



Teacher Accreditation Platform (TAP)

User Manual - Learner (Teacher)

Version 2

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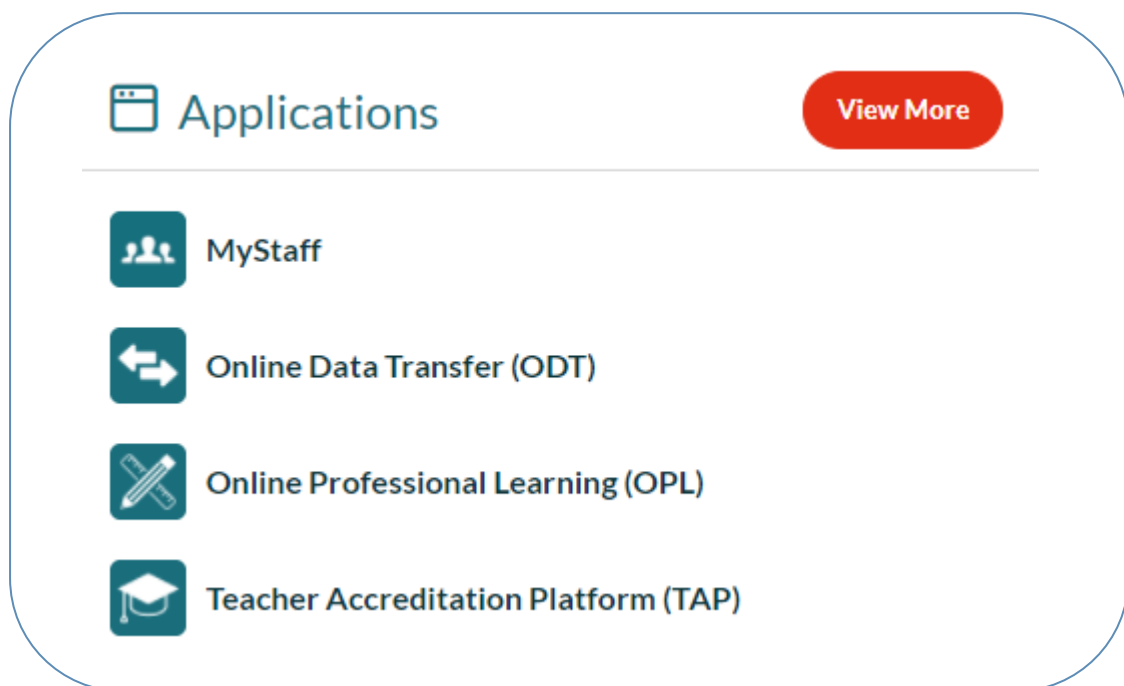
This User Manual supports the Catholic Education Commission of Victoria (CECV) Policy:
[Policy: Accreditation to Teach and to Teach Religious Education or Lead in Catholic Schools in Victoria](#)

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 or resetting your Password)
- Click Teacher Accreditation Platform (TAP) on the CEVN Sandhurst Homepage to view your TAP Dashboard



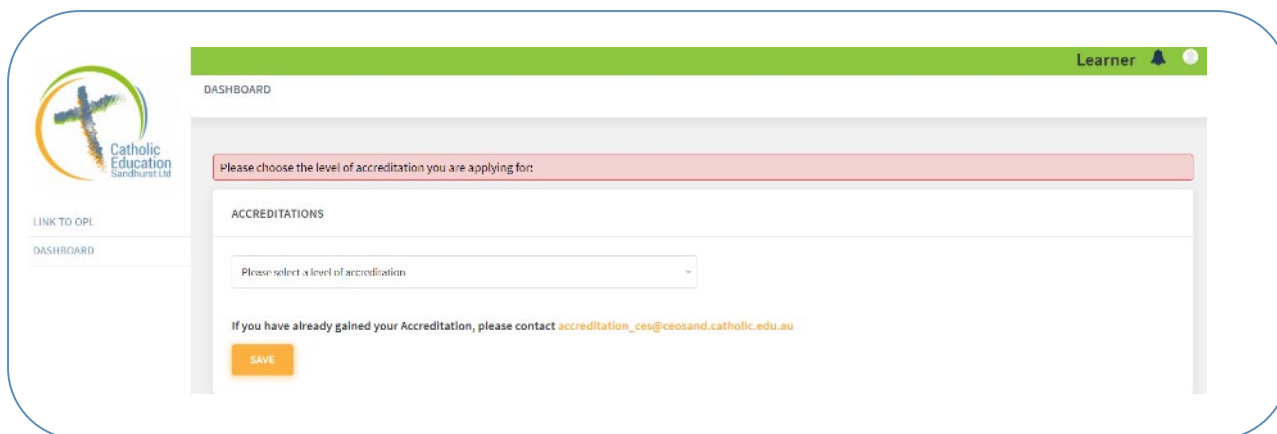
Access to TAP is also available by the following options:

- 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 for a 'Learner'. On the left is a sidebar with the 'Catholic Education Sandhurst Ltd' logo and links for 'LINK TO OPL' and 'DASHBOARD'. The main content area has a green header bar with the word 'Learner' and a notification bell icon. Below this, a red banner prompts the user to 'Please choose the level of accreditation you are applying for:'. Underneath is a section titled 'ACCREDITATIONS' containing a dropdown menu with the placeholder text 'Please select a level of accreditation'. Below the dropdown, a message states: 'If you have already gained your Accreditation, please contact accreditation_ces@ceosand.catholic.edu.au'. At the bottom of this section is an orange 'SAVE' button.

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

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

IMPORTANT: Users submitting Catholic Education Sandhurst (CES) Ltd Course Certificates:

- Ministry of Catholic Schooling
- CES1TSC Teaching Scripture in the Classroom
- CES2LRE Learning for Religious Education
- CES4CSM Christian Spirituality and Moral Development



LINK TO OPL

DASHBOARD

ALL ACCREDITATION
INSERVICES

OPL ACCREDITATION
ACTIVITIES

LEARNING RECORD

➤ For users holding Certificates in any of the above courses, please upload your evidence via the LEARNING RECORD Menu TAB (refer to the Table of Contents for further details).

(The Menu is shown on the left-hand side of the page, however, in some cases it may appear across the top of the page as shown below)

➤ This relates to all users wishing to:

- Gain Accreditation to Teach in a Catholic School
- Maintain Accreditation to teach in a Catholic School
- Maintain Accreditation to Teach RE in a Catholic School

LINK TO OPL

ALL ACCREDITATION INSERVICES

OPL ACCREDITATION ACTIVITIES

COURSES

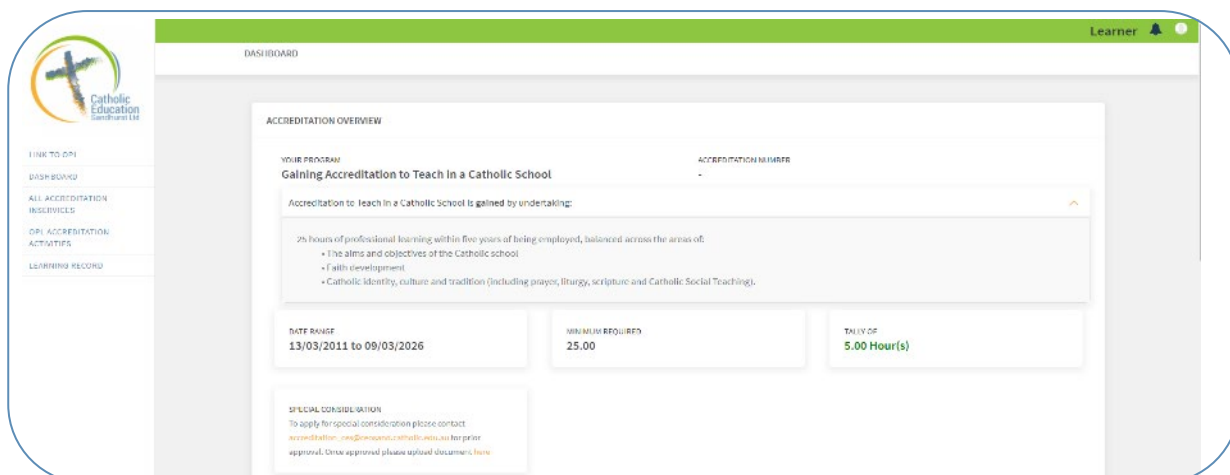
APPROVALS

CPD CATEGORY

ACCREDITATION

Accreditation to Teach in a Catholic School - Gaining

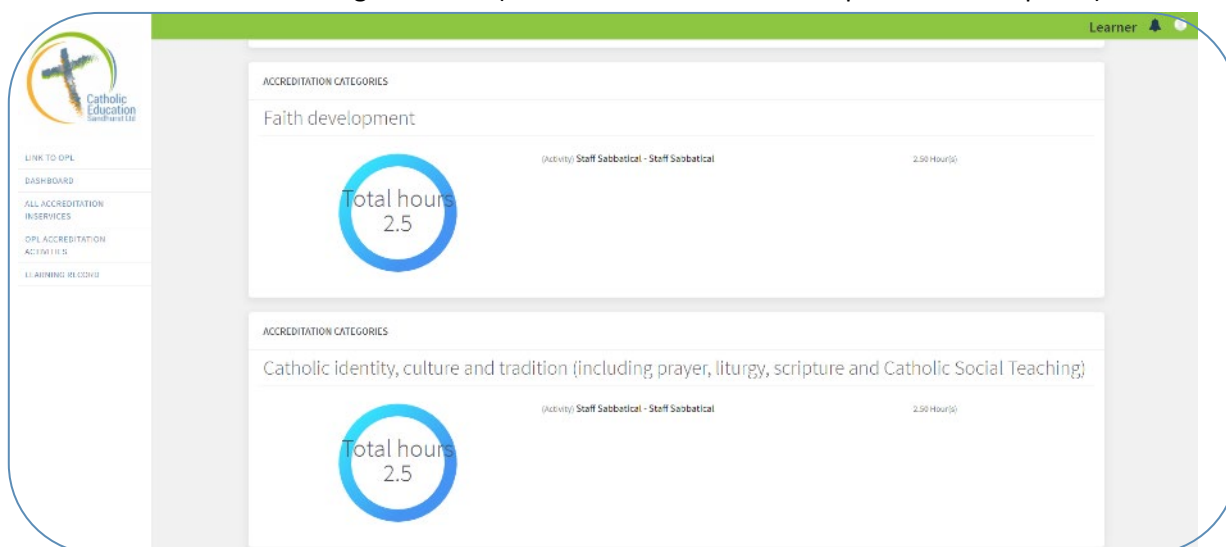
Here you are able to see the following:



- An overview of your Accreditation Program
- The minimum hours required to Gain your Accreditation
- Your total of hours already accrued and recorded
- 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)

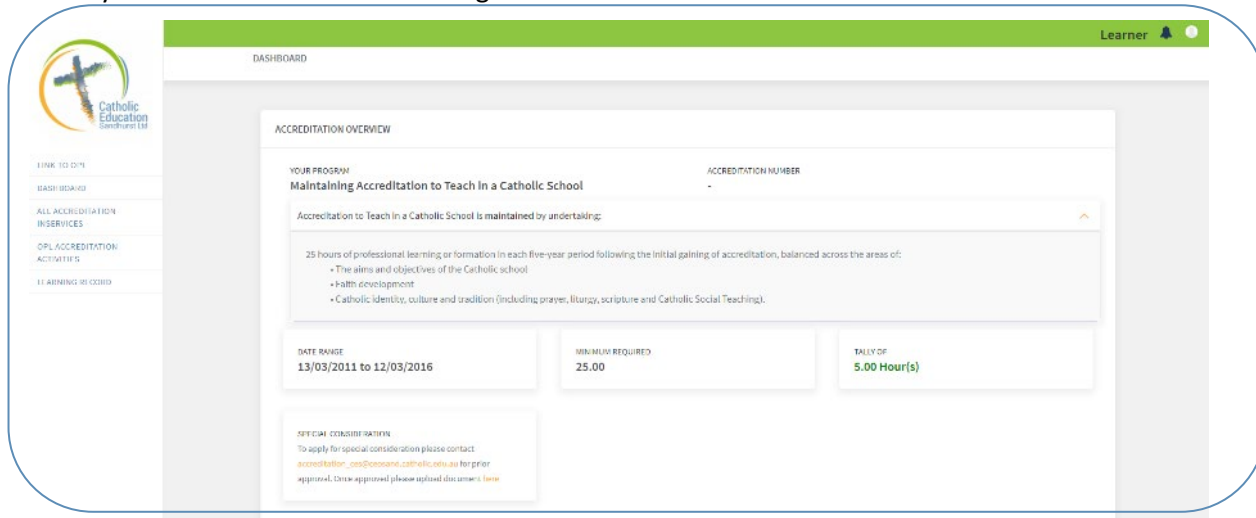
As you scroll down your TAP Dashboard you will be able to see the total hours that you have completed for each Accreditation Category.

- 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 other 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

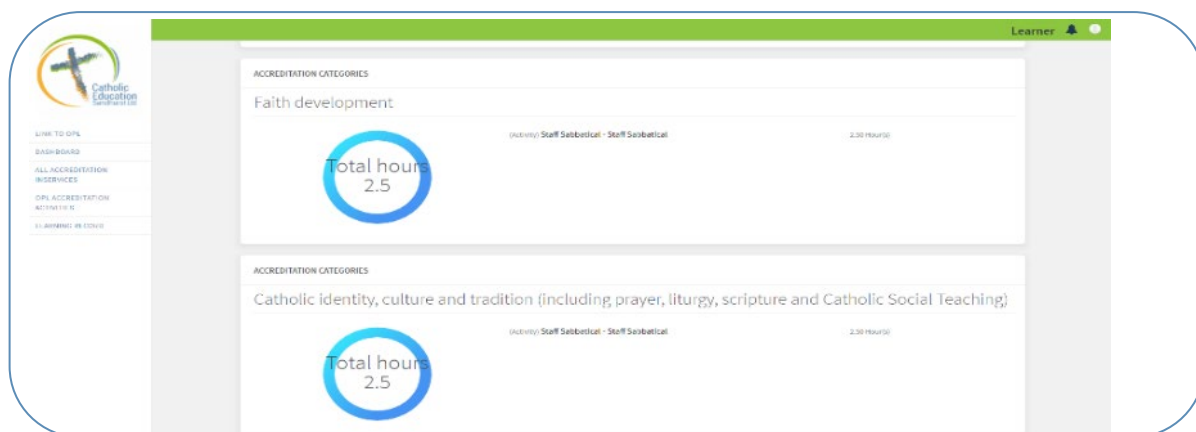
Here you are able to see the following:



- An overview of your Accreditation Program
- The minimum hours required to Maintain your Accreditation
- Your total of hours already accrued and recorded
- The timeframe in which you have to Maintain 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 other 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. 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).

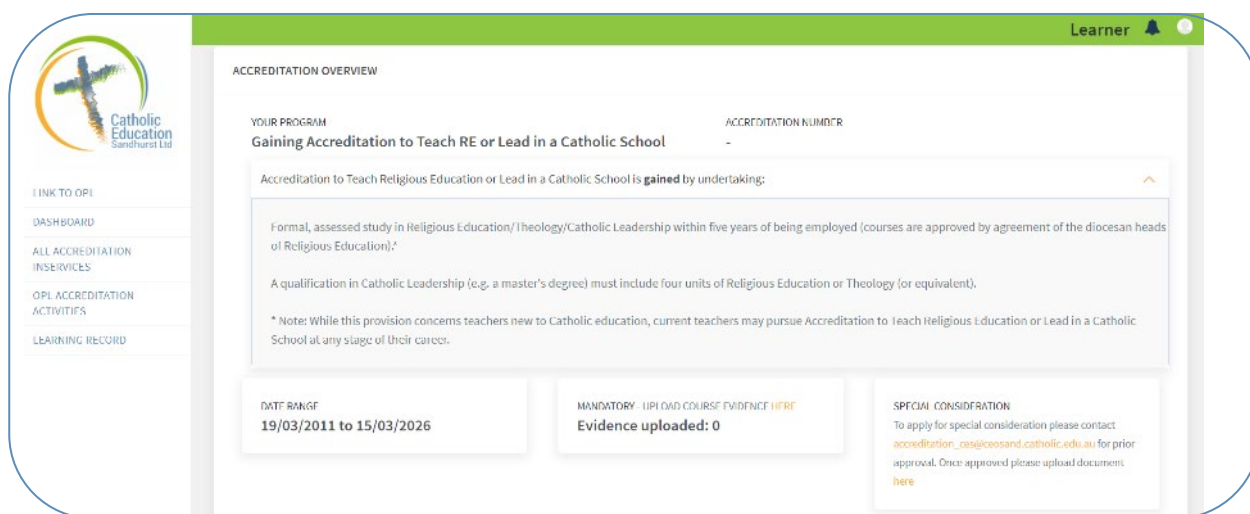


Accreditation to Teach Religious Education or Lead in a Catholic School – Gaining

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

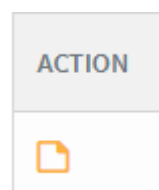
Here you are able to see the following:



- 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 (e.g. evidence of gaining accreditation interstate)

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

- Click **UPLOAD COURSE EVIDENCE HERE**
- Search for the course you have studied from the available list and Click
- 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



- Upload your course documentation (e.g. academic transcripts, certificates of course completion etc.) and all relevant supporting documents in one scanned PDF

COURSE LIST

Page: 1 of 2

1 2 Next > Last >

Go to page 1

LINK TO OPL
DASHBOARD
ALL ACCREDITATION SERVICES
OPL ACCREDITATION ACTIVITIES
LEARNING RECORD

UPLOAD COURSES

Please select the courses you have attended and upload course evidence:

ACTION	COURSE CODE	COURSE TITLE	COURSE PROVIDER / DIOCESE	EVIDENCE
	CES2TSC / CES2URE / CES3BPFM / CES4COM	Catholic Education Sandhurst Ltd Accreditation Course	SANDHURST	
	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	SANDHURST	

- Return to your Dashboard and Click

APPLY

DASHBOARD

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).*

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: 27/08/2011 to 27/08/2026

MANDATORY - UPLOAD COURSE EVIDENCE [HERE](#): Evidence uploaded: 1

SPECIAL CONSIDERATION: To apply for special consideration please contact: accreditation_enquiries@catholic.edu.au for prior approval. Once approved please upload document [here](#).

You can now apply for the program: **Gaining Accreditation to Teach RE or Lead in a Catholic School**

APPLY

LINK TO OPL
DASHBOARD
ALL ACCREDITATION SERVICES
OPL ACCREDITATION ACTIVITIES
LEARNING RECORD

- You will see a summary of your application details – Click

APPLY

again

The screenshot shows a web dashboard for a learner. On the left is a sidebar with the CESA logo and navigation links: LINK TO OPL, DASHBOARD, ALL ACCREDITATION SERVICES, DIPY ACCREDITATION ACTIVITIES, and LEARNING RECORD. The main content area is titled 'DASHBOARD' and 'Learner'. It displays a form titled 'APPLY FOR PROGRAM: GAINING ACCREDITATION TO TEACH RE OR LEAD IN A CATHOLIC SCHOOL'. Below this is a section 'APPLICANT DETAILS' containing a table with the following information:

Title	First name	Preferred Name	Last name
Mrs	Emma	Emma	Hoskins

Email	VIT Registration Number	Accreditation Number	User Login (CEVH/C Number)
ehoskins@cesasand.catholic.edu.au	-	-	ehoskins_learner

At the bottom of the form are 'CANCEL' and 'APPLY' buttons.

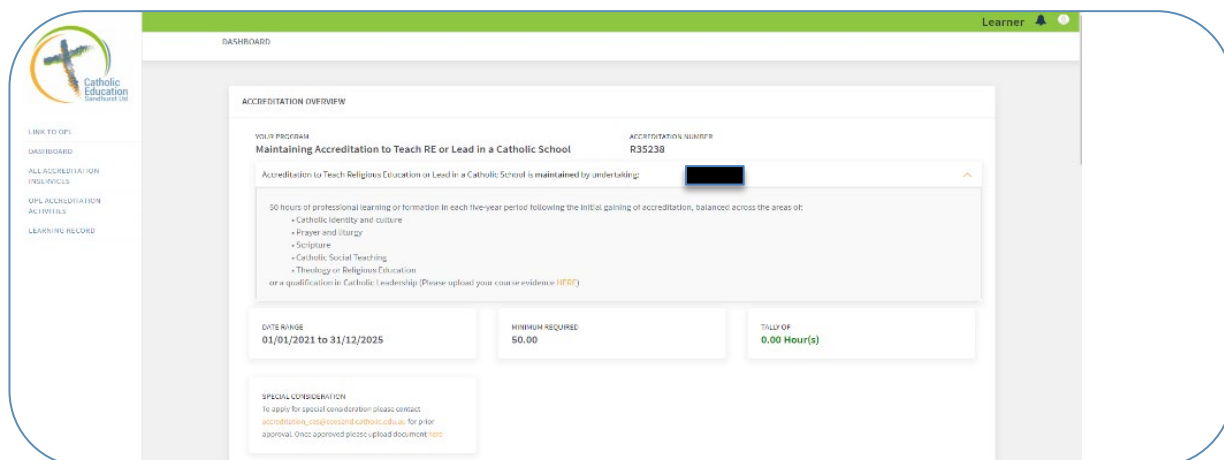
- A pop up box will appear as a reminder to ensure that your VIT is up to date. (TAP is unable to recognise the status of your VIT registration). Please click OK.

The pop-up box has a title bar that says 'tap.cecv.catholic.edu.au says'. The main text reads: 'Are you sure you wish to apply for this program? The Portal could not verify your VIT Number. Please ensure your VIT registration is up-to-date.' At the bottom right are two buttons: 'OK' (blue) and 'Cancel' (white with blue border).

- Your Dashboard will then show that your application is pending approval.

Awaiting approval: Your application for program Gaining Accreditation to Teach RE or Lead in a Catholic School has been sent for approval.

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

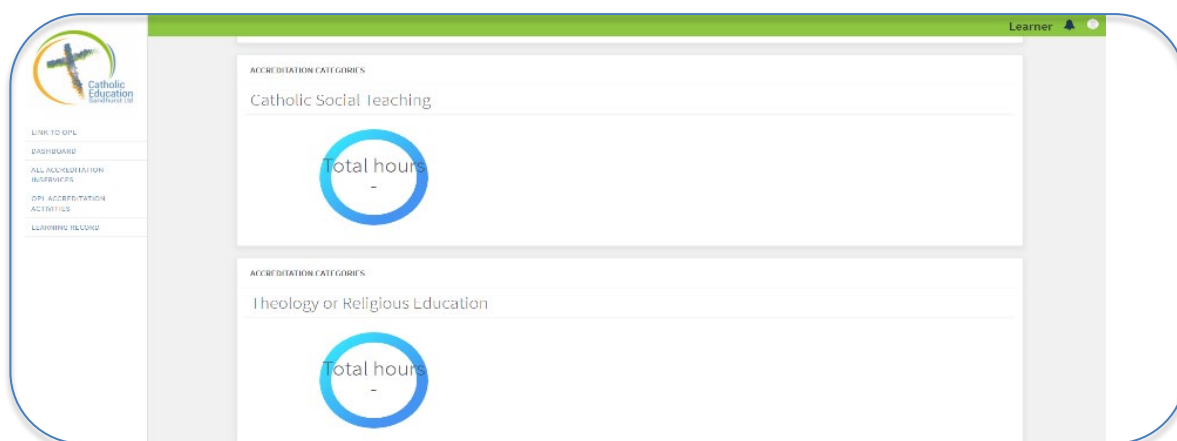


Here you are able to see the following:

- An overview of your Accreditation Program
- The minimum hours required to Maintain your Accreditation
- Your total of hours already accrued and recorded
- The timeframe in which you have to Maintain 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.

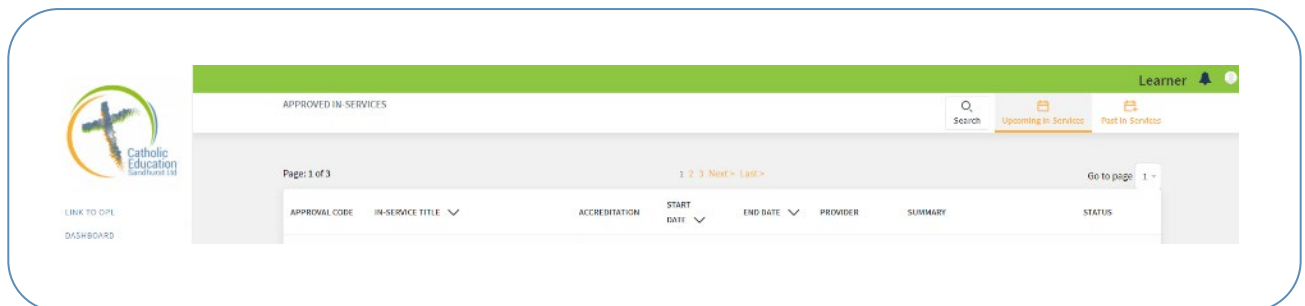
- The hours that show on your Dashboard are synced from Online Professional Learning (OPL) activities that have been assigned accreditation hours and that you have registered for and been marked as attending.
- You also have the ability to upload Learning Records to accrue the hours required.
- Once 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. 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).



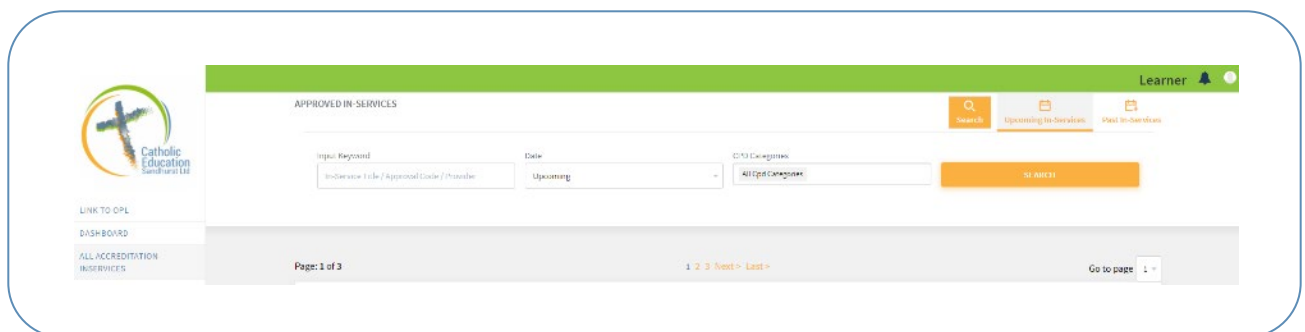
All Accreditation In-Services

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-In-Services** 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 (and 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
IN-SERVICES

OPL ACCREDITATION
ACTIVITIES

LEARNING RECORD

LINK TO OPL

DASHBOARD

ALL ACCREDITATION
IN-SERVICES

OPL ACCREDITATION
ACTIVITIES

LEARNING RECORD

IN-SERVICE

Learner

Upcoming In-Services Past In-Services



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.

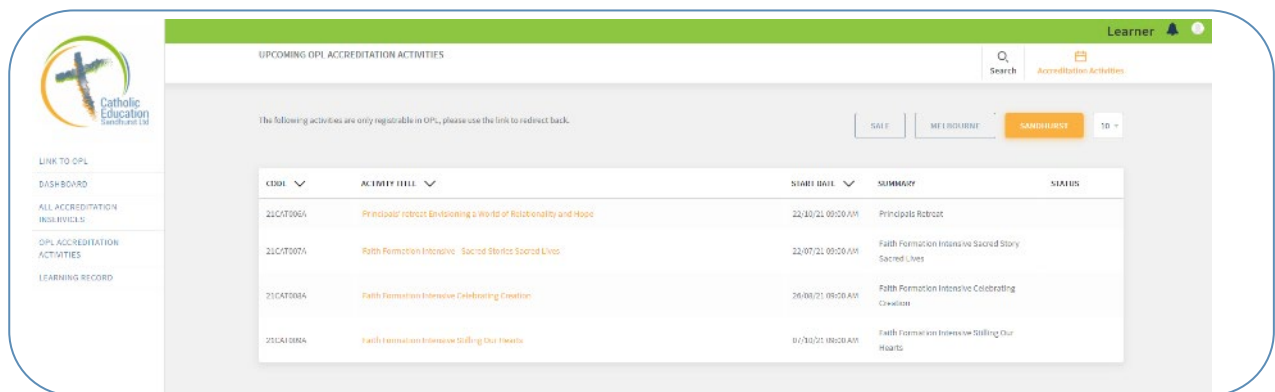
Title	Miss
First Name	Emma
Last Name	Hoskins
Preferred Name	Emma
Email	<input type="text" value="ehoskins@ceosend.catholic.edu.au"/>
School	<input type="text"/>

MARK AS ATTENDED

OPL Accreditation Activities

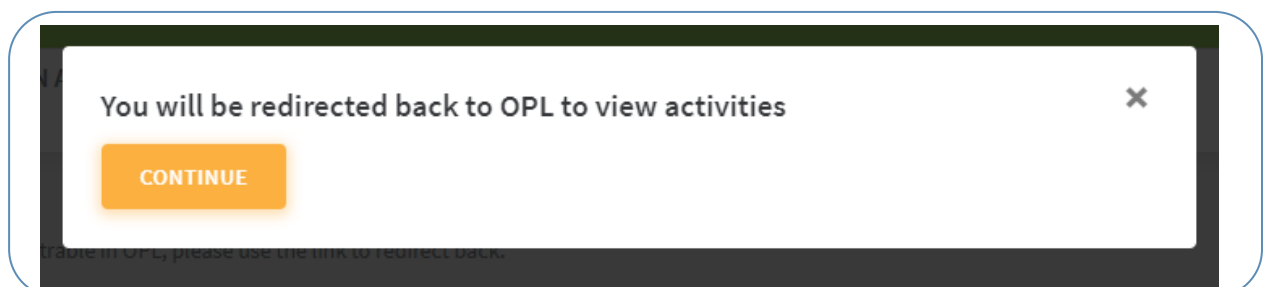
Within this page you will see all OPL Accreditation Activities assigned to your diocese. Once you have clicked on the Activity Title, this will re-direct you to OPL to register. The below pop up box will appear requesting you to click on the **CONTINUE** button or you can click on the **x** if you need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

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

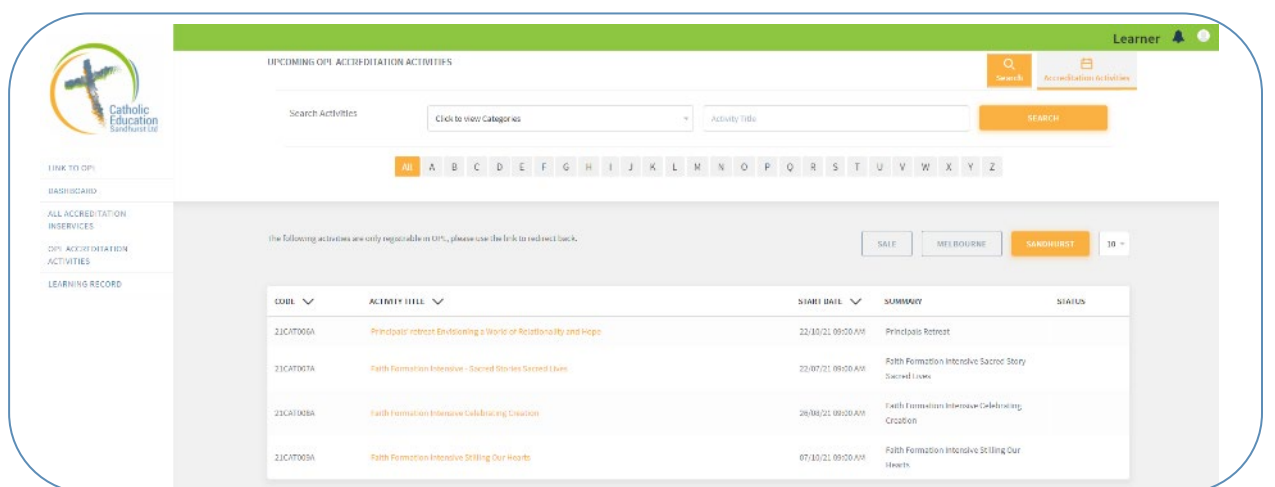


The screenshot shows the 'UPCOMING OPL ACCREDITATION ACTIVITIES' page. On the left is a sidebar with the Catholic Education South East logo and links: LINK TO OPL, DASHBOARD, ALL ACCREDITATION SERVICES, OPL ACCREDITATION ACTIVITIES, and LEARNING RECORD. The main content area has a header with a search bar and a 'Search' button. Below the header, a message states: 'The following activities are only registrable in OPL, please use the link to redirect back.' Below this is a table with columns: CODE, ACTIVITY TITLE, START DATE, SUMMARY, and STATUS. The table lists four activities: 21CAT006A (Principals Retreat), 21CAT007A (Faith Formation Intensive: Sacred Stories Sacred Lives), 21CAT008A (Faith Formation Intensive Celebrating Creation), and 21CAT009A (Faith Formation Intensive Stilling Our Hearts). At the bottom right of the table are buttons for 'SALE', 'MY BOUTIQUE', 'SEARCH FIRST', and a dropdown menu set to '10'.

CODE	ACTIVITY TITLE	START DATE	SUMMARY	STATUS
21CAT006A	Principals Retreat Embracing a World of Relationality 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 white pop-up box with a black border. It contains the text 'You will be redirected back to OPL to view activities' in bold black font. Below the text is an orange button with the word 'CONTINUE' in white. In the top right corner of the box is a black 'X' icon for closing the pop-up.

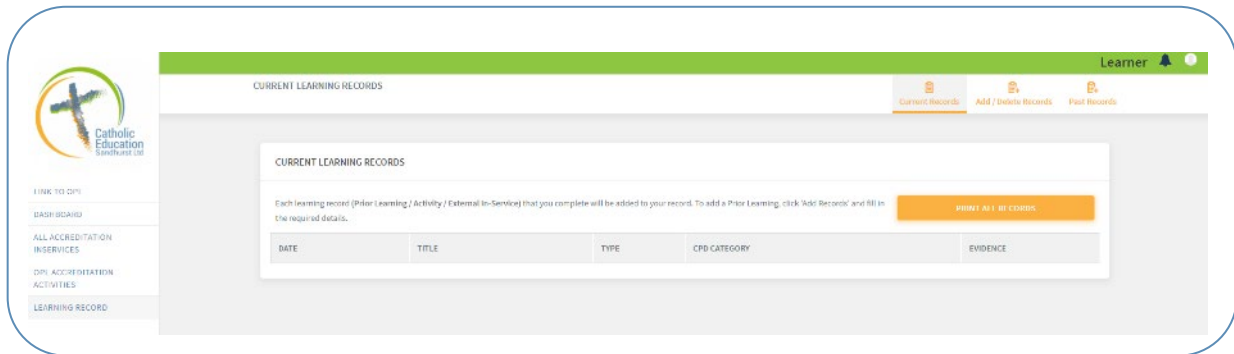


This screenshot shows the same 'UPCOMING OPL ACCREDITATION ACTIVITIES' page as the first screenshot, but with additional search filters. Below the header, there is a 'Search Activities' input field, a 'Click to view Categories' dropdown menu, and an 'Activity Title' input field. To the right of these is a 'SEARCH' button. Below the search fields is a row of letter buttons from A to Z, with 'A' highlighted in orange. The table of activities and the bottom buttons remain the same as in the first screenshot.

Learning Record

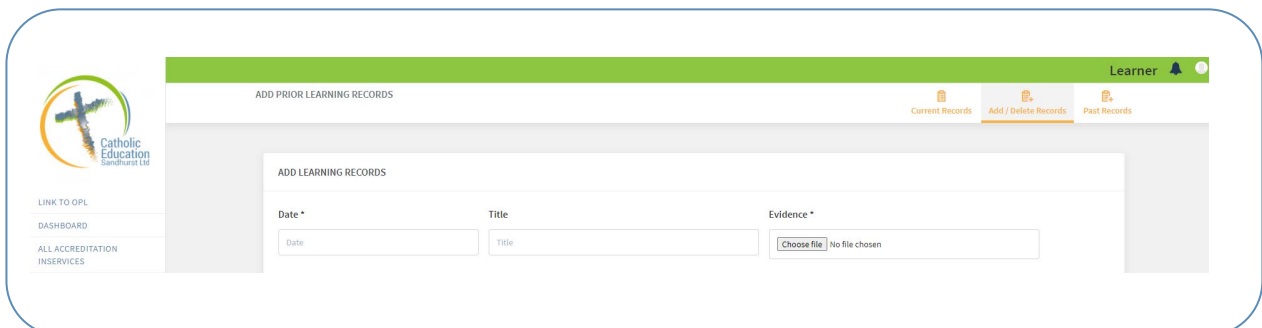
Within this page, you can view your current records, add or delete a record and view past records.

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. Once your submission is Approved, you will need to return to your Dashboard and Click APPLY.

ADD LEARNING RECORDS

Date * 20/05/2021 Title Faith in Our Future Evidence * Faith in Our Future Certificate.pdf

CPD Category *

	ACCREDITATION HOURS	CPD CATEGORY TITLE
<input checked="" type="checkbox"/>	1	Aims and objectives of the Catholic school
<input checked="" type="checkbox"/>	3	Faith development
<input checked="" type="checkbox"/>	2	Catholic identity, culture and tradition (including prayer, liturgy, scripture and Catholic Social Teaching)
<input type="checkbox"/>		Catholic Identity and Culture
<input type="checkbox"/>		Prayer and Liturgy
<input type="checkbox"/>		Scripture
<input type="checkbox"/>		Catholic Social Teaching
<input type="checkbox"/>		Theology or Religious Education

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

ADD PRIOR LEARNING RECORDS

Current Records Add / Delete Records Past Records

DATE	TITLE	EVIDENCE	CPD CATEGORY	STATUS	REASON	ADD/DELETE
20/05/2021	Faith in Our Future	Faith in Our Future Certificate.pdf	AO : 1.00 FD : 3.00 CI : 2.00	Pending		DELETE

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

ADD PRIOR LEARNING RECORDS

Current Records Add / Delete Records Past Records

DATE	TITLE	EVIDENCE	CPD CATEGORY	STATUS	REASON	ADD/DELETE
20/05/2021	Faith in Our Future	Faith in Our Future Certificate.pdf	AO : 1.00 FD : 3.00 CI : 2.00	Pending		DELETE

ADD LEARNING RECORDS

Date * Title *

Tooltip:

Aims and objectives of the Catholic school	1.00 hrs
Faith development	3.00 hrs
Catholic identity, culture and tradition (including prayer, liturgy, scripture and Catholic Social Teaching)	2.00 hrs

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

Past Records

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

