How to...submit your scope

This is for:

• principals and their delegates



>>> 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"

	SION		Import new courses	Import previous year courses
۹				
COURSE CODE	COURSE NAME	LEVEL	STATUS	STATUS
	Please use Add Course search b	box to begin adding courses	to your submission	
Submit Scope				

- 4. Your courses from last year will appear on that page:
 - To <u>delete any courses</u> your school will not be offering this year, click on the delete (garbage bin) icon at right:

2020 SCOP	e submission		🕑 Im	nport new courses	Import previous year of	ourses
Q						
COURSE CODE ▽	COURSE NAME ▽	LEARNING AREA ▽	LEVEL ▽	STATUS ▽	ADDED ▽	
AAP315116	Australia in Asia and the Pacific	Humanities and Social Sciences	3	Pending Approv	ral 09 Jan 2020	Û
ARA315116	Art Theory and Criticism	The Arts	3	Pending Approv	al 09 Jan 2020	⑪
ART110117	Art Making	The Arts	1	Pending Approv	al 09 Jan 2020	⑪
ART215117	Visual Art	The Arts	2	Pending Approv	al 09 Jan 202	⑪
ART215217	Art Practice	The Arts	2	Pending Approv	al 09 Jan 202	⑪
ART315117	Art Production	The Arts	3	Pending Approv	al 09 Jan 202	⑪
ART315214	Art Studio Practice	The Arts	3	Pending Approv	al 09 Jan 202	⑪
ATH215118	Athlete Development	Health and Physical Education	2	Pending Approv	ral 09 Jan 2020	Û
BHC115116	Focus on Children	Humanities and Social Sciences	1	Pending Approv	al 09 Jan 2020	Û
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5. To <u>add a course</u>, start typing the <u>Course Code</u> in the search bar until the correct course appears. Then *click on that course*:

2020	O SCOPE SI	JBMISSION	
٩	AM\$49 - Armenian		
	AM849 Armenia	an	
AAP	Valid Dates	10/12/2019 - Present	
	AMT215116 Au	tomotive and Mechanical Technologies	
AM8-	Valid Dates	10/12/2019 - Present	
ART2	BHY105116 You Valid Dates	I, Your Family and the Community 10/12/2019 - Present	
ART2			
ART3	SDD315115 Dra Valid Dates	10/12/2019 - Present	
ART3	SDS215117 Dra	ma Foundations	
ATH2	Valid Dates	10/12/2019 - Present	
BHC11	15116 E	ocus on Children	Humanities and Social

<u>Note</u>: 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*.

6. 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:

503213117	Diama roundations	THE AILS	2	Pending Approval	09 Jan 2020	ш
SPT215118	Sport Science - Foundation	Health and Physical Education	2	Pending Approval	09 Jan 2020	Ē
SPT315118	Sport Science	Health and Physical Education	3	Pending Approval	09 Jan 2020	Ē
CETIVITY.	Workshop Techniques - Introduction	Technologies	1	Pending Approval	09 Jan 2020	Û
E Submit Scope						

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

2020 SCOP	2020 SCOPE SUBMISSION						
Your scope has been	n submitted to TASC for approval. For any ch	anges to the submission, please contact TA	SC on enquiries@tasc.ta	s.gov.au.			
Your scope has been	n submitted to TASC for approval. For any ch COURSE NAME ▽	anges to the submission, please contact TA LEARNING AREA ▽ LEVEL ▽	SC on enquiries@tasc.ta STATUS ▽	s.gov.au.)		





- 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.

020 SCOPE SUBMISSION			Import new courses		Import previous year courses	
Q						
COURSE CODE ▽	COURSE NAME ▽	LEARNING AREA ▽	LEVEL \bigtriangledown	STATUS ▽	ADDED ▽	
AAP315116	Australia in Asia and the Pacific	Humanities and Social Sciences	3	Approved	09 Jan 2020	⑪
ACC315116	Accounting	Humanities and Social Sciences	3	Approved	09 Jan 2020	Û
AM849	Armenian	Languages	3	Approved	09 Jan 2020	⑪
ART215117	Visual Art	The Arts	2	Approved	09 Jan 2020	⑪
ART215217	Art Practice	The Arts	2	Approved	09 Jan 2020	Ŵ
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>>> 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 <u>submitted your</u> <u>school's registration</u> 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: <u>enquiries@tasc.tas.gov.au</u>



