TRACS
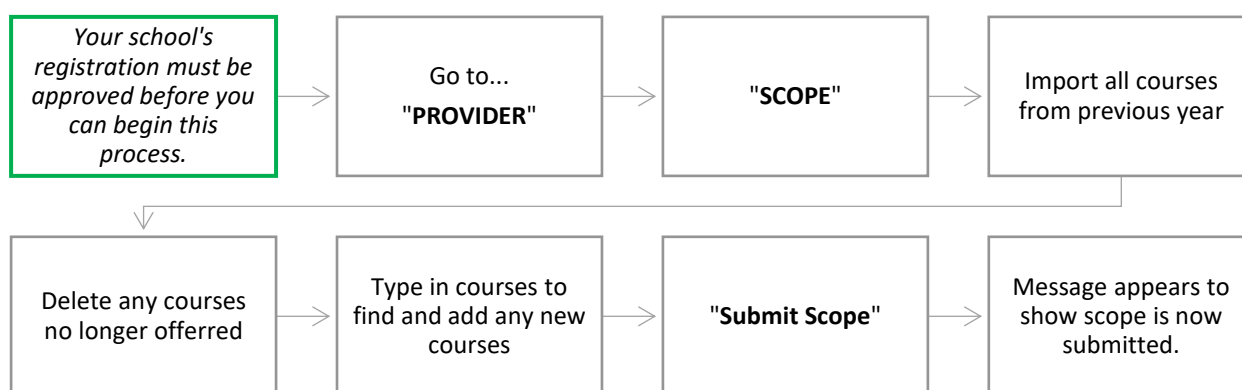
How to…submit your scope

This is for:
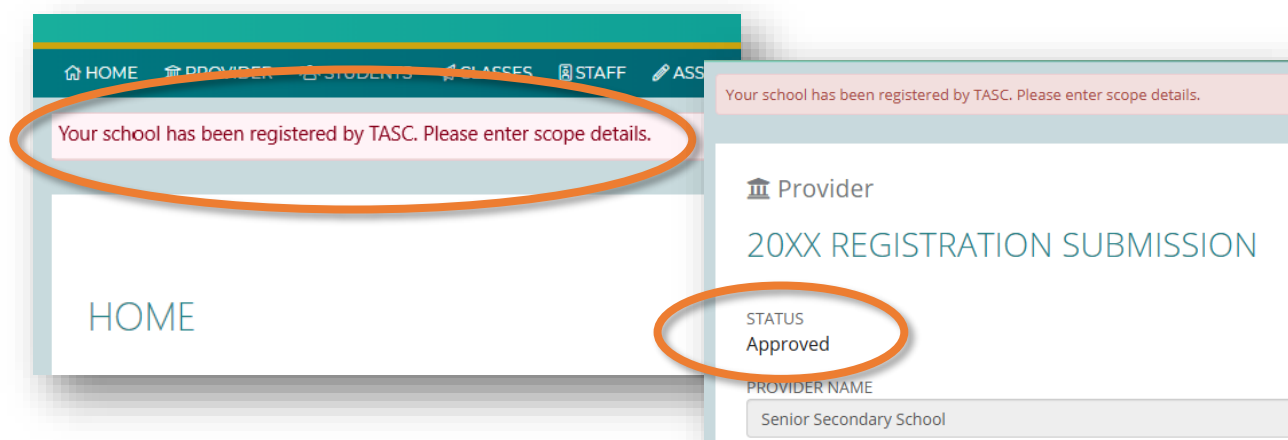
- **principals and their delegates**
- **TLOs**
- **School administrators**

>>> Quick version:

Your school's registration must be approved before you can begin this process.	→	Go to... **"PROVIDER"**	→	**"SCOPE"**	→	Import all courses from previous year

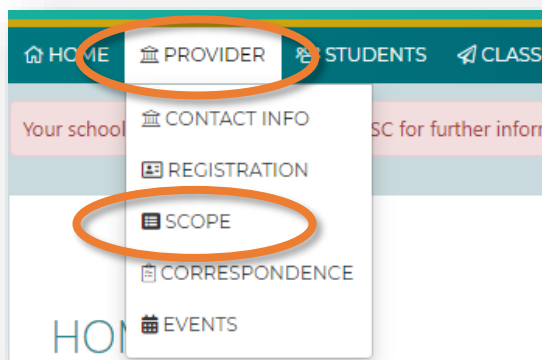| Delete any courses no longer offerred	→	Type in courses to find and add any new courses	→	**"Submit Scope"**	→	Message appears to show scope is now submitted.

>>> 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.


Home page notice: "Your school has been registered by TASC. Please enter scope details."

Provider — 20XX REGISTRATION SUBMISSION
STATUS: Approved
PROVIDER NAME: Senior Secondary School

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30 January 2026

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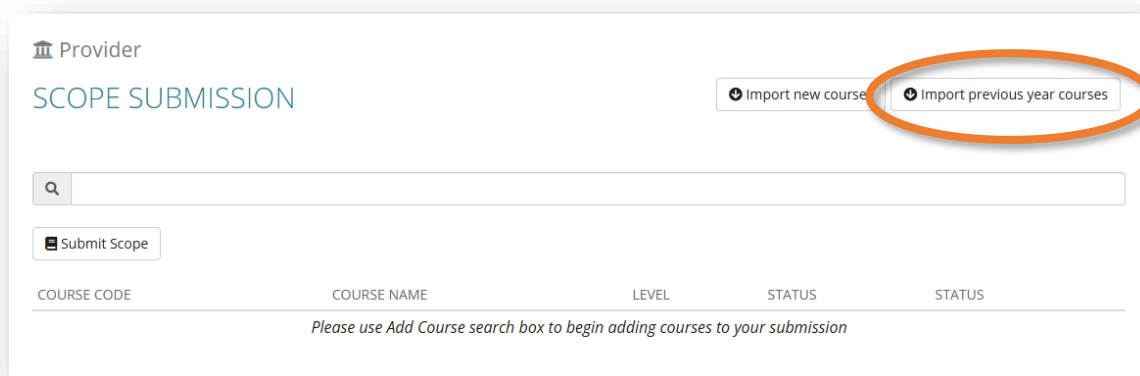
4. Your courses from last year will appear on that page:
- To <u>delete any courses</u> your school will not be offering this year, click on the delete (garbage bin) icon at right:

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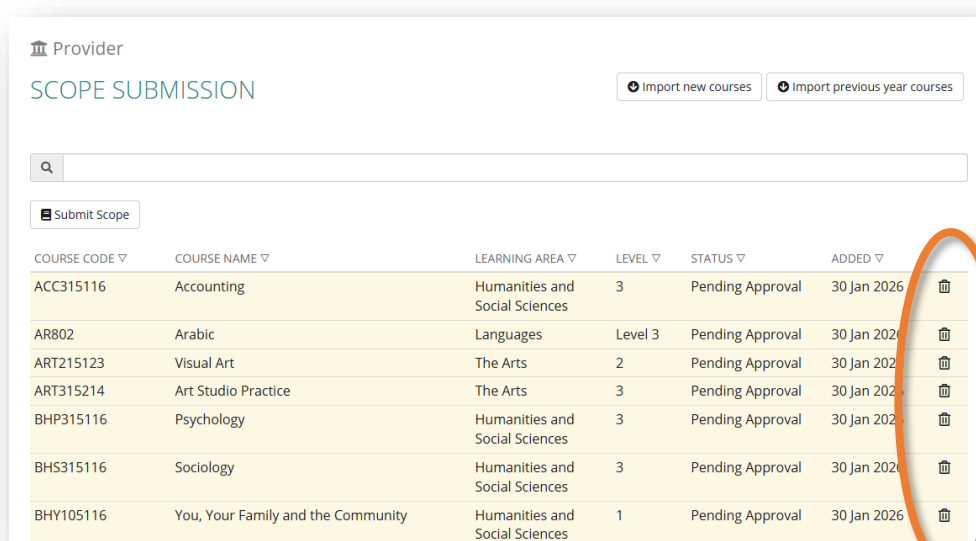
5. To <u>add a course</u>, start typing the <u>Course code or name</u> in the search bar until the correct course appears. Then *click on that course*:
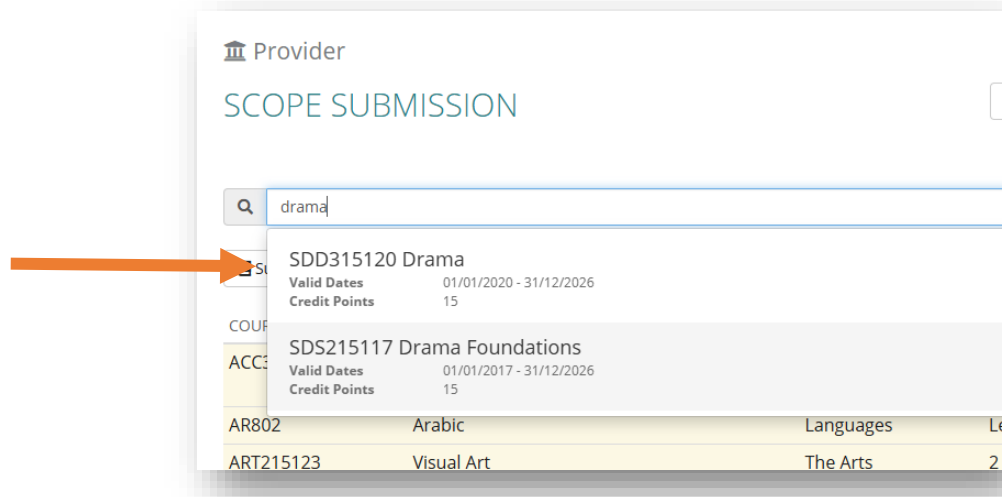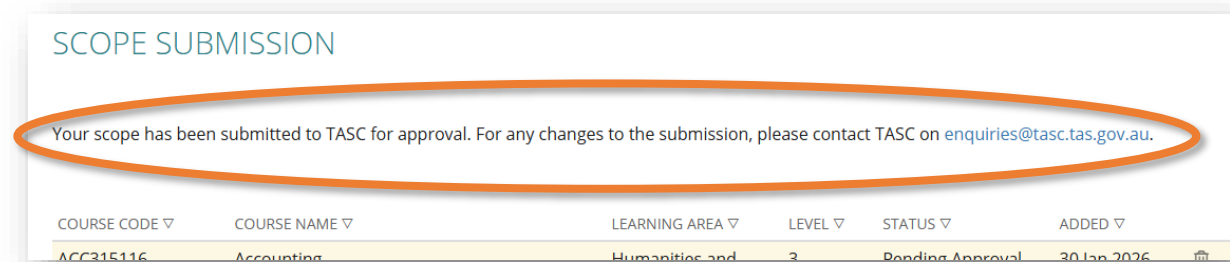

<u>Note</u>: The "**Import new courses**" button is to import TASC courses that have only recently been developed and approved. There may not be new courses every year.

6. When your list of courses is complete, click "**Submit Scope**" at the top of the page to send your scope to TASC:
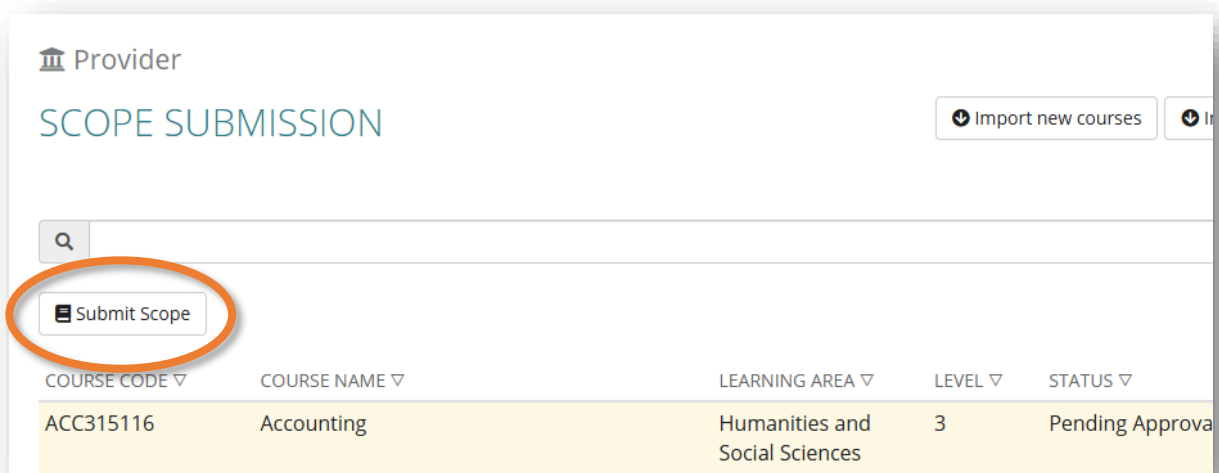
7. You will then receive confirmation noting that your scope has been submitted.
   - <u>If there are any changes at *this* point you need to contact TASC</u>.

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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.

🏛 Provider

SCOPE SUBMISSION

[⬇ Import new courses] [⬇ Import previous year courses]

[🔍 _____]

[📄 Submit Scope]

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

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