

# Teacher Accreditation Platform – External Provider

User manual



MELBOURNE  
ARCHDIOCESE  
CATHOLIC SCHOOLS

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## When to use TAP

Any time you are organising an inservice that involves inviting teachers from Catholic schools, and you want the hours to be counted towards accreditation, you should apply for approval of the inservice in Teacher Accreditation Platform (TAP). These inservices are usually based at your organisation's location or another venue different from the school.

After the inservice has been held, you will be responsible for providing evidence of the teachers' attendance by:

- uploading an attendee list to TAP. As soon as you upload the list, teachers will receive the approved hours in their 'DASHBOARD'. This option is preferred for inservices completed within one day where you can create a list of the attendees for the day
- issuing certificates of attendance. In this case, teachers will need to show the certificate to their school to validate their attendance in TAP. This option is preferred for online modules that teachers can take at their own pace.

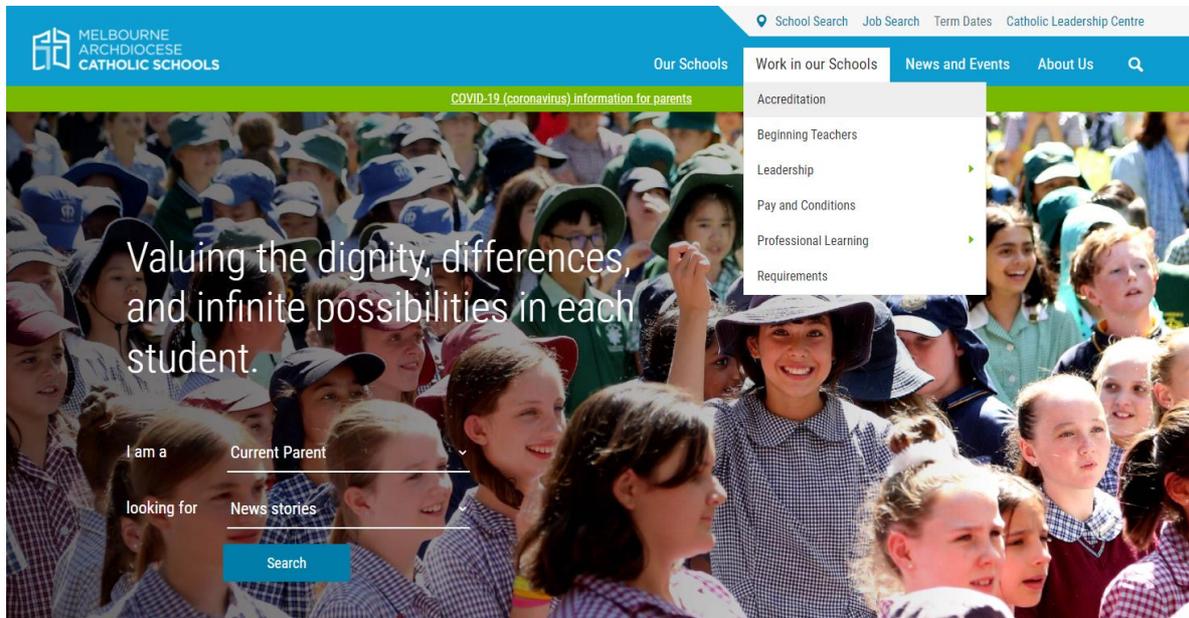
**Note:** You can be invited to a specific school as a presenter; however, the school is responsible for applying for approval of the inservice in that instance, as it is the organiser.

After the inservice has been held, you won't need to provide a certificate as evidence of teachers' attendance, as the school will manage the attendance in TAP.



# How to access TAP

To access TAP, click on the **TAP EXTERNAL PROVIDERS** button on the Melbourne Archdiocese Catholic Schools (MACS) website [www.macs.vic.edu.au](http://www.macs.vic.edu.au) under *Work in our Schools* / [Accreditation](#).



## Schools or External Providers Applying for Professional Learning Approval

- If you are a **Catholic School** applying to have your Professional Learning approved for Accreditation purposes, please **apply through CEVN**.
- If you are an **External Provider** applying to have your Professional Learning approved for Accreditation purposes, please click in the following link

**TAP** EXTERNAL PROVIDERS



To become an external inservice provider, please complete the registration form (accessed from the 'Login' page).

HOME

You are here: [Home](#) -> [Login](#)

# CECV

## Login

Username  
externalprovider

Password  
.....

Remember Me

**LOGIN**

[Not registered yet? External In-service provider registration](#)

# CECV

HOME

## External In-service provider registration

Title \* Please Select

First Name \*

Last Name \*

Phone

Mobile

Email \*

Organisation Name \*

Diocese \* Select Diocese

Username \* externalprovider



Please fill out your details and your request will be sent to the MACS Accreditation team for approval. Once your registration has been approved, you will receive an email confirming your login details.

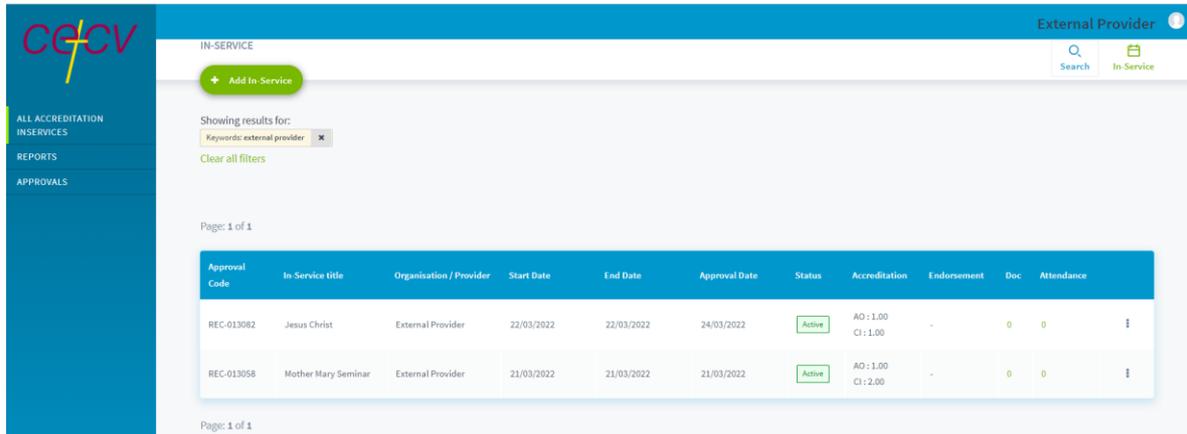
Once you have logged in to TAP, you can access various functions by clicking on the menu items that are available on the left-hand side of the screen, as follows:

- all accreditation inservices
- reports
- approvals.



# All accreditation inservices

The 'ALL ACCREDITATION INSERVICES' section will display all inservices that have been created under your user account and any historical inservices we have approved for your organisation in the past.

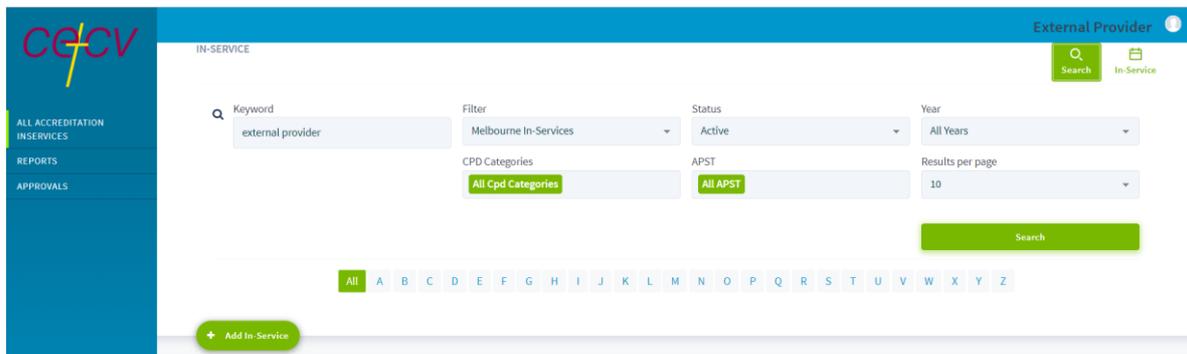


The screenshot shows the 'ALL ACCREDITATION INSERVICES' section of the CECV platform. It features a search bar with the keyword 'external provider' and a table of results. The table has columns for Approval Code, In-Service Title, Organisation / Provider, Start Date, End Date, Approval Date, Status, Accreditation, Endorsement, Doc, and Attendance. Two rows are visible, both with a status of 'Active'.

Approval Code	In-Service Title	Organisation / Provider	Start Date	End Date	Approval Date	Status	Accreditation	Endorsement	Doc	Attendance
REC-013082	Jesus Christ	External Provider	22/03/2022	22/03/2022	24/03/2022	Active	AO: 1.00 CI: 1.00	-	0	0
REC-013058	Mother Mary Seminar	External Provider	21/03/2022	21/03/2022	21/03/2022	Active	AO: 1.00 CI: 2.00	-	0	0

## Search for an inservice

Use the **Search** option (located on the top right-hand corner of the ALL ACCREDITATION INSERVICES section) to search for active, draft or declined inservices.



The screenshot shows the search interface for inservices. It includes a search bar with the keyword 'external provider', a filter dropdown set to 'Melbourne In-Services', a status dropdown set to 'Active', and a year dropdown set to 'All Years'. There are also dropdowns for 'CPD Categories' (set to 'All Cpd Categories') and 'APST' (set to 'All APST'). A 'Search' button is located at the bottom right of the search area.

You can search by:

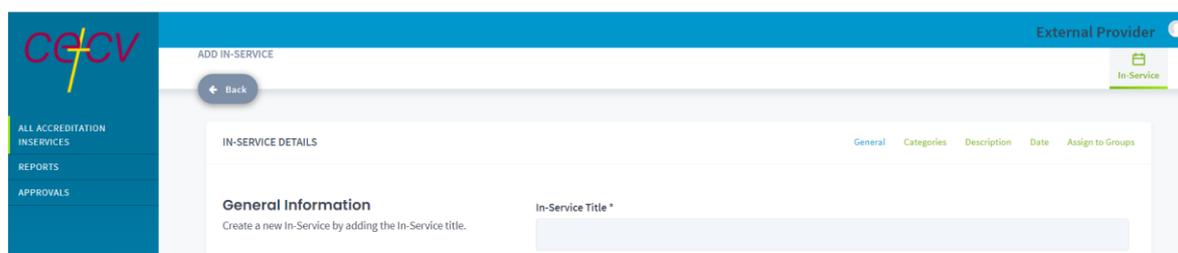
- **Keyword:** This allows you to search for an inservice by its title, provider, summary, description or approval code.
- **Status:** This allows you to filter all inservices by their 'Active', 'Draft' or 'Declined' status.
- **Year:** This allows you to filter inservices by a particular year or 'All Years'.
- **CPD Categories:** This allows you to search for inservices according to their assigned accreditation category.
- **APST:** This allows you to filter inservices for all professional development categories.



## Submit an inservice

To submit an inservice for approval for the purpose of gaining/maintaining Accreditation to Teach in a Catholic School, or maintaining Accreditation to Teach Religious Education or Lead in a Catholic School, select **Add Inservice** on the top left-hand corner.

On this page, you will need to enter the details of the external inservice you wish to create.



There are five tabs at the top of the form that have to be selected to enter the relevant details for that section. (Note: The system will initially open the 'General' tab by default.)

1. To begin adding general information about an inservice, fill out the mandatory details (indicated by an asterisk) in the **General** tab as follows:
  - Inservice Title: If you have a series of inservices, you could name them using the title of the series followed by session 1, 2, 3, etc.
  - Inservice Provider: The organisation's name – please keep this consistent so all your inservices appear for teachers and schools under your organisation's name.
  - Inservice Venue: The name of the venue and suburb; the full address is not necessary.
  - Inservice Presenters: The name of each presenter and their position/occupation in case we need to research them.

A logo of the organisation or a photo that represents the inservice can be uploaded under 'Thumbnail'. It is not a mandatory field; therefore, it can be left blank. (Note: This is not the place to upload a program/schedule.)

The 'APST (Australian Professional Standards for Teachers)' section is included to inform teachers that the professional learning can be counted towards maintenance of their Victorian Institute of Teaching (VIT) registration.

ADD IN-SERVICE

← Back In-Service

IN-SERVICE DETAILS General Categories Description Date Assign to Groups

**General Information**  
Create a new In-Service by adding the In-Service title.

In-Service Title \*

In-Service Provider \*

In-Service Venue \*

In-Service Presenters \*

---

**Thumbnail**  
The thumbnail image should not exceed 500 pixels wide and 500 pixels high. If the image uploaded has other dimensions, it will be resized and stretched accordingly.

Upload Thumbnail  
 No file chosen

---

**APST (Australian Professional Standards for Teachers)**  Yes  No

The APST are used by all teachers in Australia, including those registered with the Victorian Institute of Teaching.

Professional Knowledge  
 Professional Practice  
 Professional Engagement

- Next, select the **Categories** tab and allocate the total number of hours of the inservice to the accreditation categories that the inservice falls under. For example: If the total length of the inservice is four hours and you think it will fall under 'The aims and objectives of the Catholic school' and 'Catholic curriculum, Religious Education and faith development', you will need to distribute the hours between the two categories (e.g. three hours for The aims and objectives of the Catholic school, and one hour for Catholic curriculum, Religious Education and faith development).

ADD IN-SERVICE

← Back In-Service

IN-SERVICE DETAILS General Categories Description Date Assign to Groups

**Assign Accreditation Categories**  
At least 1 category required

Accreditation Categories

	Accreditation Hours	Accreditation Category Title
<input type="checkbox"/>	<input type="text"/>	The aims and objectives of the Catholic school
<input type="checkbox"/>	<input type="text"/>	Catholic curriculum, Religious Education and faith development
<input type="checkbox"/>	<input type="text"/>	Catholic identity, culture, tradition and theology (including prayer, liturgy, scripture and Catholic social teaching)



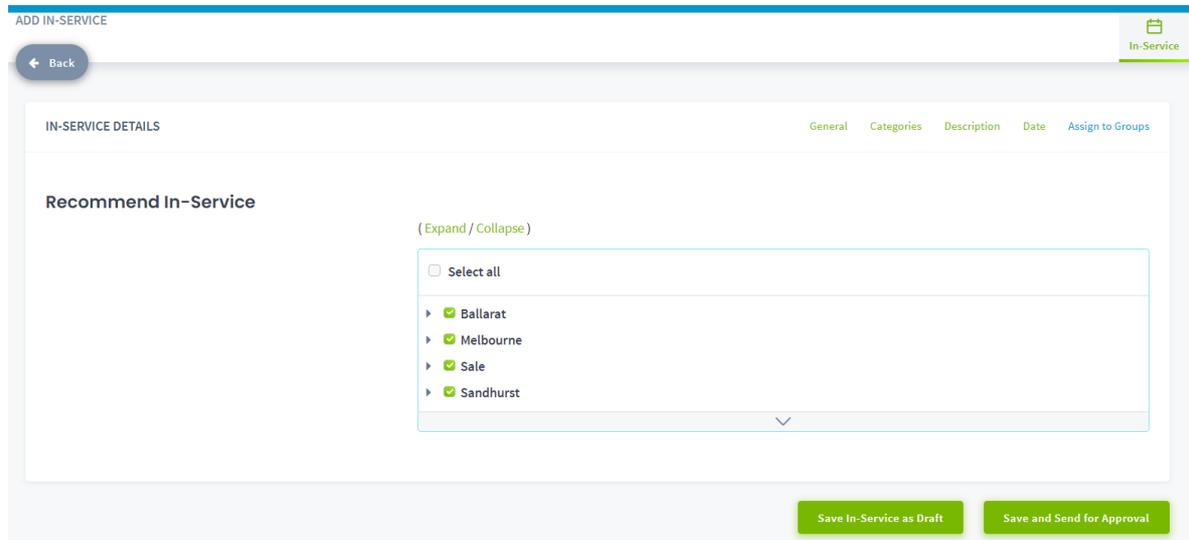
3. Select the **Description** tab to input a summary and description of the inservice. If the length of the inservice is more than three hours, you are required to attach a program/schedule (how to attach a document is explained on page 11), or you can add the information about each session's length in the description.

The screenshot shows the 'ADD IN-SERVICE' form with the 'Description' tab selected. The form is titled 'IN-SERVICE DETAILS' and has tabs for 'General', 'Categories', 'Description', 'Date', and 'Assign to Groups'. The 'Description' tab is active, showing a section for 'In-Service Description' with the instruction 'Provide general information on the In-Service.' Below this is a 'Summary \*' field with a character count of '0 / 300'. The 'Description \*' field contains a note: 'NOTE: Please do not copy and paste from any Microsoft Office Document/Email as it may cause errors with saving and displaying this content. You can copy/paste from a 'Notepad' that removes any formatting.' Below the note is a rich text editor toolbar with options for Styles, Font, Size, and various text formatting tools.

4. Select the **Date** tab to allocate a start and end date and time for the inservice.

The screenshot shows the 'ADD IN-SERVICE' form with the 'Date' tab selected. The form is titled 'IN-SERVICE DETAILS' and has tabs for 'General', 'Categories', 'Description', 'Date', and 'Assign to Groups'. The 'Date' tab is active, showing a section for 'In-Service Date'. It contains four input fields: 'Start Date \*' (placeholder: dd/mm/yyyy), 'End Date \*' (placeholder: dd/mm/yyyy), 'Start Time \*' (placeholder: 09:00), and 'End Time \*' (placeholder: 12:00).

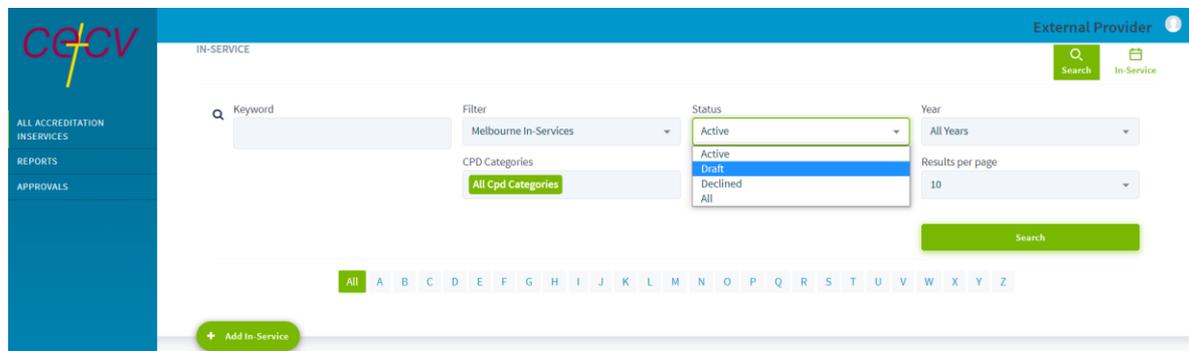
5. Select the **Assign to Groups** tab to indicate the attendee group for the inservice.



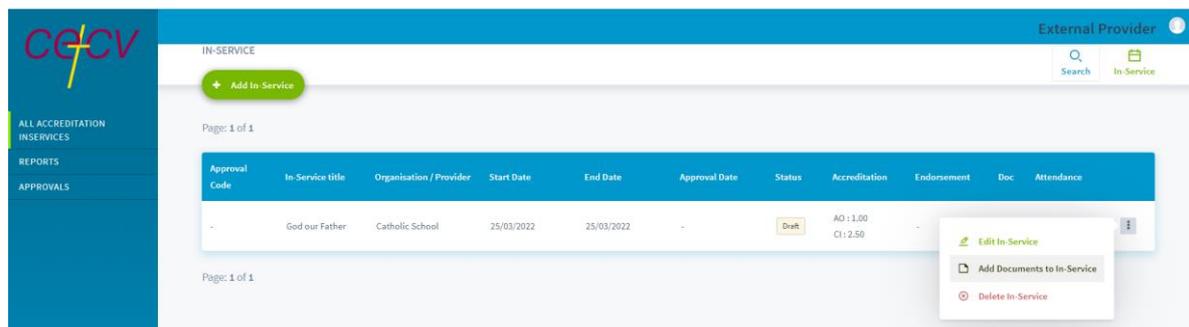
When you are ready, you have the option to either 'Save Inservice as Draft' (to continue editing later) or 'Save and Send for Approval' (to send the details to the MACS Accreditation team).

## Attach a document to an inservice application

To attach a document to an inservice, you need to first save it as a draft. To find your draft, select the **Search** option in the ALL ACCREDITATION INSERVICES section and filter the status for 'Draft'.



At the end of the row of the draft inservice, click on the three dots and then the relevant icon to add a document to the application.



Type the document's name, select the date on which it is to be added to the inservice and the **Choose File** button to access those saved on your computer. Once you've selected the document to upload, click on **Add Document**.

ADD IN-SERVICE DOCUMENT

**Add New Document**

In-Service:  
God our Father

Document Name \*

Publish Date \*  
19/08/2022

Select File \*

Maximum file size is 1024 Megabytes

Choose File No file chosen

Expiry Date  
dd/mm/yyyy

Document Description

Add Document

When the document has been successfully uploaded, you'll automatically be taken to a confirmation window where you'll be able to download or unlink the document from the application.

CECV

External Provider

IN-SERVICES DOCUMENTS

+ Add Documents

In-Service

Actions	Document Title	Added on
	Program	11-03-2022

ALL ACCREDITATION INSERVICES

REPORTS

APPROVALS

Search again for the draft inservice and click on the relevant icon from the three dots at the end of the row to edit your application. Select **Save and Send for Approval**.

# Approved inservices

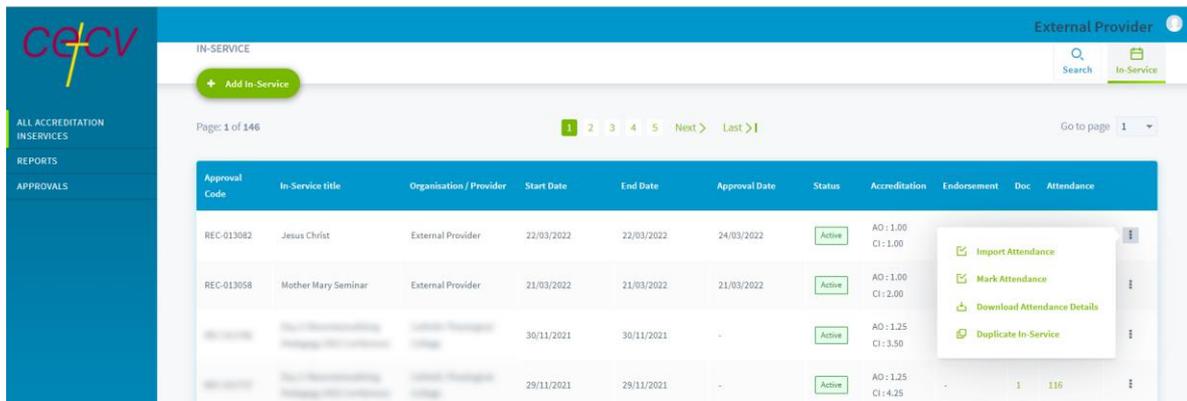
The three dots at the end of the row of each approved inservice enable you to:

-  **Import Attendance**
-  **Mark Attendance**
-  **Download Attendance Details**
-  **Duplicate In-Service**

## Import attendance

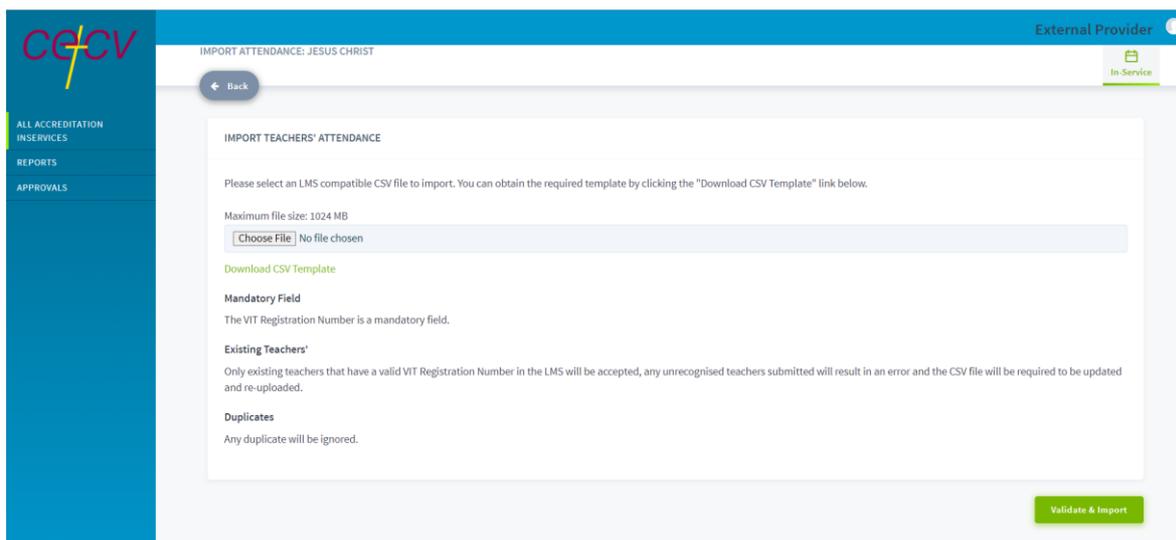
After an inservice has been held, you will have the ability to upload teachers' attendance. This will assist teachers to gain and maintain their accreditation levels in a timely manner. There are two ways of uploading attendance:

1. If your inservice is held in person, you will be able to track attendance on the day. It is recommended that you use the TAP .csv template to track attendance. In this way, you'll be able to upload the same document to the approved inservice in TAP.
  - a) To bulk upload attendance, select the 'Import Attendance' icon from the three dots at the end of the row of the applicable inservice.

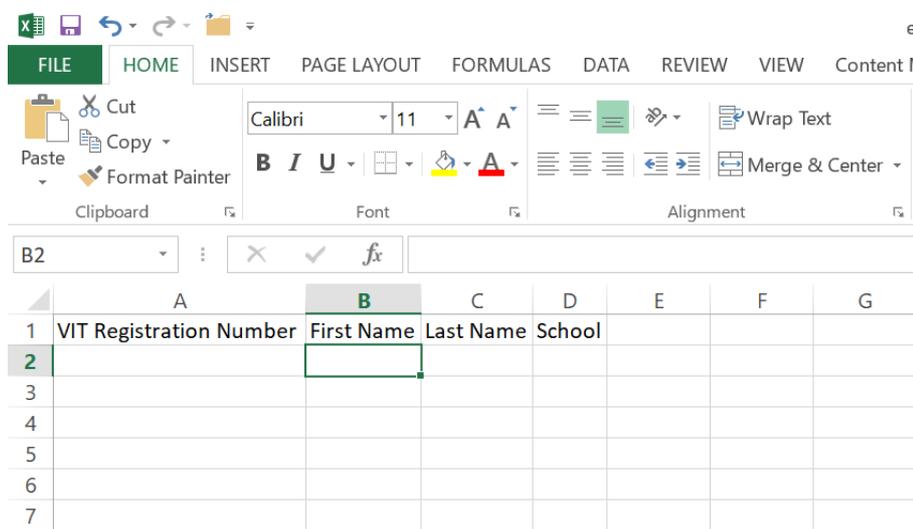


- b) Download the .csv template and populate it with the attendee teachers' information (or, if you used the document as your attendance record, you will have already populated it).





- c) Maintain the format of the template as a .csv file so TAP can retrieve the information and transfer it to each teacher's profile.
- d) Ensure there are no hidden characters or spaces after each VIT registration number, as this will cause TAP to send an error message. Also ensure each cell in the VIT registration column is formatted for a number and don't add any information other than that required by the four columns.



- e) Once your .csv template is complete, save it on your computer and upload it to the approved inservice by selecting the **Choose File** option.



**IMPORT TEACHERS' ATTENDANCE**

Please select an LMS compatible CSV file to import. You can obtain the required template by clicking the "Download CSV Template" link below.

Maximum file size: 1024 MB

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 will be accepted, any unrecognised teachers submitted will result in an error and the CSV file will be required to be updated and re-uploaded.

**Duplicates**  
Any duplicate will be ignored.

f) After the document has been uploaded, select **Validate & Import**. If all the information in the document is correct and there are no errors in the VIT numbers, TAP will automatically allocate the approved hours of the inservice to the DASHBOARD of all attendee teachers.

If there is an error, TAP won't upload the document and will let you know which row in the template contains an error. You'll have to fix the error and upload the document again by following the above steps.

**IMPORT TEACHERS' ATTENDANCE**

Please select an LMS compatible CSV file to import. You can obtain the required template by clicking the "Download CSV Template" link below.

Maximum file size: 1024 MB

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 will be accepted, any unrecognised teachers submitted will result in an error and the CSV file will be required to be updated and re-uploaded.

**Duplicates**  
Any duplicate will be ignored.

2. If your inservice is a self-paced module that teachers can complete in their own time, you won't be able to upload a bulk list of attendees as teachers will finish at different times. In this case, you need to issue a certificate of completion for the module/in-service.

Teachers will then have to mark their attendance in TAP and present the certificate to their school or the MACS Accreditation team to endorse for them in TAP. After this endorsement, teachers will receive the approved hours in their DASHBOARD.

## Mark attendance

By clicking on this icon, you'll be able to see a list of teachers who have marked their attendance for your organisation's approved inservice.

This is a different action from bulk uploading attendance via the .csv file. You'll be able to mark teachers' attendance by changing their status from 'Not Marked' to 'Attended' or 'Not Attended', depending on your records from the inservice, then submit the endorsement by clicking on the **Save** button at the end of the page.

External Provider

← Back

Endorse and Mark users who attended the in-service.

Venue: Catholic Leadership Centre, East Melbourne 30/11/21 09:15 - 30/11/21 15:15

FIRST NAME	LAST NAME	VIT REGISTRATION NO.	ATTENDANCE MARKED	ACCREDITATION HOURS	Not Marked
...	...	...	26/05/21 15:49	AO : 1.25 CI : 3.50	Not Attended
...	...	...	31/05/21 18:49	AO : 1.25 CI : 3.50	Not Attended
...	...	...	11/08/21 16:52	AO : 1.25 CI : 3.50	Not Attended
...	...	...	10/11/21 09:24	AO : 1.25 CI : 3.50	Not Marked
...	...	...	29/11/21 06:45	AO : 1.25 CI : 3.50	Attended

## Download attendance details

This action will give you a list of all teachers who marked their attendance for your approved inservice, plus any you uploaded in bulk after the inservice was held. It will contain their names, email addresses, schools and attendance status.

2021 Virtual Retreat - MATRICE - day 1 Presentations - Data as of 22/08/2022 03:32PM

No	Title	First Name	Last Name	Email	School	Start	End	Attendance marked	Status
1	Mr	...	...	...	...	23/11/2021 10:30AM	23/11/2021 03:00PM	10/11/2021 09:23AM	Require Endorsement
2	Ms	...	...	...	...	23/11/2021 10:30AM	23/11/2021 03:00PM	23/11/2021 02:36PM	Require Endorsement

## Duplicate inservice

This icon will create a copy of your approved inservice and will automatically open it for you to edit, with the word 'copy' appearing at the end of the inservice's title. If you're running the same session as a previous year, you will only need to change the date of the inservice and then click on **Save and Send for Approval**.

This action will also help in the instance you are running an inservice with multiple sessions. You can create one session and, once approved, duplicate it to create the other sessions by simply changing the relevant details.



# Approvals

The 'APPROVALS' section allows you to see all inservices submitted and awaiting approval. It will also display the status of the inservice. Only the MACS Accreditation team can approve pending inservices.

If required, you can delete an inservice you have created by selecting the cross icon at the end of the row.

The screenshot displays the 'IN-SERVICE APPROVALS' section of the CECV system. The page title is 'External Provider'. A search bar is located in the top right corner. The main content area shows a table with the following data:

In-Service title	Created by	E Number	Organisation / Provider	Start Date	Submission Date	Status
Prayer in today's world	External Provider Mr External Provider		External Provider	26/08/2022	22/08/2022	Pending Approval

Page: 1 of 1



## Reports

'Report 1' will allow you to see all approved inservices you have created. Select **View Report** to display the results.

REPORT TITLE	REPORT DESCRIPTION	ACTIONS
Report 1	Generate a report of all Accredited In-Services	<a href="#">View Report</a>

Select the start and end date to show the results for a specific timeframe, and click on **GENERATE REPORT**. This will display all your organisation's inservices approved both before and after TAP's launch within the selected date range.

Generate a report of all Accredited In-Services

REPORT 1	
Diocese Group *	Melbourne
Start Date *	21/03/2022
End Date *	21/03/2022

[GENERATE REPORT](#)

