Teacher Accreditation Platform – Learner (Teacher)

User manual

MELBOURNE
ARCHDIOCESE
CATHOLIC SCHOOLS

Contents

When to use TAP

Teacher Accreditation Platform (TAP) has been developed to centralise all information for gaining and maintaining accreditation, enabling it to become more accessible and transparent for all stakeholders. This information comes from different users:

- teachers (learners in TAP)

- principals (on the schools' behalf)

- admins (Accreditation team in each of the Victorian dioceses)

- external providers (organisations external to the Catholic Education Commission of Victoria Ltd (CECV)).

Accreditation to teach in Catholic schools has existed in Victoria since the first accreditation policy in 1983. In January 2020, the accreditation policy changed and an important component was added: maintenance of accreditation. With this in mind, the CECV developed a platform to expedite and streamline the gaining and maintaining of all accreditation levels.

You will need to use TAP when applying to gain either Accreditation to Teach in a Catholic School or Accreditation to Teach Religious Education or Lead in a Catholic School, and later to maintain your accreditation by marking yourself as an attendee for approved inservices to meet the minimum hours required for your accreditation level by the policy.

This manual will explain how to use TAP, where to find approved inservices, what to do in special circumstances and who to contact for help.

How to access TAP

Log in to the CEVN website https://cevn.cecv.catholic.edu.au and select 'Teacher Accreditation Platform (TAP)' from the 'Applications' list on the right-hand side of the screen. (You'll have to click on **View More** and scroll down.)

From the TAP webpage, you will have access to training manuals, video resources and policy information. Select the **Enter TAP** button to access the platform.
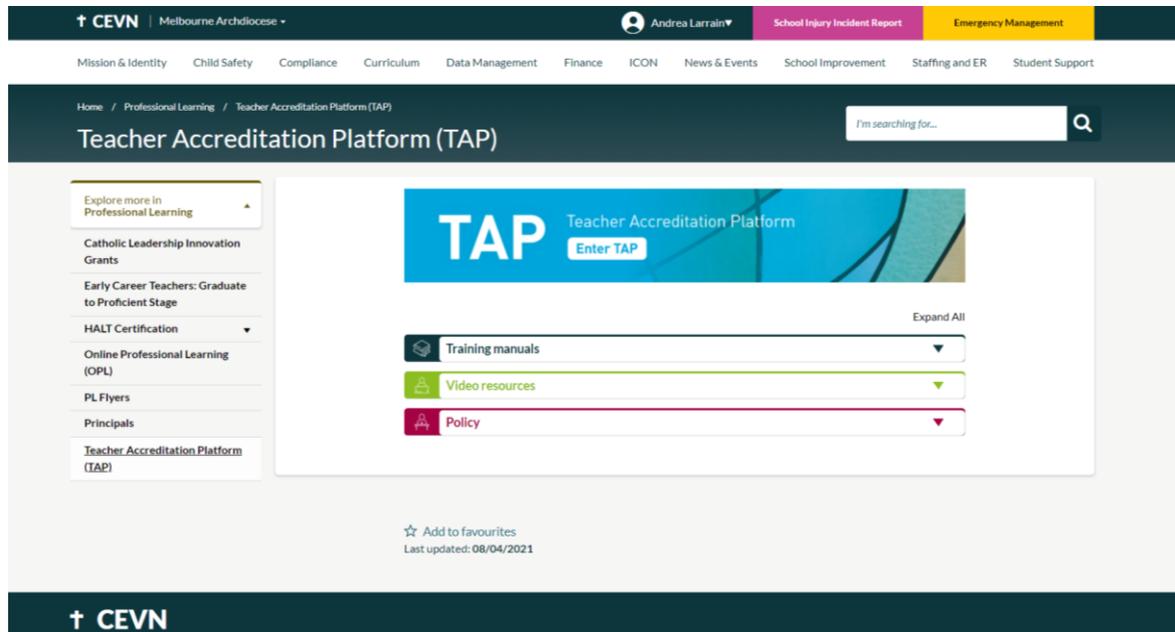
If you have already gained a level of accreditation, this will be reflected in your 'DASHBOARD' and you'll be required to maintain it. If you don't have a level of accreditation, you'll need to choose the level you wish to apply for and work towards meeting the requirements.

If you don't have accreditation, TAP will give you two options to select from in the drop-down list. Depending on the level of accreditation you need to gain, please select from the following options:

1. Gaining Accreditation to Teach in a Catholic School
2. Gaining Accreditation to Teach RE or Lead in a Catholic School.
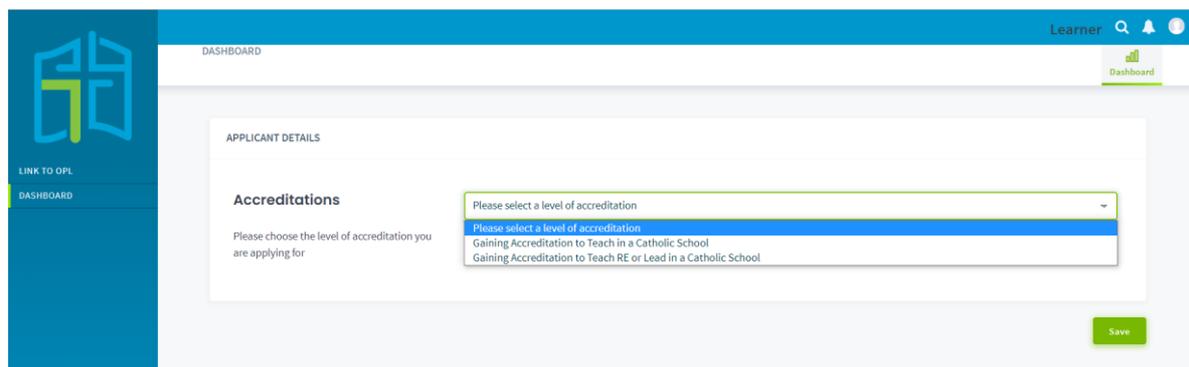
Once you make a choice, select the **Save** button and a pop-up window will ask you to confirm the option you have selected.

If you make a mistake and select the wrong option, please contact the Accreditation team via accreditationenquiries@macs.vic.edu.au.

As a reminder, the table below explains the requirements for gaining each accreditation level.

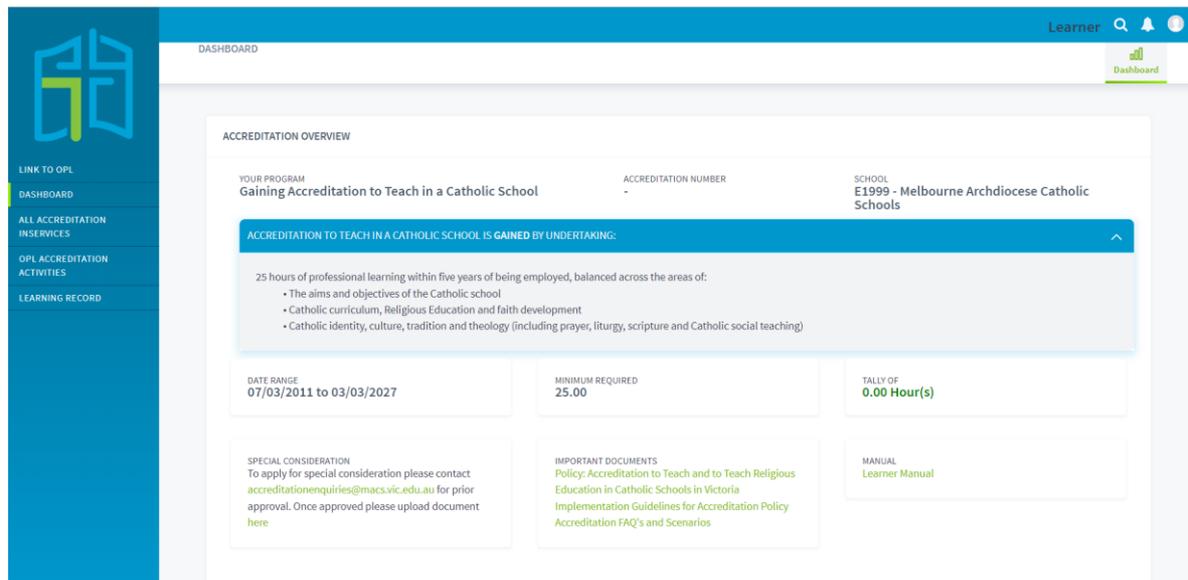| Level	Gaining
	Accreditation is **gained** by undertaking:
1. Accreditation to Teach in a Catholic School	25 hours of professional learning balanced across the three categories,* within five years of being employed
2. Accreditation to Teach Religious Education or Lead in a Catholic School	formal, assessed 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)

What level of accreditation do I have to apply for?

Level 1: Specialist primary teachers and secondary teachers not teaching Religious Education.

Level 2: Primary classroom teachers, secondary Religious Education teachers and leaders, deputy principals and principals.

Dashboard

Once you have selected your level of accreditation, you will be taken to the DASHBOARD page related to your selection.

Gaining Accreditation to Teach in a Catholic School

Here, you will be able to see the following:

- an overview of your accreditation program: Gaining Accreditation to Teach in a Catholic School

- the space where your accreditation number will be inserted after you successfully apply for it

- your current school

- the timeframe in which you have to gain the minimum hours (this will start 10 years in the past, in line with the recognition of prior learning, and end five years in the future, as this is the time you have to gain your accreditation since you started working in the Catholic sector)

- the minimum hours required to gain your accreditation: in this case, 25 hours

- a tally of your marked hours in TAP

- an option to apply for special consideration

- important documents for your reference

- this manual.

Further down the page, you will see the total hours you have marked your attendance for in each accreditation category. (How to mark your attendance for approved inservices is explained on page 18 of this manual.)

ACCREDITATION CATEGORY

The aims and objectives of the Catholic school

Total hours
7.5

(External In-Service) The Catholic Dialogue School Seminar, Session Three: "How do we do it?"	1.00 Hour(s)
(Diocesan In-Service) Western Region REL Faith Formation and Prayer Day	5.50 Hour(s)
(Diocesan In-Service) Northern Region: Religious Education Leaders' Network (Primary)	1.00 Hour(s)

ACCREDITATION CATEGORY

Catholic curriculum, Religious Education and faith development

Total hours
2.5

(External In-Service) The Greatest Story Ever Told: What is the Bible?, Session 1	1.00 Hour(s)
(External In-Service) ECSI101 Session 02: A Personal God	1.50 Hour(s)

ACCREDITATION CATEGORY

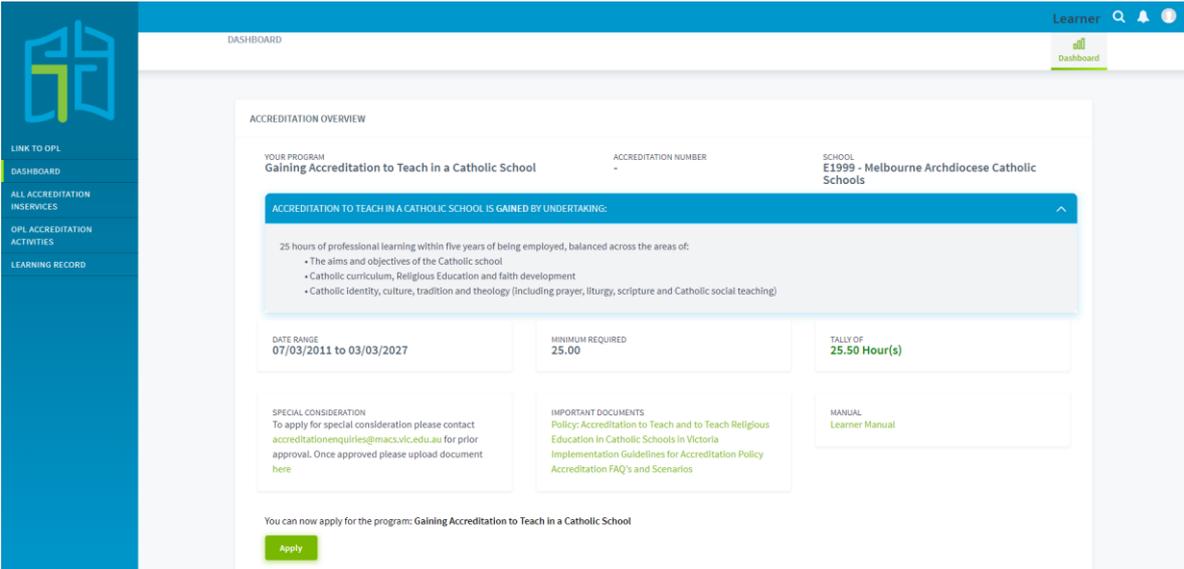**Catholic identity, culture, tradition and theology (including prayer, liturgy, scripture and Catholic social teaching)**

Total hours **10.5**	
(External In-Service) The Catholic Dialogue School Seminar, Session Three: "How do we do it?"	2.00 Hour(s)
(External In-Service) The Church in Australia - Keynote 2	1.50 Hour(s)
(Diocesan In-Service) The Catholic Contribution - Virtual Lecture Series by Professor John Haldane - Lecture 1 - Introduction:Â What does it mean to be Catholic?	1.00 Hour(s)
(Diocesan In-Service) The Catholic Contribution - Virtual Lecture Series by Professor John Haldane - Lecture 2 - The Jewish / Classical Synthesis	1.00 Hour(s)
(External In-Service) The Greatest Story Ever Told: What is the Bible?, Session 1	1.00 Hour(s)
(Diocesan In-Service) Northern Region: Religious Education Leaders' Network (Primary)	4.00 Hour(s)

Applying for accreditation to teach in Catholic schools

Once you have met the minimum requirements, a green **Apply** button will appear on your DASHBOARD. You will then be able to apply for your accreditation, which will be submitted to the Accreditation team to either approve or decline after assessment.

To meet the requirements for Accreditation to Teach in a Catholic School, you must attend 25 hours of professional learning balanced across the three categories, within five years of employment.
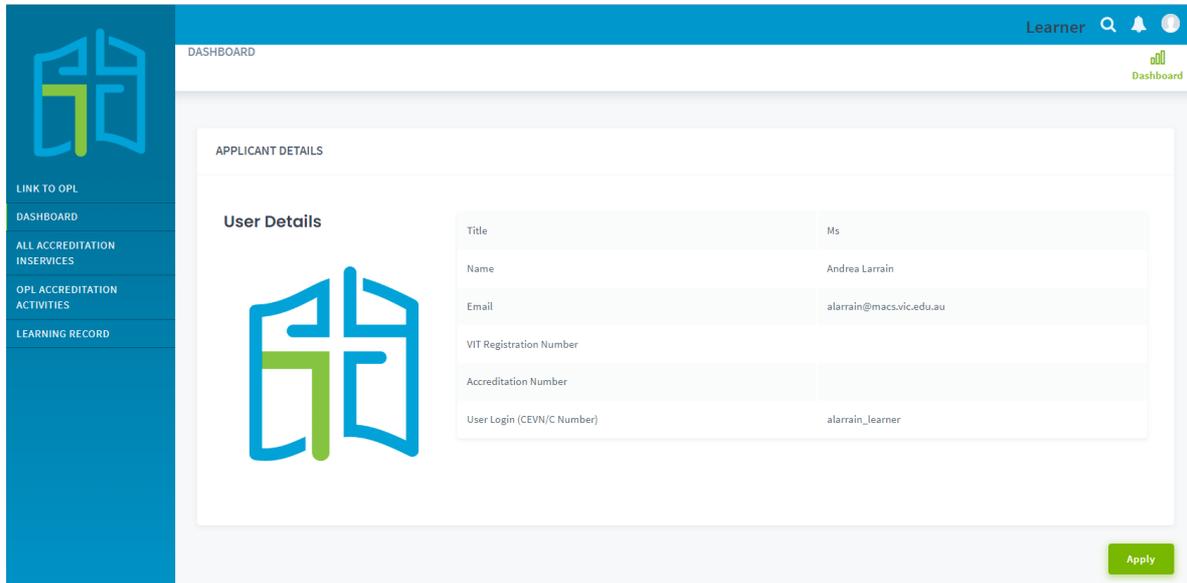
Note that 'balance' for Level 1 accreditation requires a minimum of five hours of professional learning in each category.

After selecting the 'Apply' option, you will be directed to a page to confirm your personal details. After confirming they are correct, click on **Apply**.
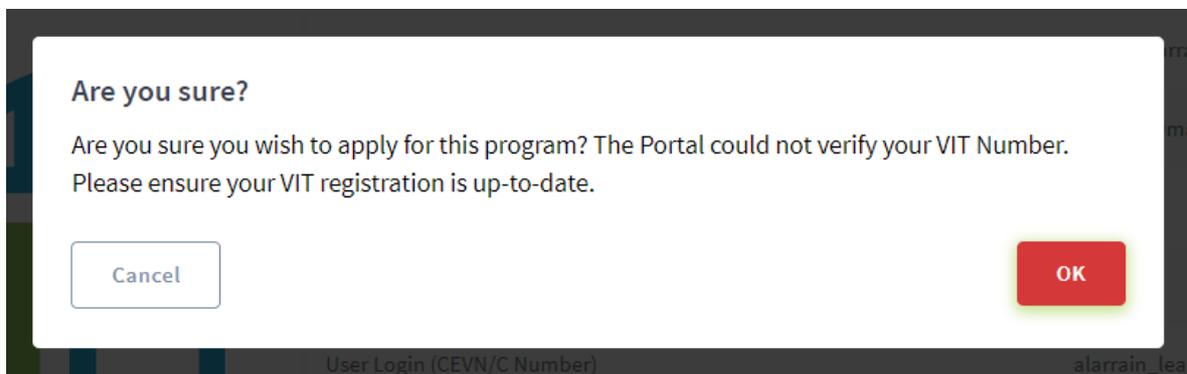

A pop-up window will ask you to verify your Victorian Institute of Teaching (VIT) number. If the information on the previous screen was correct, click the **OK** button.

A message will appear in your DASHBOARD to advise that your application has been received and is awaiting approval.

Once your application has been approved or declined, you will receive an email notification confirming the result.

If approved, your accreditation number will be visible on your DASHBOARD and you will be assigned to the 'Maintaining Accreditation to Teach in a Catholic School' program for the next five years.

Gaining Accreditation to Teach RE or Lead in a Catholic School

In your DASHBOARD, you will be able to see the following:

- an overview of your accreditation program: Gaining Accreditation to Teach RE or Lead in a Catholic School

- the space where your accreditation number will be inserted after you successfully apply for it

- your current school

- the timeframe in which you have to meet the policy requirements to gain this level of accreditation (this will start 10 years in the past, in line with the recognition of prior learning, and end five years in the future, as this is the time you have to gain your accreditation since you started working in the Catholic sector)

- the mandatory evidence required to submit your application

- an option to apply for special consideration

- important documents for your reference

- this manual.

Applying for accreditation to teach RE or lead in Catholic schools

To meet the requirements for this accreditation level, you must undertake 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).

You must upload the required evidence (formally assessed course transcript) to submit your application by clicking on the green **HERE** link in the 'MANDATORY – UPLOAD COURSE EVIDENCE' section.

Search within the available course list, select the course you have studied and upload the course documentation.

If your course is not included in the list, please email accreditationenquiries@macs.vic.edu.au for special consideration.

UPLOAD COURSES

Course Code	Course title	Course Provider / Diocese	Evidence	Action
MEdLship	ACU Master of Educational Leadership	SANDHURST		📄
BATLA	Bachelor of Arts in The Liberal Arts + 7 Theological Units	Campion College		📄
BOEP	Bachelor of Education	Tabor College of Higher Education South Australia		📄
BEDECP	Bachelor of Education (Early Childhood and Primary)+4 RE/Theology Units	ACU		📄
BEP	Bachelor of Education (primary) + 4 RE/Theology units	Australian Catholic University		📄
BTRE	Bachelor of Teaching + 4 RE/Theology units	Australian Catholic University		📄
BTFU	Bachelor of Theology	Flinders University, South Australia		📄
BTMCD	Bachelor of Theology	Melbourne College of Divinity		📄
BTCTC	Bachelor of Theology	Catholic Theoligical College		📄
CD-MA	Catechist Diploma - Melbourne Archdiocese	Melbourne Archdiocese		📄
CES1TSC / CES2LRE/ CES3REPM / CES4CSM	Catholic Education Sandhurst Ltd Accreditation Course	SANDHURST		📄

Once you have uploaded your course evidence, a green **Apply** button will appear on your DASHBOARD. You will then be able to apply for your accreditation, which will be submitted to the Accreditation team to either approve or decline after assessment.

ACCREDITATION OVERVIEW

YOUR PROGRAM	ACCREDITATION NUMBER	SCHOOL
Gaining Accreditation to Teach RE or Lead in a Catholic School	-	E1999 - Melbourne Archdiocese Catholic Schools

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
07/03/2011 to 03/03/2027

MANDATORY - UPLOAD COURSE EVIDENCE HERE
Evidence uploaded: 1

SPECIAL CONSIDERATION
To apply for special consideration please contact accreditationenquiries@macs.vic.edu.au for prior approval. Once approved please upload document here

IMPORTANT DOCUMENTS
Policy: Accreditation to Teach and to Teach Religious Education in Catholic Schools in Victoria
Implementation Guidelines for Accreditation Policy
Accreditation FAQ's and Scenarios

MANUAL
Learner Manual

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

Apply

After selecting the 'Apply' option, you will be directed to a page to confirm your personal details. After confirming they are correct, click on **Apply**.

A pop-up window will ask you to verify your VIT number. If the information on the previous screen was correct, click the **OK** button.

A message will appear in your DASHBOARD to advise that your application has been received and is awaiting approval.

Once your application has been approved or declined, you will receive an email notification confirming the result.

If approved, your accreditation number will be visible on your DASHBOARD and you will be assigned to the 'Maintaining Accreditation to Teach RE or Lead in a Catholic School' program for the next five years.

All accreditation inservices

In the 'ALL ACCREDITATION INSERVICES' section, you will be able to see all upcoming and past inservices allocated to your school and diocese.

Note that all previously approved inservices (school-based and from external providers) have been uploaded into TAP, so you can search for any inservice you've attended in the past to mark your attendance and get the hours recognised towards your accreditation application.

> It's important to know that TAP is *not* a registration portal. TAP is a platform to mark your attendance after you've participated in an inservice.

If you find an inservice in the TAP catalogue that you wish to attend, you don't have to do anything in TAP until *after* you've attended it. Depending on the inservice you're attending, the registration process will vary, but it will always take place *outside* TAP. Contact your Religious Education leader, diocese or external provider to learn more about how to register for the approved inservice you want to attend.

How to search for approved inservices

You have the option to select 'Upcoming Inservices' or 'Past Inservices'. With both of these options, you will be able to find all approved inservices of your current school, diocese and external providers.
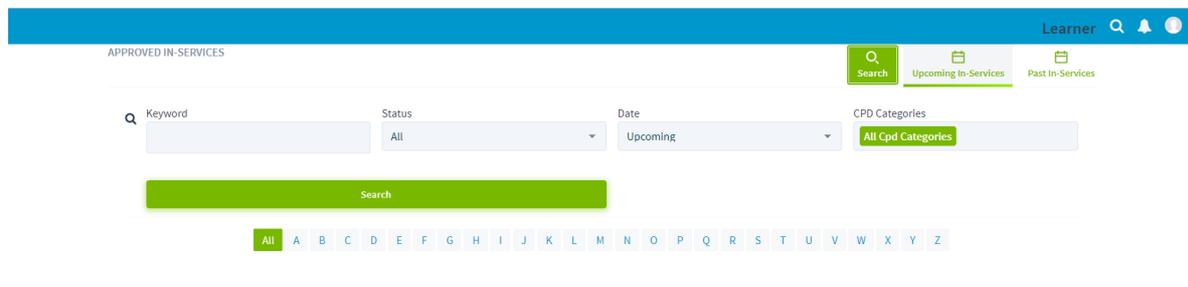
You can also use the **Search** option to find inservices via:

- Keyword: You can search by inservice title, approval code or provider.

  If you're looking for an inservice you have already attended to mark your attendance, the recommended option is to always search by its approval code. In this way, you will know the inservice has been approved already, and there will be less chance of mistyping the code than the title or provider.

  If you are searching for future inservices to attend, it is recommended that you filter them by the provider.

- Status (All, Attended or Pending): When you mark your attendance for an inservice, the status will be 'Pending'; once your principal endorses it, this will change to 'Attended'.

- Date (Upcoming or Past): To find an approved ongoing inservice, you'll need to refer to the end date to know whether you have to search for it under 'Upcoming' or 'Past'.

- CPD Categories: To find an inservice based on the approved accreditation category, you can filter the categories in the search.

How to mark attendance for inservices

After you have attended an approved inservice, there are two ways of marking your attendance:

1. Your school, diocesan education office or external provider will bulk upload an attendee list to TAP, and you'll automatically receive the approved hours of the inservice in your DASHBOARD.

2. If the above doesn't happen, you can mark your attendance for an approved inservice and your principal will receive an alert in their TAP profile to endorse your attendance. After your principal endorses your attendance, the approved hours for that inservice will appear in your DASHBOARD. To complete this:

   a) Select the relevant entry under 'Inservice Title' to see information about the inservice.

   b) Scroll down the page to select your school from the drop-down list and click on **Mark as Attended**.

   c) Present the relevant evidence to your principal (certificate of attendance) for them to endorse your attendance in TAP, and the inservice's approved hours will be reflected in your DASHBOARD.

The Mission and Identity of the Catholic Dialogue School Today - Vatican II perspective

Prof Dr Didier and Pollefeyt will lead a day of deep learning, designed to engage school and system staff as they consider, from a theoretical view point, the mission and identity of the Catholic dialogue school today.

Prof Dr Didier Pollefeyt and Drs Jan Bouwens will lead a day of deep learning, designed to engage school and system staff with a Master's-Level understanding of the theology arising from Second Vatican Council conciliar documents and magisterial documents since that time. Previous participation in the Online ECSI Intensive Course, studies in theology or religious education would be appropriate prerequisites for participation. The practical application arising from theory presented in this session will be considered at the session *From theory to practice: what it could look like when a Vatican II perspective informs the mission and identity of the school and system* to be held on the morning of Saturday 12 November.

9.00 - 10.30 Session 1

11.00 - 12.30 Session 2

13.30-15.00 Session 3

CPD Categories:

The aims and objectives of the Catholic school	1.50 hr(s)
Catholic curriculum, Religious Education and faith development	1.00 hr(s)
Catholic identity, culture, tradition and theology (including prayer, liturgy, scripture and Catholic social teaching)	2.00 hr(s)

APST (Australian Professional Standards for Teachers):

Professional Knowledge
   1 Know Students And How They Learn
Professional Practice
   3 Plan For And Implement Effective Teaching And Learning
Professional Engagement
   6 Engage In Professional Learning
   7 Engage Professionally w/ Colleagues, Parents/Carers & Community

Provider	Venue	Presenters	Start Date	End Date
MACS	Catholic Leadership Centre	Prof Dr Didier Pollefeyt and Drs Jan Bouwens	Thu, 10 Nov 2022 09:00AM	Thu, 10 Nov 2022 03:00PM

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	Ms
First Name	Andrea
Last Name	Larrain
Email	alarrain@macs.vic.edu.au
School	▾

Mark as Attended

Keep in mind that you need to be in the correct accreditation group to receive the hours in your DASHBOARD.
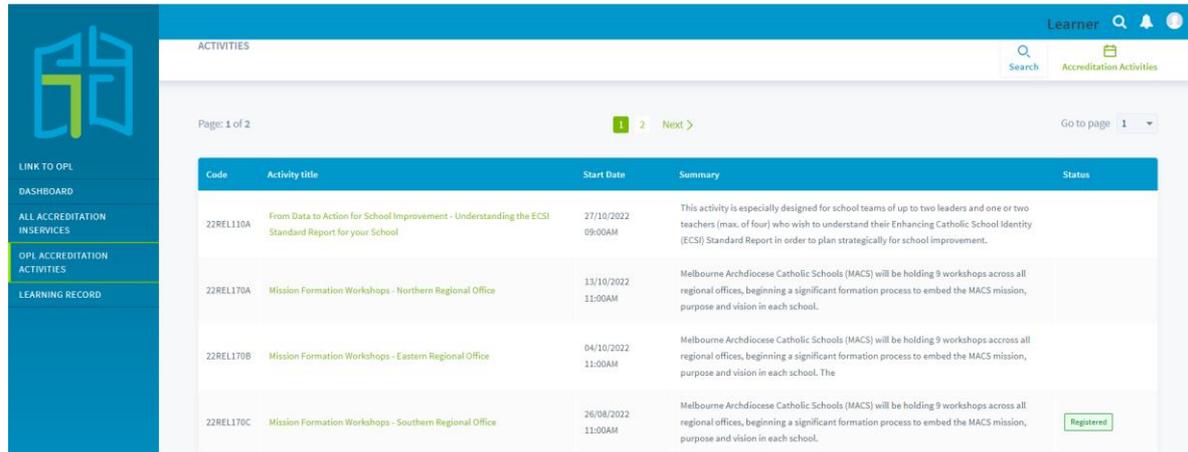
For example: A teacher gaining accreditation to teach Religious Education or lead in a Catholic school won't receive inservice hours in their DASHBOARD, as the requirement to gain this accreditation level is to study a formal, assessed course. (The teacher will instead be able to see a record of their attended inservice in the 'LEARNING RECORD' section under 'Past Records'.)

Another example would be a teacher who gained their accreditation on 23 May 2022, for whom the maintenance period would be 23 May 2022 to 23 May 2027. If the teacher's school marks their attendance for an inservice held on 5 August 2020, the approved hours for this inservice won't appear in their DASHBOARD as the date doesn't fall within the maintenance period.

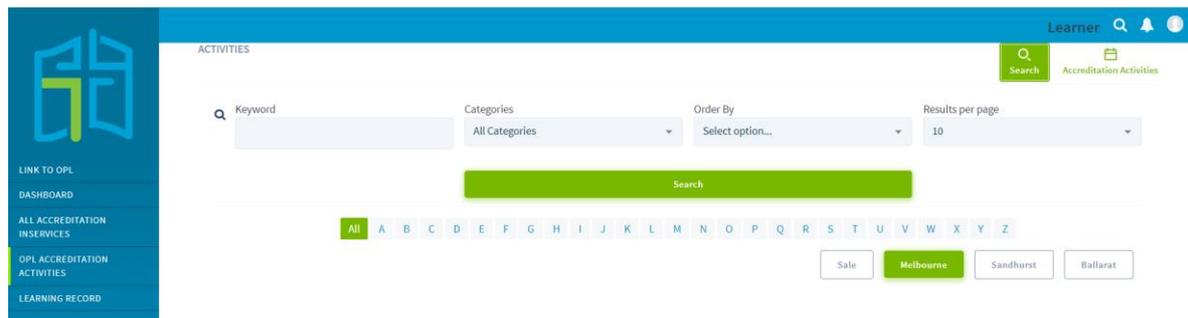# OPL accreditation activities

In the 'OPL ACCREDITATION ACTIVITIES' section, you will see all Online Professional Learning (OPL) activities that have been approved for accreditation purposes; therefore, you can register to attend those approved activities in OPL via TAP.

You can also use the **Search** option to search for OPL activities by filtering the categories or by selecting the relevant diocese via the four buttons below 'Search'.

Once you have clicked on the activity title, you will be redirected to OPL to register. A pop-up window will appear – click on the **OK** button.
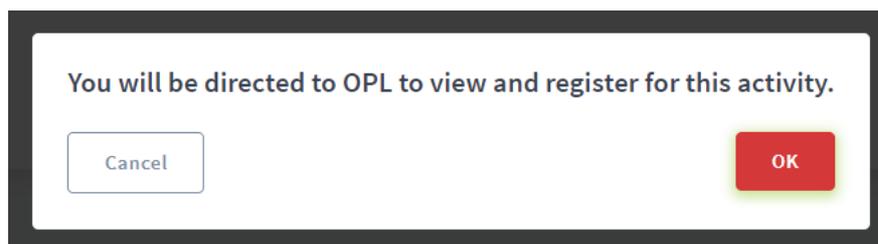
Learning records

In the LEARNING RECORD section, you can view your current records, manage your records and view past records by selecting the applicable button on the top right-hand corner.

This section is for special applications only. Please do *not* upload all your past professional learning records, as they will be declined and you'll be asked to mark your attendance (as explained in this manual on page 18).

When to use this section

The only circumstances in which you will need to upload evidence into the LEARNING RECORD section are:

- **When you have attended overseas or interstate inservices**

  You will need to provide evidence of your attendance for the relevant inservices. A certificate of attendance, a record of approved hours endorsed by an interstate diocese or any formal document that proves your attendance is considered evidence. However, a receipt for payment for a course or the program's schedule/timetable is not considered evidence.

- **When you have completed one of the ACU units that will cover the requirements of gaining accreditation to teach in a Catholic school**

  If you have studied one of the two units at Australian Catholic University (ACU) that will cover the requirements for Accreditation to Teach in a Catholic School:

  - EDRE429 – Foundation Studies Teaching in Catholic Schools
  - EDRE642 – Religious Foundations of Catholic Schools

  you will need to upload your university transcript and allocate 25 hours, divided into the three accreditation categories (with at least five hours in each). After this learning record has been approved, a green **Apply** button will appear in your DASHBOARD and you will be able to submit your application.

- **When you have attended an external provider's inservice and you've received a certificate of completion**

  If you undertook an approved self-paced online module and received a certificate of completion, you would have to mark your attendance in the ALL ACCREDITATION INSERVICES section (follow the steps in this manual on page 18). You would then present the certificate as evidence to your principal to endorse your attendance, or you could upload it in this section for the Accreditation team to endorse.

Note: This section will not allocate accreditation hours to inservices that should have been approved via regular procedures.

New records

To add one of the special circumstances records, select **Add New Learning Record** on the left-hand side of the screen in the LEARNING RECORD section.

In the 'ADD NEW LEARNING RECORD' window, fill out the mandatory details and upload evidence by selecting the **Choose File** button. Allocate the corresponding hours to the relevant categories and submit by clicking on **Add and Send for Approval**.

Your record will be submitted to the Accreditation team to either approve or decline.

After you have added a record, you should see it pending under 'Manage Records'; once it's been approved, it will appear in your DASHBOARD and your 'Current Records'.

Current records

On this page, you will see all inservices that you have been marked as attending on TAP that fall within the date range of your current accreditation program (gaining/maintaining Accreditation to Teach in a Catholic School, or maintaining Accreditation to Teach Religious Education or Lead in a Catholic School).

If you are gaining accreditation to teach Religious Education or lead, these records won't be visible in your DASHBOARD, as professional learning is not a requirement for this level of accreditation.

If you wish to have a printable version, you can download it by clicking **Print All Records**.

Manage records

On this page, you'll see your pending and declined learning records.

Pending learning records will move to Current Records or Past Records after approval, or stay in Manage Records if declined.

If your learning record is declined, you'll receive an email with the reason, which will also be visible on this page in the 'Reason' column.

Past records

This page will show all inservices marked in TAP that you have attended prior to your accreditation program's date range.

If you wish to have a printable version, you can download it by clicking **Print All Records**.