

Provider Registration Policy

Scope

Tasmanian Assessment, Standards and Certification (TASC) directs any provider (including schools) intending to deliver TASC-accredited senior secondary courses to complete an annual registration process with TASC.

This policy outlines how provider registration with TASC is undertaken, in line with the *Tasmanian Assessment, Standards and Certification Act 2003* (the Act) and other relevant legislation.

The registration of the following providers is not within the scope of this policy:

- Student exchange organisations (SEOs)
- Higher education providers
- Registered training organisations (RTOs)
- Recognised formal learning providers
- Education (overseas student) providers.

Legislation

This policy will be implemented in accordance with the legislative requirements in [the Act](#) including:

- Section 33 which empowers TASC to set and enforce standards for the delivery and assessment of accredited senior secondary courses. This includes Division 1A – Accredited senior secondary courses, Section 33 (2)
For the purpose of ensuring that the provision and assessment of an accredited senior secondary course meets standards set under subsection (1), the Board may give to a person providing or proposing to provide that course a written direction to do anything the Board considers appropriate.
- Section 56(e) which outlines TASC's responsibility for investigations determining that the conditions of providing an accredited course are being met.
- Section 10(1)(d) which states that one of the functions of TASC is "to determine standards and qualifications in senior secondary education and other education and to provide for or determine related matters".

Purpose

The purpose of this policy is to outline the requirements and expectations of TASC's provider registration process.

Policy statement

As part of registration processes, Tasmanian schools who are registering to deliver TASC-accredited courses must meet the requirements of the [Standards for Providers](#) (the Standards) to deliver TASC-accredited senior secondary courses. The Standards set clear and measurable requirements for all Tasmanian schools registered to deliver and assess TASC-accredited courses. Providers agree to meet the Standards as part of their intent-to-deliver registration.

To meet TASC requirements, schools must agree to have clear internal policies and procedures to ensure the organisation complies with each of the applicable Standards.

This policy ensures TASC can appropriately recognise a student's learning and achievement in senior secondary education and issue correct results documentation, certificates and qualifications.

Requirements of registration

To ensure compliance, schools will need to meet the evidence requirements of the Standards for registered providers of TASC-accredited courses.

The Standards are to ensure:

- the correct delivery and assessment of TASC-accredited courses
- fairness, equity and comparability of internal assessments
- the reliability, validity and integrity of qualifications issued by TASC
- clarity about roles and responsibilities regarding quality assurance and related matters
- clarity regarding required formal communications, record-keeping, and archives.

Schools must provide staff, class and student data each year. This includes all TASC-accredited senior secondary courses (Levels 1–4), TASC-accredited Preliminary 'other education' courses, and any individual courses that have been packaged or bundled by the school.

Registration preparation

Schools registering with TASC for the first time, or re-registering after a lapse in registration, must ensure the required evidence and processes set out in the Standards are in place before registration.

Annual registration actions

- Schools register with TASC annually online via TRACS (the TASC Reporting, Assessment and Certification System)
- Schools must assign a TASC Liaison Officer (TLO)
- Schools must ensure the school's written policies and procedures that address the Standards are reviewed and updated for the upcoming year of course delivery.
- Schools must provide a list of the TASC-accredited courses intended for delivery (called the TASC School Scope). This is entered into TRACS at the start of the academic year and is separate from, and in addition to the registration process.

Roles and responsibilities

TASC stakeholders are required to fulfil their duties and obligations as outlined below:

Role	Responsibilities
TASC:	<ul style="list-style-type: none">• determines the requirements of registration in accordance with the <i>TASC Act</i>• provides clear guidance and information relating to registration procedures to relevant stakeholders• ensures this policy and associated procedures are adhered to• has responsibility for the risk management of this policy and associated procedures• sets the Standards for the provision of TASC-accredited senior secondary courses• monitors schools and other education providers to ensure compliance with the Standards, and other legislation• handles personal data securely, with robust measures in place to protect provider information.
Principals/TASC Liaison Officers:	<ul style="list-style-type: none">• comply with all TASC provider registration requirements and ensure the supporting evidence for the registration process is accurate and up to date• confirm the school's list of all TASC-accredited courses being delivered and assessed at the school in the current year of registration via the TASC School Scope in TRACS. This includes any TASC-accredited course being delivered to pre-Year 11 students• comply with the Standards for the provision of TASC-accredited senior secondary courses that apply to all registered providers• ensure that the school complies with TASC's quality assurance requirements, including staff attendance and participation in quality assurance meetings for identified courses• make provisions for release of staff as required by TASC to participate in external assessment processes.

Related policies

1. [Academic Integrity Policy](#)
2. [Senior Secondary Accreditation Framework](#)
3. [External Assessment Policy](#)
4. [Certification Policy](#)
5. [Quality Assurance Policy](#) (currently under review)
6. [Senior Secondary Course Accreditation Policy](#)

Related procedures

1. [Planning to meet Provider Standards for TASC-Accredited Senior Secondary Courses](#) (currently under review)
2. [External Assessment Rules](#)
3. Enrolment of Pre-Year 11 students in TASC-accredited courses (currently under review)

Supporting information

- [TASC School Registration](#) webpage
- [TASC Standards for Providers](#) webpage

Definitions

Academic integrity is the expectation that teachers, students and all members of the learning community act with honesty, trust, fairness, respect and responsibility.

Assessment means the assessment components of senior secondary assessment that are determined, set and managed by TASC.

Course accreditation is a process undertaken by TASC that results in the formal approval of a senior secondary course which can then be delivered in registered Tasmanian schools.

Qualification is an official record of achievement of successful completion of a course of study such as the Tasmanian Certificate of Education (TCE). It also means the award given for a TASC-accredited course at a particular level of complexity, e.g. English Applied, Level 2, Satisfactory Achievement.

Quality assurance refers to formal activities aimed at ensuring levels of quality – reliability, validity and integrity – are maintained and enhanced through a focus on course delivery and assessment processes.

Registration means undertaking a process to ensure TASC is aware of the providers delivering TASC-accredited courses and that providers are aware of their obligations under the Standards.

Schools refers to a definition for the purpose of this policy that is treated the same as ‘schools and colleges’ and as such will be referred to as schools.

Senior secondary refers to the final years of a student’s schooling: Years 11, 12 and 13.

Senior secondary course refers to TASC-accredited senior secondary courses (Level 1 to Level 4) and ‘other education’ courses (Preliminary).

Standards for the provision of TASC-accredited senior secondary courses are the Standards which set clear and measurable requirements for all Tasmanian schools and other entities registered to deliver and assess TASC-accredited senior secondary courses.

TASC-accredited courses means senior secondary courses that have been accredited by TASC.

Authorisation

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