

COURSE APPROVAL REQUEST FORM

A course in commercial law that is approved by the Board for tax agents with a tax (financial) advice services condition

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 course in commercial law, as referred to in Schedule 2, Part 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 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 for tax agents with a tax (financial) advice services condition, refer to [TPB\(PG\) 07/2022 Course in commercial law that is approved by the Board for tax agents with a tax \(financial\) advice services condition.](#)

Name of course provider	
Course provider number (for example, CRICOS or RTO 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	Name of unit	Reference to relevant supporting evidence
a) Introductory contract law			
b) Fundamental legal concepts of business organisational structures (that is, sole traders, partnerships, corporations and trusts) and the underlying regulation			
c) Aspects of the law of torts (in particular, negligence and negligent misstatement) and the key provisions of the <i>Competition and Consumer Act 2010</i> , including those relating to misleading and deceptive conduct			
Duration	Yes / No	Reference to relevant supporting evidence	
Is the unit equivalent to at least one tertiary level unit?			
Education level	Yes / No	Reference to relevant supporting evidence	
Is the unit at least at the Diploma level, which meets the Australian Qualifications Framework (AQF) level 5 criteria ¹ ?			

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

Course requirements

Assessment	Yes / No	Reference to relevant supporting evidence
<p>Is at least 40% of the total assessment of the unit required to be undertaken under some form of independent supervision?</p> <p>Independent supervision may be undertaken remotely or online. For more information, see Board approved courses requirements to provide tax (financial) advice services.</p>		

Notes:

- (a) 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.
- (b) 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 course in commercial law. 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	
