

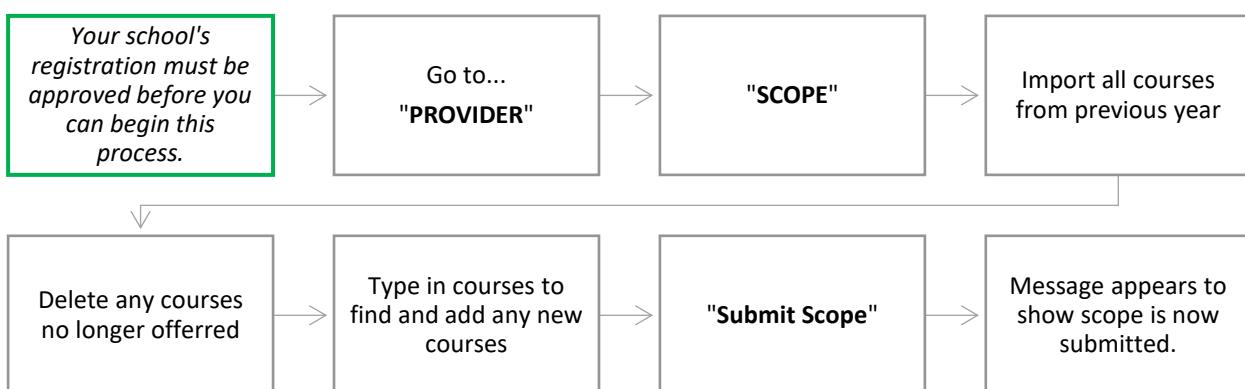


How to...submit your scope

This is for:

- principals and their delegates
- TLOs
- School administrators

>>> Quick version:



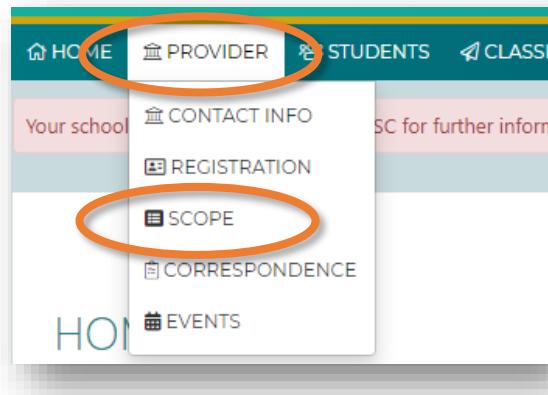
>>> Detailed version:

1. Once your school's registration has been *approved*:

- you will see a notice on the home page inviting you to enter your scope and,
- the status of your registration will show “**Approved**” on your original provider registration page.

The screenshot shows the '20XX REGISTRATION SUBMISSION' page. At the top, a message says 'Your school has been registered by TASC. Please enter scope details.' A large orange circle highlights this message. On the right, a smaller orange circle highlights the 'STATUS Approved' section, which is also displayed in a pink header message: 'Your school has been registered by TASC. Please enter scope details.' The page includes fields for 'PROVIDER NAME' (Senior Secondary School) and a 'CLASS' dropdown menu.

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



3. The Scope Submission page appears:

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

The screenshot shows the 'SCOPE SUBMISSION' page. At the top right, there are two buttons: 'Import new courses' and 'Import previous year courses'. The 'Import previous year courses' button is highlighted with an orange circle. The page includes a search bar, a 'Submit Scope' button, and a table for course submission with columns for COURSE CODE, COURSE NAME, LEVEL, STATUS, and STATUS.

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:

The screenshot shows the 'SCOPE SUBMISSION' page with a list of courses from the previous year. The table includes columns for COURSE CODE, COURSE NAME, LEARNING AREA, LEVEL, STATUS, and ADDED. The last row, 'BHY105116 You, Your Family and the Community', has a delete icon (garbage bin) highlighted with an orange circle. The table rows are highlighted in yellow.

COURSE CODE	COURSE NAME	LEARNING AREA	LEVEL	STATUS	ADDED	
ACC315116	Accounting	Humanities and Social Sciences	3	Pending Approval	30 Jan 2026	
AR802	Arabic	Languages	Level 3	Pending Approval	30 Jan 2026	
ART215123	Visual Art	The Arts	2	Pending Approval	30 Jan 2026	
ART315214	Art Studio Practice	The Arts	3	Pending Approval	30 Jan 2026	
BHP315116	Psychology	Humanities and Social Sciences	3	Pending Approval	30 Jan 2026	
BHS315116	Sociology	Humanities and Social Sciences	3	Pending Approval	30 Jan 2026	
BHY105116	You, Your Family and the Community	Humanities and Social Sciences	1	Pending Approval	30 Jan 2026	

5. To add a course, start typing the Course code or name in the search bar until the correct course appears. Then *click on that course*:

COURSE CODE	COURSE NAME	VALID DATES	CREDIT POINTS	LANGUAGE	LEVEL
SDD315120	Drama	01/01/2020 - 31/12/2026	15		
SDS215117	Drama Foundations	01/01/2017 - 31/12/2026	15		
AR802	Arabic			Languages	
ART215123	Visual Art			The Arts	2

Note: The “Import new courses” button is to import TASC courses that have only recently been developed and approved. There may not be new courses every year.

6. When your list of courses is complete, click “Submit Scope” at the top of the page to send your scope to TASC:

COURSE CODE ▾	COURSE NAME ▾	LEARNING AREA ▾	LEVEL ▾	STATUS ▾
ACC315116	Accounting	Humanities and Social Sciences	3	Pending Approval

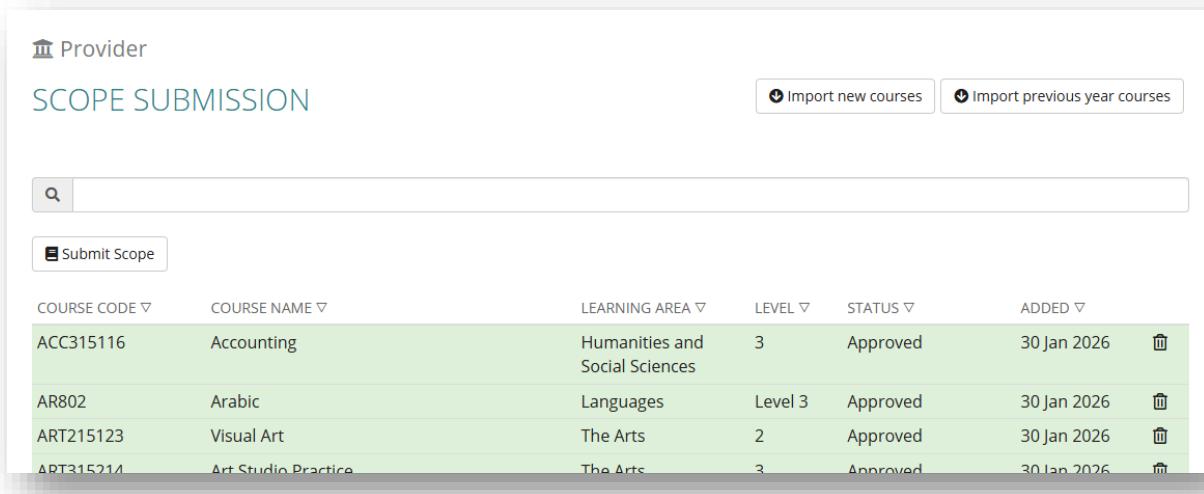
7. You will then receive confirmation noting that your scope has been submitted.

- If there are any changes at this point you need to contact TASC.

COURSE CODE ▾	COURSE NAME ▾	LEARNING AREA ▾	LEVEL ▾	STATUS ▾	ADDED ▾
ACC315116	Accounting	Humanities and Social Sciences	3	Pending Approval	30 Jan 2026

8. Once TASC has *approved* your scope it will turn green.

- **Your scope submission is now complete.**
- You can now make changes to your scope via TRACS again – though you would need to then resubmit for approval.
- Changes can be made until the published due date.



The screenshot shows a 'SCOPE SUBMISSION' page. At the top, there are buttons for 'Import new courses' and 'Import previous year courses'. Below this is a search bar and a 'Submit Scope' button. A table lists courses with columns for Course Code, Course Name, Learning Area, Level, Status, and Added Date. Each row has a delete icon. The courses listed are: ACC315116 (Accounting, Humanities and Social Sciences, Level 3, Approved, 30 Jan 2026), AR802 (Arabic, Languages, Level 3, Approved, 30 Jan 2026), ART215123 (Visual Art, The Arts, 2, Approved, 30 Jan 2026), and ART315214 (Art Studio Practice, The Arts, 3, Approved, 30 Jan 2026).

COURSE CODE ▾	COURSE NAME ▾	LEARNING AREA ▾	LEVEL ▾	STATUS ▾	ADDED ▾
ACC315116	Accounting	Humanities and Social Sciences	3	Approved	30 Jan 2026
AR802	Arabic	Languages	Level 3	Approved	30 Jan 2026
ART215123	Visual Art	The Arts	2	Approved	30 Jan 2026
ART315214	Art Studio Practice	The Arts	3	Approved	30 Jan 2026

»» Things to know:

- Key dates for School registration and scope submission are published each year in the [TASC Key Dates](#) and the [TASC Update](#).
- A school's scope can only be submitted in TRACS after you've [submitted your school's registration](#) - and it has been approved.
- Changes to your scope after the due date should be requested using a TRACS provider task – select the type “Scope Changes” and link applicable course(s) to the task.

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

- Raise a new [provider task](#) in TRACS
- Phone: (03) 6165 6000
- Email: enquiries@tasc.tas.gov.au

30 January 2026