

COURSE APPROVAL REQUEST FORM

Unit in the *Tax Agent Services Act 2009* including the Code of Professional Conduct

The purpose of this form is to enable approved course providers to make a submission to the Tax Practitioners Board (TPB) to have a unit approved by the Board as a unit in the *Tax Agent Services Act 2009* (TASA) including the Code of Professional Conduct (Code). Such a unit may form part of a Board approved course in Australian taxation law or basic GST/BAS taxation principles, as referred to in Schedule 2 of the Tax Agent Services Regulations 2022.

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 meets the TPB's requirements for a unit in the TASA including the Code. 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 unit in the TASA including the Code, refer to [TPB\(I\) 10/2011 Required knowledge of the *Tax Agent Services Act 2009* including the Code of Professional Conduct](#).

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	

Course requirements

Does the unit cover all of the following topic areas?	Yes / No	Reference to relevant supporting evidence
a) The objects of the TASA		
b) Registration process and eligibility requirements under the TASA, including knowledge of: <ul style="list-style-type: none"> i. the fit and proper person requirement; ii. prescribed qualifications and experience requirements (for individuals), or the requirement to have a sufficient number of individuals who are registered to provide tax agent services to a competent standard and to carry out supervisory arrangements (for companies and partnerships); and iii. relevant transitional provisions. 		
c) The Code of Professional Conduct including the underlying content of the professional and ethical standards required of registered tax practitioners that are contained in the Code in section 30-10 of the TASA.		
d) Administrative sanctions that may be imposed for a breach of the Code.		
e) Civil penalty provisions.		
f) Board's power to apply to the Federal Court for an injunction		
g) Obligations to notify the Board of a change in circumstances.		

Duration	Yes / No	Reference to relevant supporting evidence
Is the unit at least 3 hours, or half a day, in duration?		
Education level	Yes / No	Reference to relevant supporting evidence
Is the unit: <ul style="list-style-type: none"> • for tax agents – at least at the Diploma level, which meets Australian Qualifications Framework (AQF) level 5 criteria¹, or • for BAS agents – at least at the Certificate IV level, which meets AQF level 4 criteria? 		
Assessment	Yes / No	Reference to relevant supporting evidence
Does the unit contain an assessment which is 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 and Board approved courses requirements for BAS 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 meets the TPB's requirements for a unit in the TASA including the Code. 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