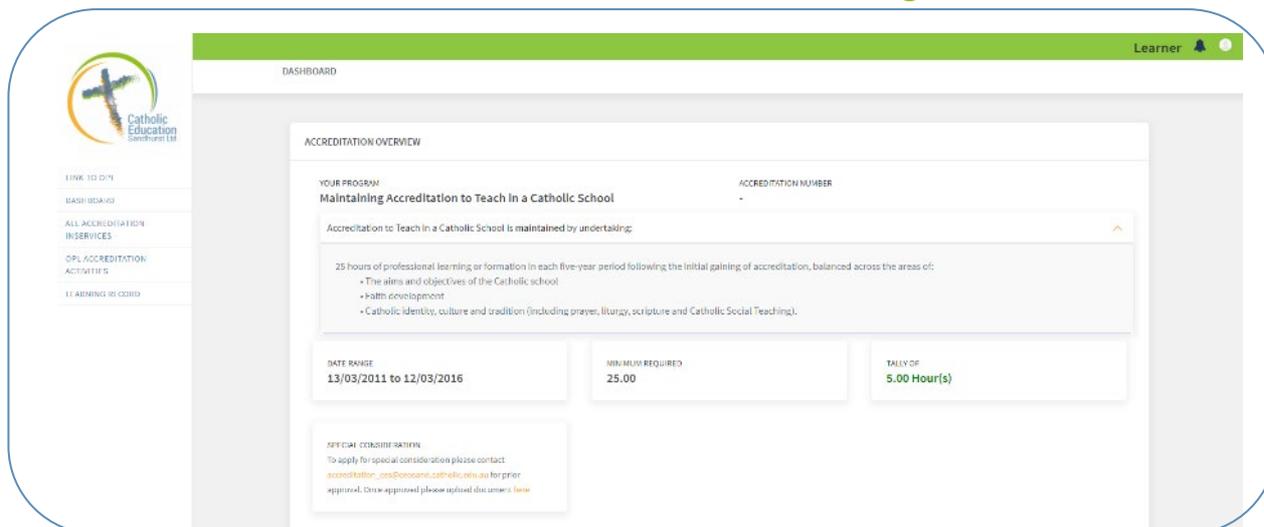
Here you are able to see the following:

- 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).



Accreditation to Teach in a Catholic School - Maintaining

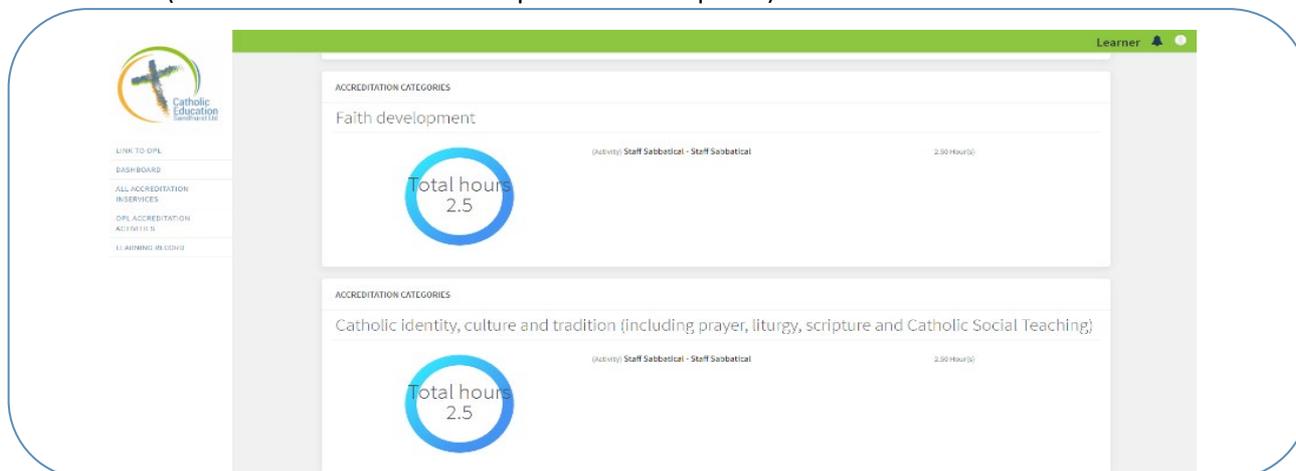


The screenshot shows the 'ACCREDITATION OVERVIEW' section of the TAP Dashboard. The main heading is 'YOUR PROGRAM: Maintaining Accreditation to Teach in a Catholic School'. Below this, it states 'Accreditation to Teach in a Catholic School is maintained by undertaking:'. The requirements are listed as '25 hours of professional learning or formation in each five-year period following the initial gaining of accreditation, balanced across the areas of:'. The areas are: 'The aims and objectives of the Catholic school', 'Faith development', and 'Catholic identity, culture and tradition (including prayer, liturgy, scripture and Catholic Social Teaching)'. A summary table shows: DATE RANGE: 13/03/2011 to 12/03/2016; MINIMUM REQUIRED: 25.00; TALLY OF: 5.00 Hour(s). There is also a section for 'SPECIAL CONSIDERATION' with contact information for accreditation@ces@education.catholic.edu.au.

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).



The screenshot shows the 'ACCREDITATION CATEGORIES' section of the TAP Dashboard. It displays two categories: 'Faith development' and 'Catholic identity, culture and tradition (including prayer, liturgy, scripture and Catholic Social Teaching)'. Each category shows a 'Total hours' of 2.5. The activities listed for each category are '(Activity) Staff Sabbatical - Staff Sabbatical' with a duration of 2.50 Hour(s).

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

ACCREDITATION OVERVIEW

YOUR PROGRAM
Gaining Accreditation to Teach RE or Lead in a Catholic School

ACCREDITATION NUMBER
-

Accreditation to Teach Religious Education or Lead in a Catholic School is **gained** by undertaking:

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).²

A qualification in Catholic Leadership (e.g. a master's degree) must include four units of Religious Education or Theology (or equivalent).

* Note: While this provision concerns teachers new to Catholic education, current teachers may pursue Accreditation to Teach Religious Education or Lead in a Catholic School at any stage of their career.

DATE RANGE
19/03/2011 to 15/03/2026

MANDATORY - UPLOAD COURSE EVIDENCE HERE
Evidence uploaded: 0

SPECIAL CONSIDERATION
To apply for special consideration please contact accreditation_ces@ceosand.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 accreditation_ces@ceosand.catholic.edu.au

COURSES LIST

Page: 1 of 2 1 2 Next > Last > Go to page 1 -

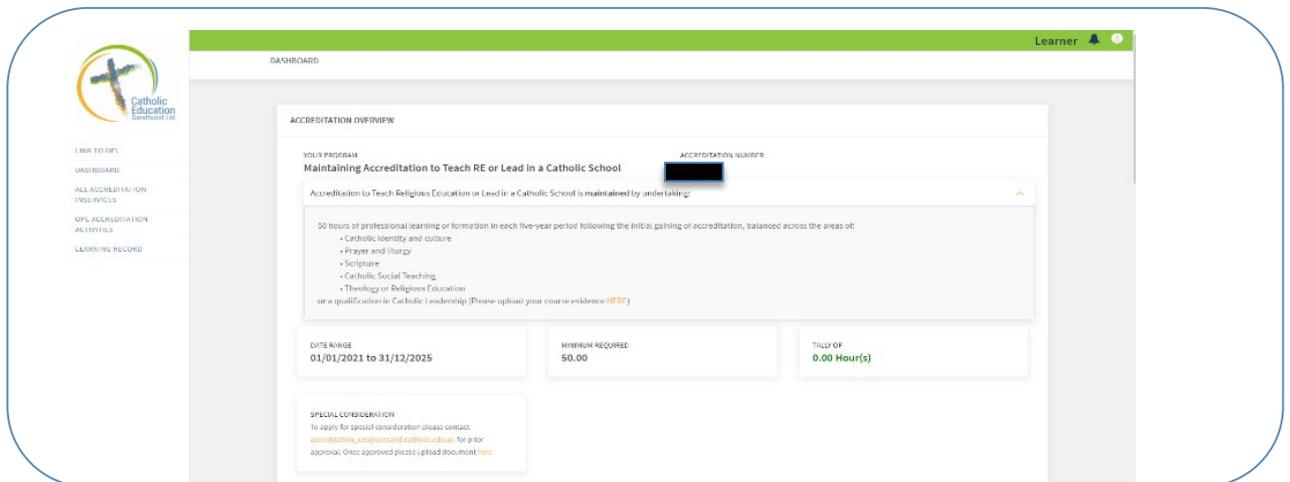
ALL A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

UPLOAD COURSES

Please select the courses you have attended and upload course evidence

ACTION	COURSE CODE	COURSE TITLE	COURSE PROVIDER / DIOCESE	EVIDENCE
	CES1TSC / CES2LRE / CES3REP / CES4CSM	Catholic Education Sandhurst Ltd Accreditation Course	SANDBURST	
	MPST	Master of Professional Studies in Theology	Australian Catholic University	
	MTS	Master of Theological Studies	Australian Catholic University	
	Part I / Part II	Ministry of Catholic Schooling	SANDBURST	

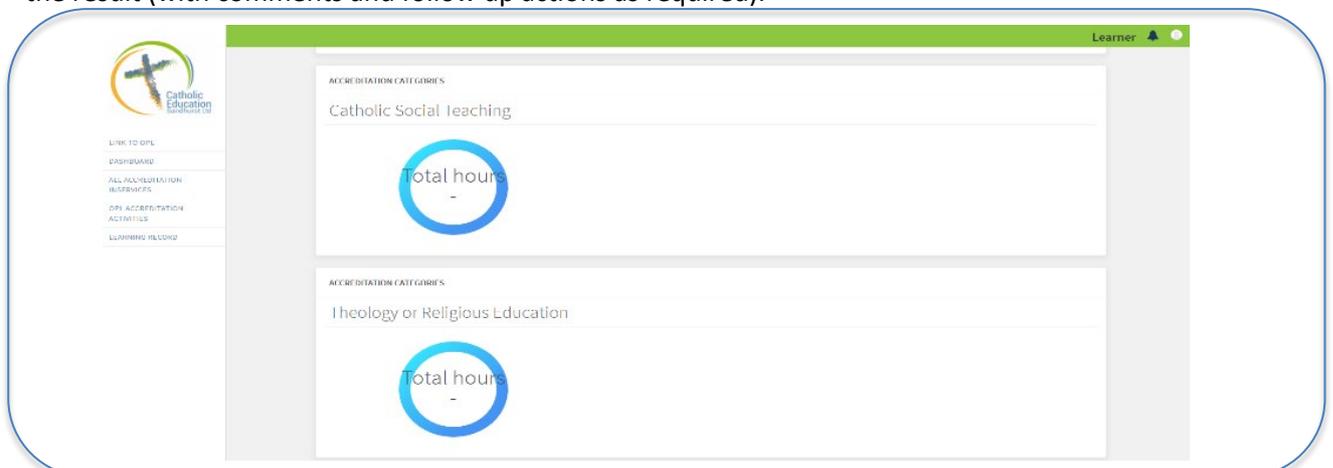
Accreditation to Teach Religious Education or Lead in a Catholic School - Maintaining



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

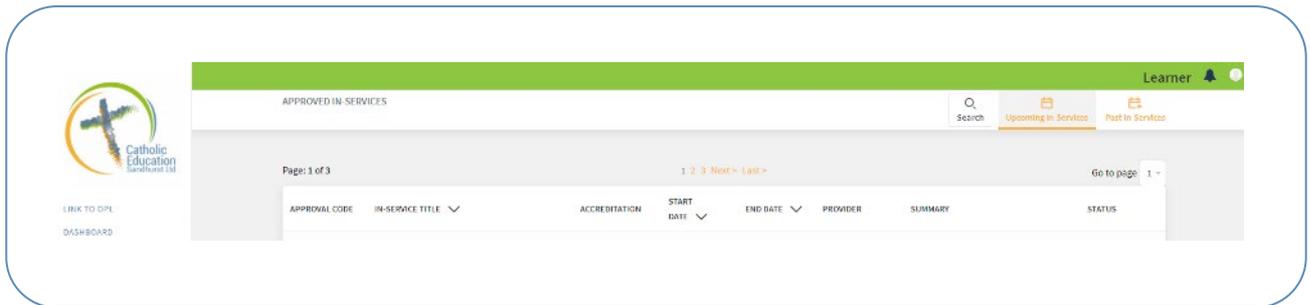
As you scroll down your TAP Dashboard you will be able to see the total hours that you have completed for each Accreditation Category. The hours that show on your Dashboard are synced from Online Professional Learning (OPL) activities that have been assigned accreditation hours and that you have registered 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).



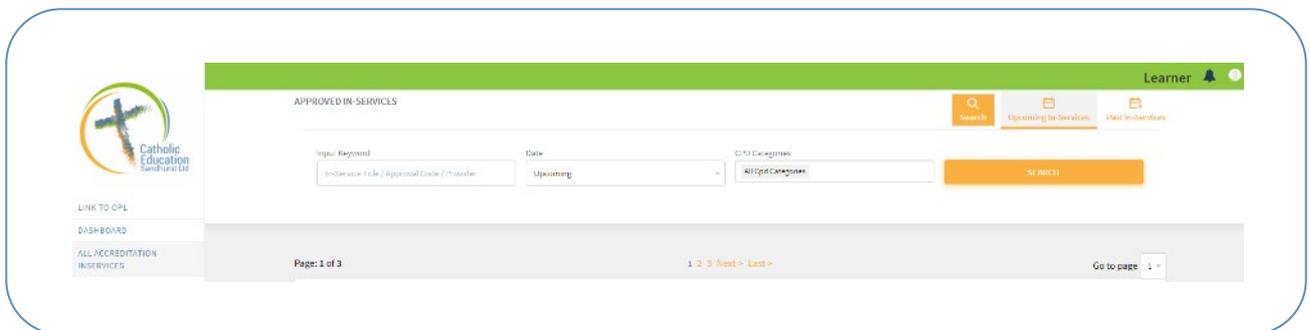
All Accreditation In-Services

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**



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



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.*



- LINK TO OPL
- DASHBOARD
- ALL ACCREDITATION INSERVICES
- OPL ACCREDITATION ACTIVITIES
- LEARNING RECORD

- LINK TO OPL
- DASHBOARD
- ALL ACCREDITATION INSERVICES
- OPL ACCREDITATION ACTIVITIES
- LEARNING RECORD



1) What is liturgy? Why liturgy? Principles and elements of liturgy, ritual, sign and symbols

CPD Categories:

Catholic identity, culture and tradition (including prayer, liturgy, scripture and Catholic Social Teaching) 6.00 hr(s)

PROVIDER	VENUE	PRESENTERS	START DATE	END DATE
[St Brendan's Parish, Shepparton] CTC		Rev Dr Elio Capra, sdb	Sat, 30 Jul 2016 12:00AM	Sat, 30 Jul 2016 11:59PM

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	Miss
First Name	Emma
Last Name	Hinkins
Preferred Name	emma
Email	<input type="text" value="ehoskins@ceesand.catholic.edu.au"/>
School	<input type="text"/>

MARK AS ATTENDED

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.

The screenshot shows the 'UPCOMING OPL ACCREDITATION ACTIVITIES' page. On the left is a navigation menu with options: LINK TO OPL, DASHBOARD, ALL ACCREDITATION SERVICES, OPL ACCREDITATION ACTIVITIES, and LEARNING RECORD. The main content area features a search bar and a 'Search' button. Below this is a table of activities with columns for CODE, ACTIVITY TITLE, START DATE, SUMMARY, and STATUS. The activities listed are:

CODE	ACTIVITY TITLE	START DATE	SUMMARY	STATUS
21CAT006A	Principals Retreat Embracing a World of Rationality and Hope	22/10/21 09:00 AM	Principals Retreat	
21CAT007A	Faith Formation Intensive - Sacred Stories Sacred Lives	22/07/21 09:00 AM	Faith Formation Intensive Sacred Story Sacred Lives	
21CAT008A	Faith Formation Intensive Celebrating Creation	26/06/21 09:00 AM	Faith Formation Intensive Celebrating Creation	
21CAT009A	Faith Formation Intensive Stillng Our Hearts	07/10/21 09:00 AM	Faith Formation Intensive Stillng Our Hearts	

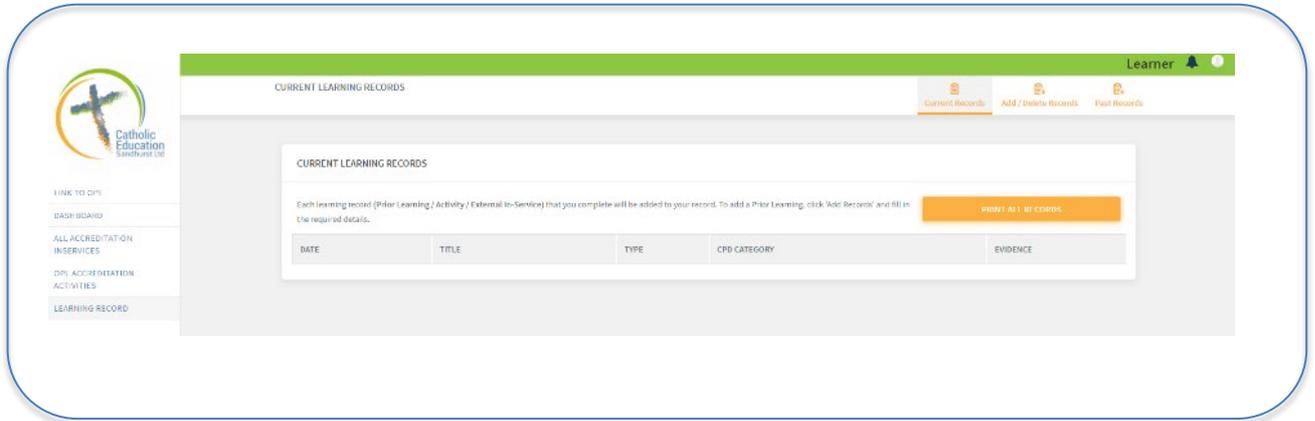
The screenshot shows a pop-up box with the text: "You will be redirected back to OPL to view activities". There is a close button (X) in the top right corner and a prominent orange button labeled "CONTINUE" in the bottom left corner.

This screenshot shows the same 'UPCOMING OPL ACCREDITATION ACTIVITIES' page but with search filters. There is a 'Search Activities' input field, a 'Click to view Categories' dropdown menu, and an 'ACTIVITY TITLE' input field. A 'SEARCH' button is located to the right. Below these fields is a horizontal navigation bar with letters A through Z, where 'A' is highlighted. The table of activities is identical to the one in the first screenshot.

Learning Record

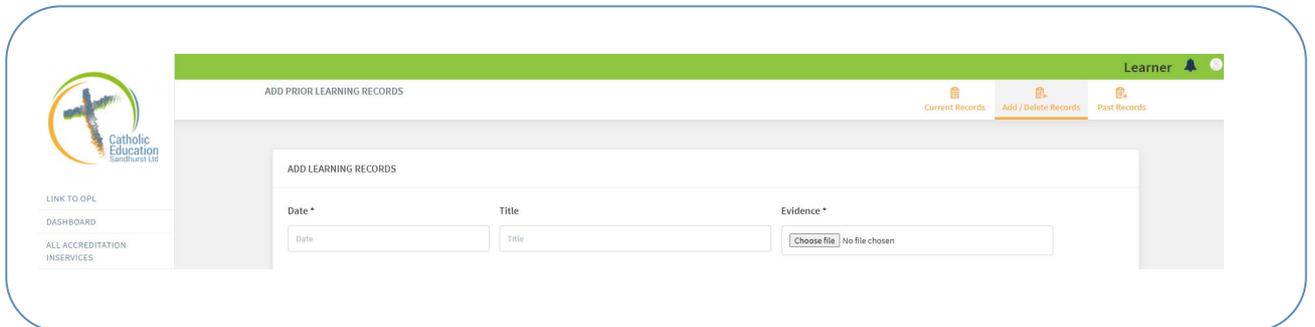
Within this page, you can view your current records, add or delete a record and view past records.

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

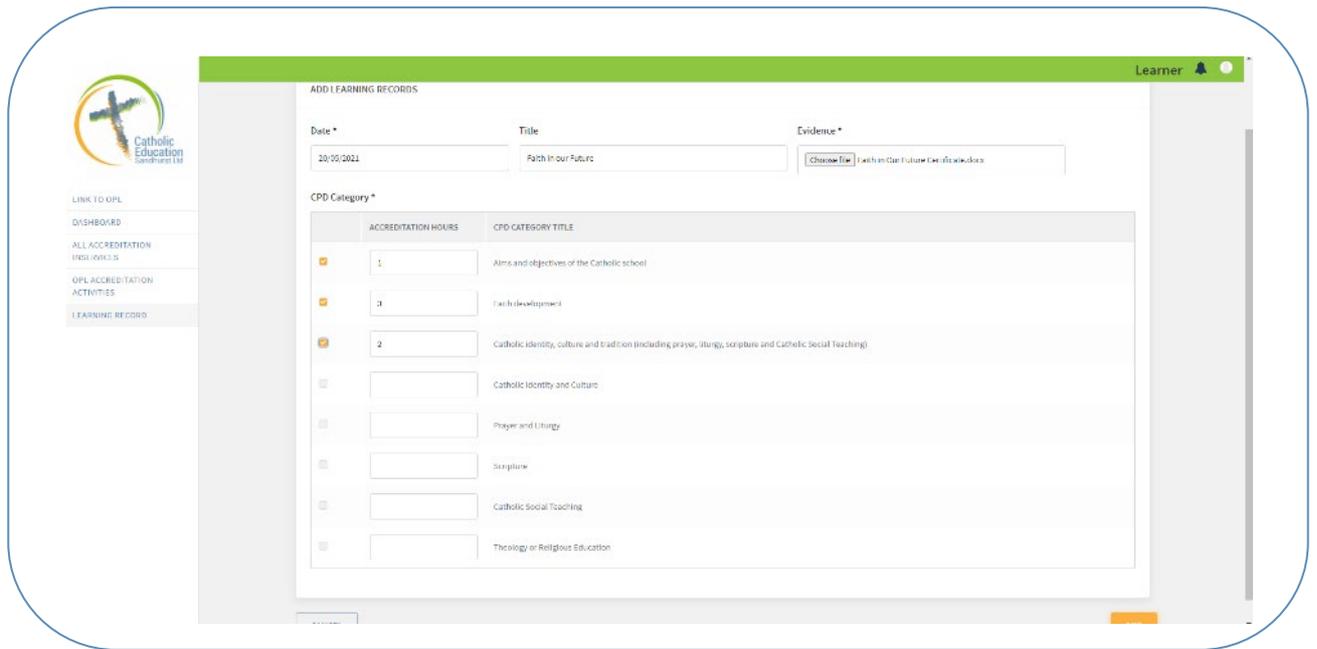


Adding and Deleting a Learning Record

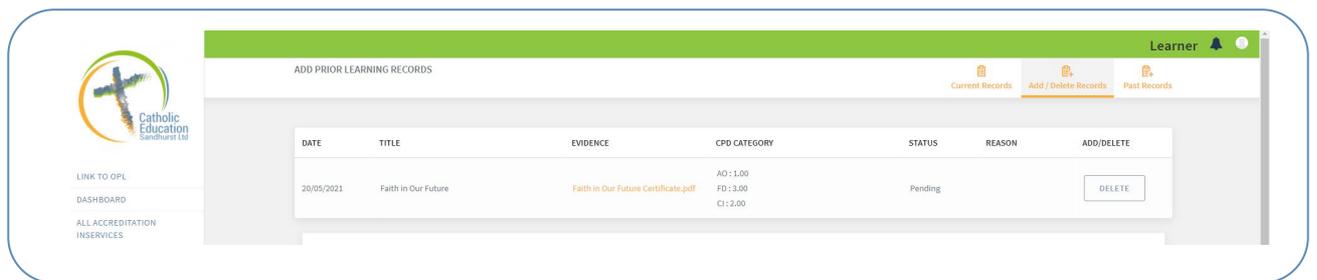
1. To add an In-Service record, Select “Add/Delete Records” option.



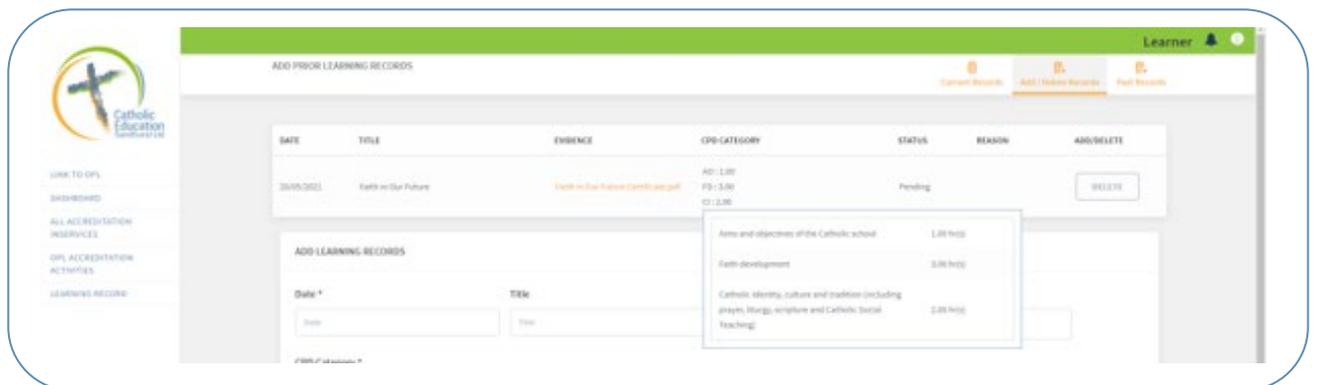
2. Under **ADD LEARNING RECORDS**, fill out the mandatory details needed and provide evidence using the File Upload section by clicking on the **Choose File** button.
3. Your Record will be submitted to the Accreditations Team to either **Approve** or **Decline**.



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



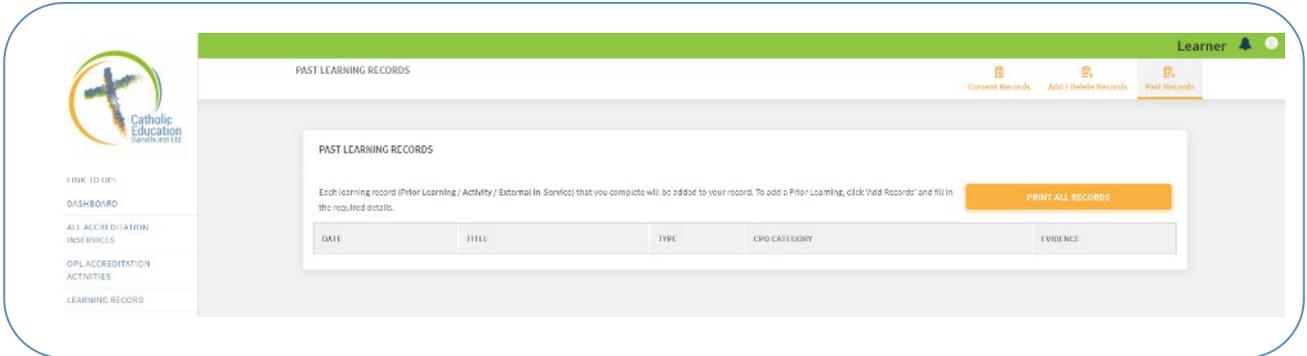
5. You can also hover over CPD Category (Continuing Professional Development) to view how many hours you have allocated to each category.



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

Past Records

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



The screenshot shows the 'Past Learning Records' page in the Learner interface. The page has a green header bar with the text 'Learner' and a notification icon. Below the header, there are three tabs: 'Current Records', 'Add / Delete Records', and 'Past Records', with 'Past Records' being the active tab. The main content area is titled 'PAST LEARNING RECORDS' and contains a text box explaining that each learning record (Prior Learning, Activity, External In Service) completed will be added to the user's record. To add a record, the user should click 'Add Records' and fill in the required details. An orange button labeled 'PRINT ALL RECORDS' is positioned to the right of the text box. Below the text box is a table with the following columns: DATE, TITLE, TYPE, CPD CATEGORY, and EVIDENCE. The table is currently empty.

DATE	TITLE	TYPE	CPD CATEGORY	EVIDENCE
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