

# Teacher Accreditation Platform (TAP)

Teacher Manual



Diocese of Sale  
Catholic Education Ltd

Inspiring *Faith* Inspiring *Learning*

## TAP – Learner (Teacher)

The Teacher Accreditation Platform (TAP) is located within OPL and accessed via the CEVN website.

To access TAP, select the '**LINK TO TAP**' menu item within the OPL platform.



If you are applying to gain Accreditation, you will be prompted to:

*Please choose the level of accreditation you are applying for*

You will be required to select the level of Accreditation you are working towards, by clicking on the down arrow, the following options will appear:

- Gaining Accreditation to Teach in a Catholic School
- Gaining Accreditation to Teach RE or Lead in a Catholic School

A screenshot of a web form titled 'Please choose the level of accreditation you are applying for:'. The form has a light green border. Inside, there's a section labeled 'ACCREDITATIONS' with a dropdown menu that says 'Please select a level of accreditation'. Below the dropdown, there's a note: 'If you have already gained your Accreditation, please contact [accreditations@doscel.catholic.edu.au](mailto:accreditations@doscel.catholic.edu.au)'. At the bottom left of the form is a green button labeled 'SAVE'.

Once you make your choice, click on the **SAVE** button

You will then be prompted to confirm the option you have selected.

If by mistake, you select the incorrect option or if you have already gained your Accreditation and TAP does not recognise this, please contact [accreditation@doscel.catholic.edu.au](mailto:accreditation@doscel.catholic.edu.au).

## DASHBOARD

From the menu items available, select:

**DASHBOARD** and an **ACCREDITATION OVERVIEW** page will become available, here you are able to see the following:

- An overview of your Accreditation Program
- The minimum hours required to gain or maintain 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

## Accreditation to Teach in a Catholic School

ACCREDITATION OVERVIEW

YOUR PROGRAM: Gaining Accreditation to Teach in a Catholic School

ACCREDITATION NUMBER: -

ACCREDITATION TO TEACH IN A CATHOLIC SCHOOL IS GAINED BY UNDERTAKING:

- 35 hours of professional learning within five years of being employed, balanced across the areas of:
  - The aims and objectives of the Catholic school
  - Faith development
  - Catholic identity, culture and tradition (including prayer, liturgy, scripture and Catholic Social Teaching).

DATE RANGE: 28/03/2011 to 24/03/2026

MINIMUM REQUIRED: 25.00

TALLY OF: 9.49 Hour(s)

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

Scrolling down the dashboard page you will be able to see the total hours that you have completed for each Accreditation Category.

ACCREDITATION CATEGORIES

Aims and objectives of the Catholic school

Total hours: -

ACCREDITATION CATEGORIES

Faith development

Total hours: -

Once you have met the minimum requirements you will have the ability to apply for your Accreditation which will be submitted to the Manager: Catholic Identity and Religious Education to either **Approve** or **Decline** after assessment.

After clicking Apply, the following message will pop up:

Please confirm your VIT status has not expired.  
Your status will also be verified after submitting your application.

tap.cecv.catholic.edu.au says

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.

OK Cancel

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

After your application has been approved, your level of Accreditation will move to Maintaining Accreditation to Teach in a Catholic School.

## Accreditation to Teach Religious Education or Lead in a Catholic School

### ACCREDITATION OVERVIEW

YOUR PROGRAM

Gaining Accreditation to Teach RE or Lead in a Catholic School

ACCREDITATION NUMBER

4

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

06/05/2011 to 02/05/2026

MANDATORY - UPLOAD COURSE EVIDENCE [HERE](#)

Evidence uploaded: 0

SPECIAL CONSIDERATION

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

To apply for Accreditation to Teach RE or Lead in a Catholic school, please upload the required evidence (formal assessed course transcript)

DATE RANGE

06/05/2011 to 02/05/2026

MANDATORY - UPLOAD COURSE EVIDENCE [HERE](#)

Evidence uploaded: 0

SPECIAL CONSIDERATION

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

Search the course you have studied from the available course list and upload the course documentation.

Return to the DASHBOARD and click APPLY.

If your course is not part of the list, you will have to apply for special consideration on the DASHBOARD page under SPECIAL CONSIDERATION emailing [accreditation@doscel.catholic.edu.au](mailto:accreditation@doscel.catholic.edu.au).

### UPLOAD COURSES

Please select the courses you have attended and upload course evidence

ACTION	COURSE CODE	COURSE TITLE	COURSE PROVIDER / DIOCESE	EVIDENCE
	CESTYSE / CESTJRE / CESTREPW / CESTACSM	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	
	MRE	Master of Religious Education	Australian Catholic University	
	CERTRE	Certificate of Religious Education - Diocese of Sale	SALE	

After clicking Apply, the following message will pop up:

Please confirm your VIT status has not expired.  
Your status will also be verified after submitting your application.

tap.cecv.catholic.edu.au says

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.

OK

Cancel

After your application has been approved, your level of Accreditation will move to Maintaining Accreditation to Teach Religious Education or Lead in a Catholic School.

## Maintaining Accreditation to Teach in a Catholic School

In order to Maintain Accreditation to Teach in a Catholic School, 25 hours of professional learning or formation must be undertaken in each five-year period following the initial gaining of accreditation, balanced across the areas of:

- The aims and objectives of the Catholic school
- Faith development
- Catholic identity, culture and tradition (including prayer, liturgy, scripture and Catholic Social Teaching).

When the end date range period passes, if the required hours have been maintained, the date range will automatically change to the next five-year period for maintenance.

If the required hours have not been maintained during the required timeframe, the user's Accreditation will move to Pending.

ACCREDITATION OVERVIEW

YOUR PROGRAM	ACCREDITATION NUMBER
Maintaining Accreditation to Teach in a Catholic School	A12345

ACCREDITATION TO TEACH IN A CATHOLIC SCHOOL IS MAINTAINED BY UNDERTAKING:

25 hours of professional learning or formation in each five-year period following the initial gaining of accreditation, balanced across the areas of:

- The aims and objectives of the Catholic school
- Faith development
- Catholic identity, culture and tradition (including prayer, liturgy, scripture and Catholic Social Teaching).

DATE RANGE 01/01/2020 to 30/12/2024	MINIMUM REQUIRED 25.00	TALLY OF 5.00 Hour(s)
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OPTIONAL - UPLOAD COURSE EVIDENCE [HERE](#)  
Evidence uploaded: 0

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

## Maintaining Accreditation to Teach Religious Education and Lead in a Catholic School

In order to Maintain Accreditation to Teach Religious Education and Lead in a Catholic School, 50 hours of professional learning or formation must be undertaken in each five-year period following the initial gaining of accreditation, balanced across the areas of:

- Catholic identity and culture
  - Prayer and liturgy
  - Scripture
  - Catholic Social Teaching
  - Theology or Religious Education
- or a qualification in Catholic Leadership

When the end date range period passes, if the required hours have been maintained, the date range will automatically change to the next five-year period for maintenance.

If the required hours have not been maintained during the required timeframe, the user's Accreditation will move to Pending.

#### ACCREDITATION OVERVIEW

YOUR PROGRAM

ACCREDITATION NUMBER

Maintaining Accreditation to Teach RE or Lead in a Catholic School

R1234

ACCREDITATION TO TEACH RELIGIOUS EDUCATION OR LEAD IN A CATHOLIC SCHOOL IS MAINTAINED BY UNDERTAKING:

50 hours of professional learning or formation in each five-year period following the initial gaining of accreditation, balanced across the areas of:

- Catholic Identity and culture
- Prayer and liturgy
- Scripture
- Catholic Social Teaching
- Theology or Religious Education

or a qualification in Catholic Leadership (Please upload your course evidence [HERE](#))

DATE RANGE

01/01/2020 to 31/12/2024

MINIMUM REQUIRED

50.00

TALLY OF

10.50 Hour(s)

SPECIAL CONSIDERATION

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

## ALL ACCREDITATION INSERVICES

From the menu items available select:

- **ALL ACCREDITATION INSERVICES** by clicking on this option an **APPROVED INSERVICES** page will become available.

APPROVED IN-SERVICES

Search

Upcoming In-Services

Past In-Services

Page: 1 of 4

1 2 3 4 Next > Last >

Go to page: 1

APPROVAL CODE	IN-SERVICE TITLE	ACCREDITATION	START DATE	END DATE	PROVIDER	SUMMARY	STATUS
REC-011323	Heart-Centred Leadership	AD: 1.20 FD: 1.20 CI: 1.20 CIE: 1.13 PL: 0.45 SC: 0.45 CB: 0.45 TR: 1.13	26/07/21	26/07/21	Chevalier Institute		

Within this page you will be able to see all Upcoming and Past Inservices allocated to your Diocese.

Search

Upcoming In-Services

Past In-Services

1. You have the option to select **Upcoming InServices** or **Past InServices**
2. You can also use the **SEARCH** button to view and search In Services by date and Accreditation (CPD) Category/s

Input Keyword:  In-Service Title / Approval Code / Provider


Date:  Upcoming

CPD Categories:  All Cpd Categories

**SEARCH**

3. Select the **Inservice Title** to see information regarding the inservice.
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 Inservice you have attended (the Inservice hours are not visible in your Dashboard), select the **Mark as Attended** button, to mark your attendance. (This will be required to be endorsed by your principal).



### Luke's gospel: Jesus' Passion, Death and Resurrection

CPD Categories:

Catholic identity, culture and tradition (including prayer, liturgy, scripture and Catholic Social Teaching) 3.00 hrs

PROVIDER	VENUE	PRESENTERS	START DATE	END DATE
Catholic Theological College		Dr Rosemary Canavan	Tue, 11 Oct 2016 12:00AM	Tue, 11 Oct 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  Mr

First Name  Dominic

Last Name  Ryan

Preferred Name  Dom

Email  d.ryan@ocesale.catholic.edu.au

School

**MARK AS ATTENDED**



## OPL ACCREDITATION ACTIVITIES

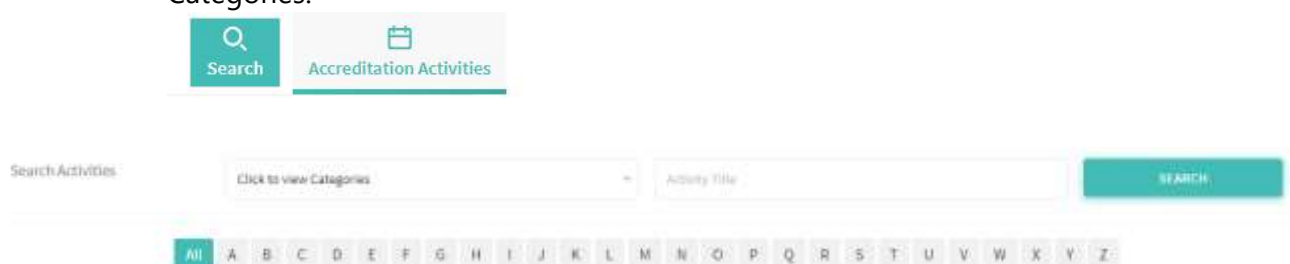
From the menu items available select:

- **OPL ACCREDITATION ACTIVITIES**, by clicking on this option an **UPCOMING OPL ACCREDITATION ACTIVITIES** page will become available.
1. Within this page you will see all OPL Accreditation Activities assigned to your allocated 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.



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



## LEARNING RECORD

From the menu items available select:

- **LEARNING RECORD**, by clicking on this option a **CURRENT LEARNING RECORDS** page will become available.

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 a record, Select **Add or Delete** a Record. [Add / Delete Records](#)
2. Under **Add Learning Records**, fill out the mandatory details needed and provide evidence by clicking on the using the **Choose File** button.
3. Select **Add**.
4. Your Record will be sent to the Manager: Catholic Identity and Religious Education to **approve** or **decline**.

ADD LEARNING RECORDS

Date \* Title Evidence \*

Choose File No file chosen

CPD Category \*

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

CANCEL Add

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

DATE	TITLE	EVIDENCE	CPD CATEGORY	STATUS	REASON	ADD/DELETE
26/02/2021	Test	DOSCEL Lateral Head.JPG	AO : 1.00	Pending		DELETE

6. You can also hover over CPD Category to view how many hours you have allocated.

AO : 1.00	Pending	DELETE
Aims and objectives of the Catholic school 1.00 hr(s)		

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

DELETE

## Past Records

To view your past learning records, select **Print All Records**.

PAST LEARNING RECORDS

Each learning record (Prior Learning / Activity / External In-Servicio) that you complete will be added to your record. To add a Prior Learning, click 'Add Records' and fill in the required details.

PRINT ALL RECORDS

DATE	TITLE	TYPE	CPD CATEGORY	EVIDENCE
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For enquiries please email [accreditation@doscel.catholic.edu.au](mailto:accreditation@doscel.catholic.edu.au)