

Teacher Accreditation Platform (TAP)

External Provider Manual

TAP –External Inservice Provider

REGISTRATION:

To access the Teacher Accreditation Platform (TAP) you need to click on the 'TAP-External Providers' link on [DOSCEL website](#), under Work With Us > Accreditation.



To become an External Inservice Provider please make sure you have registered using the registration form page under the sign in page.

A login form for TAP External Providers. It has a white background with a light blue border. The form contains two input fields: 'Username' with a placeholder 'Type username...' and 'Password' with a placeholder 'Type password...'. Below the password field is a checkbox labeled 'Remember Me'. A large teal button with the word 'LOGIN' in white is centered below the checkbox. At the bottom of the form, there is a link that says 'Not registered yet? External In-service provider registration' with a hand cursor icon pointing to it.

Please fill out your details accordingly and your request will be sent to the Manager: Catholic Identity and Religious Education for approval. Once your registration has been approved, you will receive an email confirming your log in credentials.

Once you are in TAP, you can access various functions by clicking on one of the menu items that are available in the blue column to the left of the screen i.e.

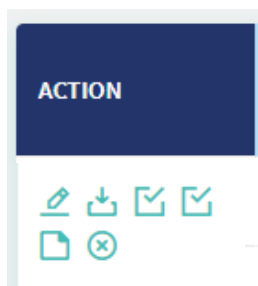
- ALL ACCREDITATION INSERVICES
- APPROVALS
- REPORTS



ALL ACCREDITATION INSERVICES

This page will show all In Services that have been created by your user account. You are able to edit, delete, mark attendance, and see registration details through this tab.

The below six action icons enable you to do the following:



- Edit the Inservice
- Download registration details
- Bulk import attendance using a csv template (You will find a csv template to use once you have clicked on the icon)
- Mark attendance
- Add Documents to Inservice
- Delete the Inservice

When you hover over the icons, a pop-up box will appear describing the function of that icon e.g. the first icon below is for the **Edit this In-Service** function.

ACTION	IN-SERVICE TITLE	START DATE	END DATE	STATUS	APPROVAL CODE	ATTENDANCE	DOC	TOTAL REGISTRATION
 Edit this In-Service	2023 ACQ/Y5&6 Roma Lecture	28-May-2023	28-May-2023	Active	REC-011823	-	0	1
 Download registration details	A Composite Model for Teaching Scripture	18-Apr-2023	18-Apr-2023	Active	REC-011803	Marked	0	20

Creating an Application for Approval of Inservice for the Purposes of Accreditation to Teach and to Teach Religious Education or Lead in Catholic Schools in Victoria

To add an Inservice select the Add Inservice tab at the top right-hand corner.



1. To begin adding an Inservice, under the **General** tab fill out all the mandatory information required as shown below.

Placeholder details of the External In-Service you wish to create.

IN-SERVICE DETAILS

GENERAL
CATEGORIES
TECHNICAL
NOTE
RECOMMENDATION

GENERAL INFORMATION

In-Service Title *

In-Service Provider *

In-Service Venue *
(Please enter Address or Name of Facility)

In-Service Presenter *

In-Service Category *
Please choose...

2. Select the CPD Category tab next to the General tab. Through each CPD Category you can allocate Accreditation hours to different categories.
 - If your In-Service has been developed to count towards both levels of accreditation, please make sure you have selected ALL the relevant category options in both accreditation levels ticking the box and adding a number to each of the categories

ASSIGN CPD CATEGORIES

At least 1 category required

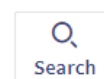
Gaining / Maintaining accreditation to teach in a catholic school

	ACCREDITATION HOURS	CPD-CATEGORY TITLE
<input type="checkbox"/>	<input type="text"/>	Aims and objectives of the Catholic school
<input type="checkbox"/>	<input type="text"/>	Faith development
<input type="checkbox"/>	<input type="text"/>	Catholic identity, culture and tradition (including prayer, liturgy, scripture and Catholic Social Teaching)

3. Select the **Description** tab to input the summary and description of the Inservice.
4. Select the **Date** tab to allocate a start date and time of the Inservice and add Accreditation Hours.
5. Select the **Recommend** tab to allocate the group/s for this Inservice.
6. You have the option of saving this Inservice as a Draft to continue editing later or you can Save And Send for Approval to the Manager: Catholic Identity and Religious Education when you are ready.
7. You will receive an email notification advising when your inservice has been approved.

SEARCH INSERVICES

Use the Search button to search existing, active, declined, or drafted Inservices created.



Input Keyword <input type="text" value="In-Service Title / Approval Code"/>	Status: <input type="text" value="Active"/>	Year: <input type="text" value="2020"/>
CPD Categories <input type="text" value="All Cpd Categories"/>	APST <input type="text" value="All APST"/>	<input type="button" value="SEARCH"/>

Input Keyword: Allows you to search Inservices or an approval code.

Status: Allows you to filter through all Inservices using active, draft, disabled or declined.

Year: You can choose which year you would like to filter all Inservices.

CPD Categories: Allows you to choose which CPD category to show.

APST (Australian Professional Standards for Teachers): Allows you to filter through all professional development categories.

APPROVALS

Inservice Approvals allows you to see all Inservices you have submitted and awaiting approval, it will also display the status of the Inservice. Only the Manager: Catholic Identity and Religious Education can approve the pending In Services.

If required, you are able to delete an In-Service you have created, under Actions select the Delete button.

IN-SERVICE TITLE	CREATED BY	ORGANISATION	VENUE	START DATE	STATUS	ACTIONS
Test	John Doe		Southport	20-Feb-2021	Pending Approval	Delete

REPORTS

Report 5 allows you to see all **Approved External Inservices** you have created, select View Report to view results.

REPORT TITLE	REPORT DESCRIPTION	ACTIONS
Report 5	Generate a report of all Accredited In-Services	View Report