

COURSE APPROVAL REQUEST FORM

A course in commercial law that is approved by the Board for tax agents

The purpose of this form is to enable approved course providers to make a submission to the Tax Practitioners Board (TPB) to have one or more units approved by the Board as a course in commercial law, as referred to in Schedule 2 of the Tax Agent Services Regulations 2022 (TASR).

This form must be completed by an authorised officer of the course provider. It may be accompanied by a certification from an appropriately qualified and independent person to verify that the submitted unit or units meet the TPB's requirements for a course in commercial law that is approved by the Board. Such persons could include, but need not be limited to, leading academics in the relevant area, such as a Professor. The completed form and relevant attachments should be sent to: **Tax Practitioners Board, GPO Box 1620, SYDNEY NSW 2001.**

For further information on the requirements for a course in commercial law that is approved by the Board, please refer to [TPB\(PG\) 02/2010 Course in commercial law that is approved by the Board](#). For information on the mix and match approach to Board approved courses, please refer to [TPB\(I\) 06/2011 Educational qualification requirements for tax practitioners - the mix and match approach to Board approved courses](#).

Name of course provider	
Course provider number (for example, CRICOS or RTA number)	
Type of provider	<input type="checkbox"/> University <input type="checkbox"/> Registered training organisation <input type="checkbox"/> Other registered higher education institution <input type="checkbox"/> Other course provider approved by the Board
Name of unit or units	

Course requirements

Topics	Yes / No	Name of unit or units	Reference to relevant supporting evidence
<p>Core commercial law areas</p> <p>Do the units cover most of the following 'core commercial law areas' to a significant extent (meaning they could not be covered in a single tertiary level unit of study amounting to a total of 100 to 130 hours duration)?</p> <ul style="list-style-type: none">a) Australian legal systems and processesb) contractsc) the law of entities (including partnerships, corporations and trusts) and business structuresd) property law.			

Topics	Yes / No	Name of unit or units	Reference to relevant supporting evidence
<p>Commercial law topics</p> <p>Are the units from the list of following topic areas?</p> <ul style="list-style-type: none"> a) introductory or foundation units commonly described as 'Australian legal systems and processes' b) the fundamental legal concepts of business organisational structures (such as sole traders, partnerships, corporations, trusts, agencies, joint ventures and incorporated associations) and the underlying regulation of those structures c) the law of torts (in particular, negligence and negligent misstatement) d) introduction to the fundamental law of real and personal property transactions e) non-tax legal aspects of superannuation f) contracts g) the law relating to remedies for breach of contract h) corporations law i) competition and consumer law j) finance law k) law relating to electronic commerce l) insurance law m) intellectual property n) bankruptcy and insolvency law o) other subject areas approved by the Board. 			

Duration	Yes / No	Reference to relevant supporting evidence
Are the units at least equivalent to three tertiary level units amounting to a total of 300 to 390 hours duration?		
Education level	Yes / No	Reference to relevant supporting evidence
Are all the units Is the unit at least at the Diploma level, which meets the Australian Qualifications Framework (AQF) level 5 criteria ¹ ?		
Assessment	Yes / No	Reference to relevant supporting evidence
Do each of the units contain an assessment(s) which is/are undertaken to a significant degree (that is, at least 40%) under some form of independent supervision? Independent supervision may be undertaken remotely or online. For more information, see Board approved courses requirements for tax agents .		

Notes:

- Where the form refers to 'relevant supporting evidence', this should be attached to this form, and should include a reference to any particular part of the attachment which is sought to be relied upon.
- As noted above, this form may be accompanied by a certification from an appropriately qualified and independent person to verify that the submitted unit or units meet the TPB's requirements for a course in commercial law that is approved by the Board. Such persons could include, but need not be limited to, leading academics in the relevant area, such as a professor.

Name of authorised officer completing the form	
Position of authorised officer completing the form	
Signature of authorised officer completing the form	
Date	

¹ For further information on the AQF qualification levels, please visit www.aqf.edu.au.