

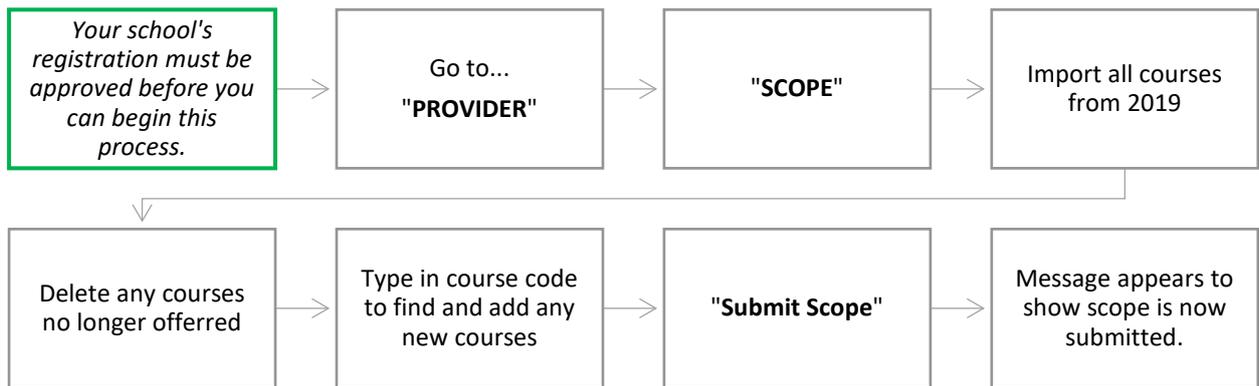
How to...submit your scope



This is for:

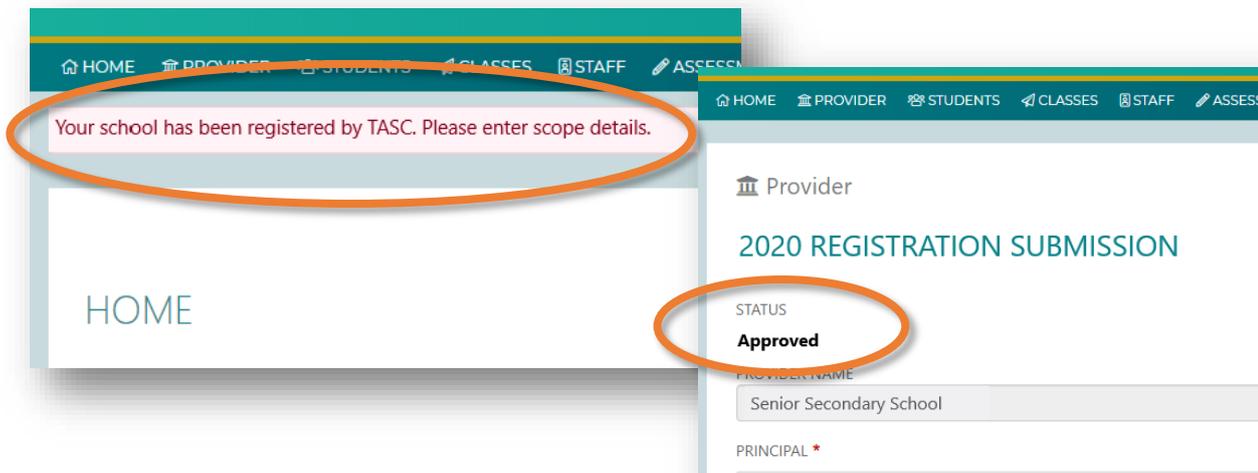
- principals and their delegates

Quick version:

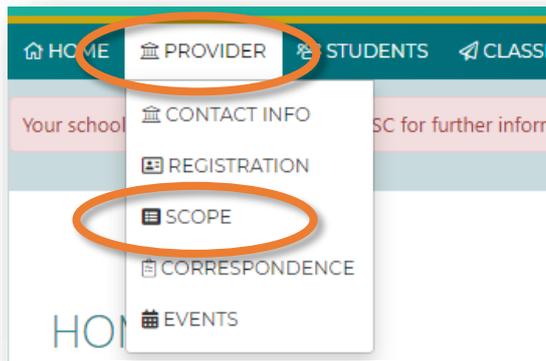


Detailed version:

1. Once your school's registration has been *approved*:
 - you will see a notice on your home page inviting you to enter your scope and,
 - the status of your registration will show **Approved** on your original provider registration page.

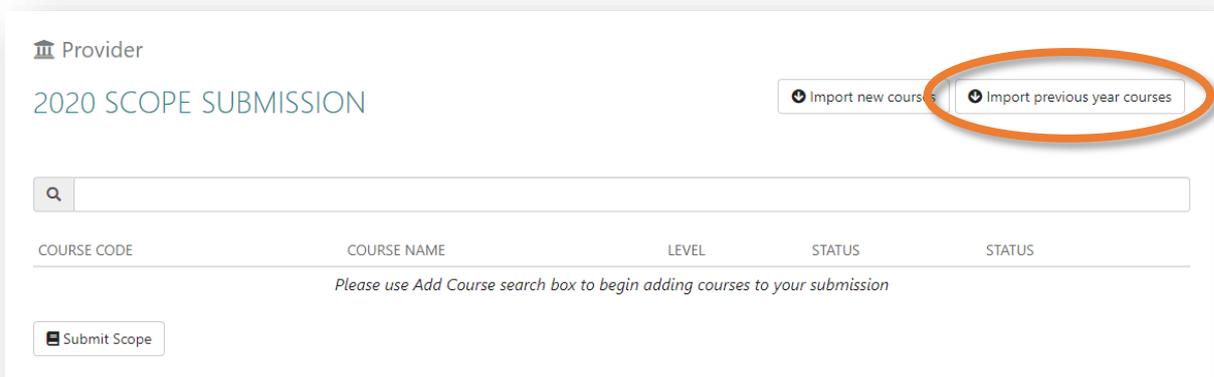


2. To begin, go to the “PROVIDER” menu. Select “SCOPE”:



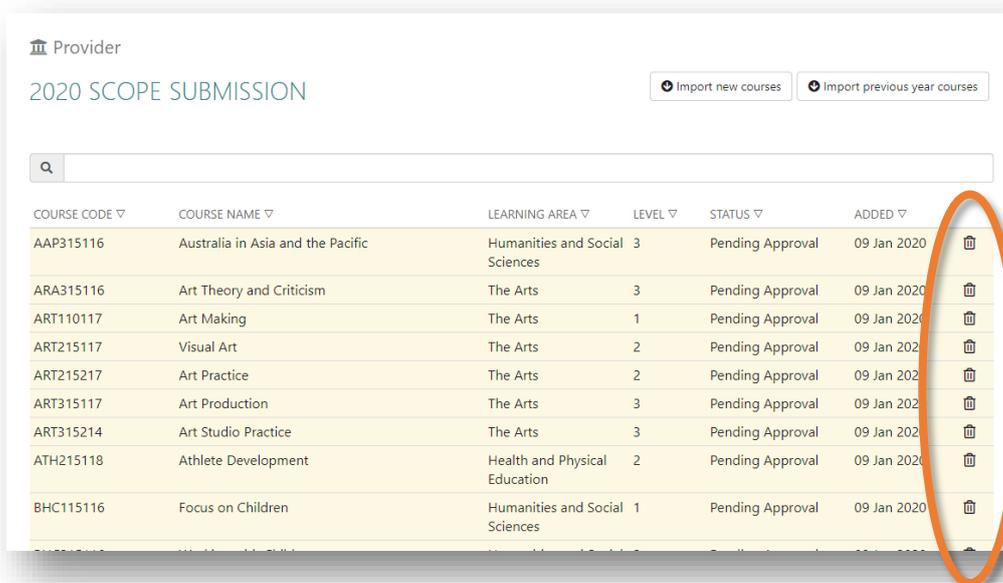
3. The 2021 Scope Submission page appears:

- To import the previous year’s courses, select “Import previous year courses”

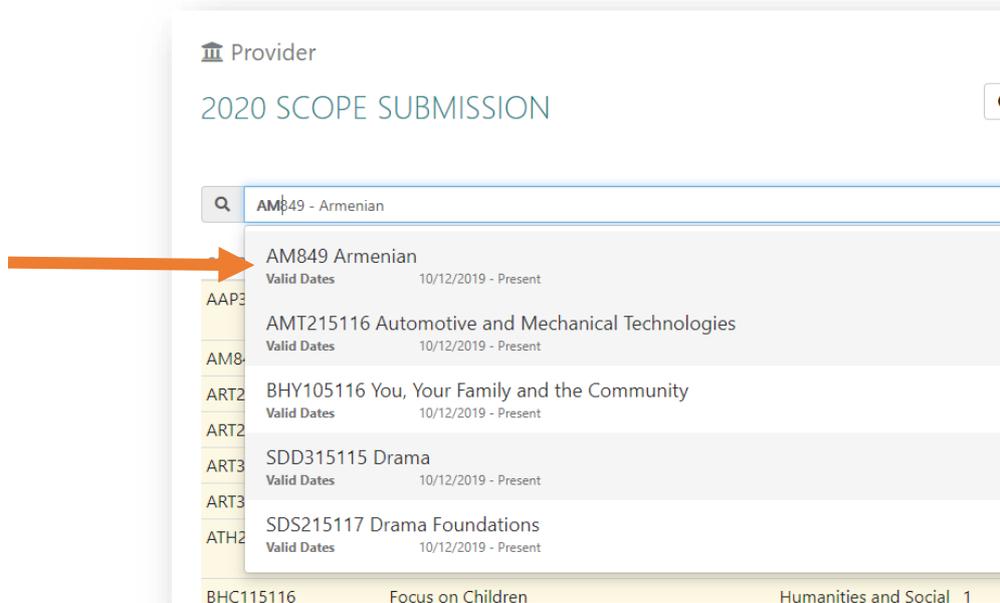


4. Your courses from last year will appear on that page:

- To delete any courses your school will not be offering this year, click on the delete (garbage bin) icon at right:



- To add a course, start typing the [Course Code](#) in the search bar until the correct course appears. Then *click on that course*:

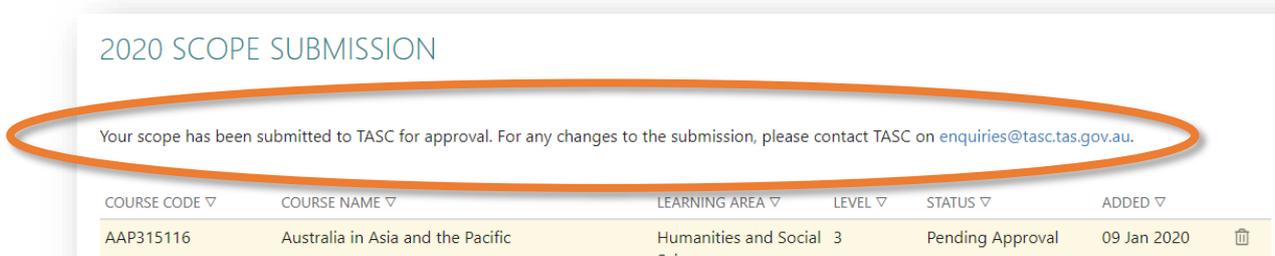


Note: The **“Import new courses”** button is to import TASC courses that have only recently been developed and approved. *There are no new TASC approved courses for 2021.*

- When your list of courses for 2021 is complete, scroll to the bottom of the page and click **“Submit Scope”** to send your scope to TASC:



- You will then receive notification that your scope has been submitted.
 - If there are any changes at *this point* you need to contact TASC.



8. Once TASC has *approved* your scope it will turn green.
- **Your scope submission for 2021 is now complete.**
 - You can now make changes to your scope via TRACS again – though you would need to then resubmit for approval.
 - Check with TASC for the final deadline for changes to your 2021 scope.

2020 SCOPE SUBMISSION

Import new courses Import previous year courses

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COURSE CODE ▾	COURSE NAME ▾	LEARNING AREA ▾	LEVEL ▾	STATUS ▾	ADDED ▾	
AAP315116	Australia in Asia and the Pacific	Humanities and Social Sciences	3	Approved	09 Jan 2020	🗑️
ACC315116	Accounting	Humanities and Social Sciences	3	Approved	09 Jan 2020	🗑️
AM849	Armenian	Languages	3	Approved	09 Jan 2020	🗑️
ART215117	Visual Art	The Arts	2	Approved	09 Jan 2020	🗑️
ART215217	Art Practice	The Arts	2	Approved	09 Jan 2020	🗑️

>>> Things to know:

- School scope is due to TASC by **Friday 26 February**
- A school's scope can only be submitted in TRACS after you've [submitted your school's registration](#) - *and it has been approved.*
- School registrations are **due by Friday 12 February.**

For further TRACS support, contact TASC via any of the following:

- Phone: (03) 6165 6000
- Email: enquiries@tasc.tas.gov.au