

DO I NEED TO NOMINATE A SUPERVISOR?

Yes, the Tax Practitioners Board requires that assessments for your course are independently supervised. You can either supply your own supervisor or request supervision by Applied Education. Please note a fee of \$90 applies if you require Applied Education to supervise your assessment via Microsoft Teams.

IF SUPPLYING MY OWN SUPERVISOR, WHO CAN I NOMINATE AS SUPERVISOR?

The nominated independent supervisor must not be family member, friend, reside with the student or have a close personal or professional relationship with the student. The supervisor cannot be a current Applied Education student. The independent supervisor must be from a Government recognised institution, RTO or school or an Independent Person of Standing in the community. Examples* are people currently licensed to work as:

Member of academic staff of a University, TAFE or RTO, Teacher
Accountant, Auditor, Company Liquidator, Loss Adjustor, Chartered Secretary
Architect, Engineer, Surveyor, Consular or Diplomatic Officer
Bailiff, Court Officer, Justice of the Peace, Public Notary, Lawyer, Sheriff, Deputy Sheriff
Bank Manager, Insurance Broker, Real Estate Agent, Settlement Agent
Chiropractor, Optometrist, Podiatrist, Pharmacist, Physiotherapist, Occupational Therapist
Dentist, Doctor, Midwife, Nurse, Psychologist, Veterinary Surgeon
Defence Force Officer, Police Officer, Emergency Services Officer, Marriage Celebrant, Minister of Religion
Councillor, CEO or Deputy CEO of Local Government, Industrial Organisation Secretary, Tribunal Officer
Member of Parliament (State or Commonwealth), Electorate officer of Member of Parliament
Public Servant (State or Commonwealth), Post Office Manager

*this list is not exhaustive, for full list please contact Student Support on 1800 678 073.

SUPERVISOR RESPONSIBILITIES

- Prior to Supervised Assessment: Ensure that student has a computer with internet access and has read the instructions.
- Start of Supervised Assessment: Confirm the identity of the student via photographic identification e.g. Driver's Licence.
- End of Supervised Assessment: Ensure the student has submitted the online assessment.

STUDENT RESPONSIBILITIES

It is the student's responsibility to ensure that the assessment is completed and submitted on the online platform within the required timeframe. The student is responsible for all costs incurred for supervision, if applicable.

APPOINTMENT OF SUPERVISOR

To nominate your own supervisor, this form must be completed by both the student and the supervisor and be submitted to Applied Education via the online Platform at least three days PRIOR to the date. The nominated supervisor is appointed and approved to supervise the assessment(s) for the date and time listed on this form. If the approved supervisor is unable to attend, a substitute supervisor must be approved by Applied Education before the date of the assessment. Please note, Applied Education may contact your nominated supervisor to verify supervision details.

CONDITIONS OF THE SUPERVISED ASSESSMENT

Assessments are open book and the instructions are available upon log in. Please note that all students must bring identification with a signature and photo (e.g. Driver's licence or passport) to the supervised assessment.

DATE & TIME OF THE SUPERVISED ASSESSMENT

Supervised Assessments must be sat on the scheduled date. Please ensure the times and dates completed on this form are accurate and clear, if not there may be delays to your assessment. Under no circumstances can you sit your assessment before the scheduled time, the online platform will automatically unlock it based on the date and time provided on this form. If you cannot sit your assessment on the scheduled day and time, you must contact Applied Education immediately and resubmit an updated form.

NOMINATING APPLIED EDUCATION TO SUPERVISE

If you choose to pay for Applied Education to supervise your assessment, you will need to book and pay via the link on the Platform. Under the heading "Need Applied Education to Supervise your assessment?"



PLEASE NOTE – You must upload a scanned copy or photo of your completed Supervisor Nomination Form via the student portal using the “Add Submission” button in the assessment section of your unit. Failure to do this will result in you not being able to access your assessment.

STUDENT DETAILS	
Name:	Company:
Address:	
State:	Postcode:
Email:	Phone:

UNIT OF COMPETENCY (please tick your selection)	DATE & TIME (incl am/pm and time zone)
FNSTPB411 - Complete business activity and instalment activity statements <input type="radio"/>	
FNSTPB412 - Establish and maintain payroll systems <input type="radio"/>	
AETL001 - FNSACC522 Prepare tax documentation for individuals <input type="radio"/>	
AETL002 - FNSACC601 Taxation of Legal Entities <input type="radio"/>	
AECL001 - FNSTPB504 Corporations and Trusts Law <input type="radio"/>	
AECL002 - FNSTPB505 Property Law <input type="radio"/>	
AECL003 - FNSTPB503 Contact and Consumer Law <input type="radio"/>	
FNSACC421 Basic Accountancy Principles <input type="radio"/>	
FNSACC414 Basic Accountancy Principles <input type="radio"/>	
TASA Tax Agent Services Act 2009 and Code of Professional Conduct <input type="radio"/>	

SUPERVISOR DETAILS	
Name:	Company:
Address:	
Email:	Phone:
Venue:	
I confirm that I have internet access (compulsory, please tick) <input type="radio"/>	
Are you a Justice of the Peace? (please tick) <input type="radio"/> Yes <input type="radio"/> No	

SUPERVISOR DECLARATION (compulsory)
<p>I agree to act as supervisor for this candidate’s supervised assessment(s) during the dates nominated. I understand that the student is responsible for all associated costs. I confirm that the information provided by me in this form is in all respects correct and complete to the best of my knowledge and belief and that I am not a partner, relative or close friend of the candidate and have no conflict of interest that would preclude me from invigilating the assessment for this candidate.</p> <p>Signature: _____ Date: _____</p>