



MONARCH  
INSTITUTE

# Tax Agent Certification

- Get the skills that employers really want.
- Unrivalled support. Delivered with care.
- Absolute flexibility. Your way, your terms.

Education for  
the real world

RTO Code - 22530



NATIONALLY RECOGNISED  
TRAINING

# Your key to a booming career as a tax agent

The Tax Agent Certification Course is designed as a bolt-on option for those who want to work as registered tax agents.

Registered tax agents are professionals who are licensed to prepare and lodge tax returns. They can also provide some other services described as 'tax agent services' by the ATO. Agents have to comply with strict laws about what they can do, and the standard of work they have to maintain. As a registered tax agent, you could help individuals and SMEs (small/medium businesses) to meet their tax obligations and get the best tax return possible.

## What does the course cover?

### Australian taxation law

FNSACC512 Prepare tax documentation for individuals MTL001

FNSACC601 Prepare and administer tax documentation for legal entities MTL002

### Commercial law

FNSTPB503 Apply legal principles in contract and consumer law MCL001

FNSTPB504 Apply legal principles in corporations and trust law MCL002

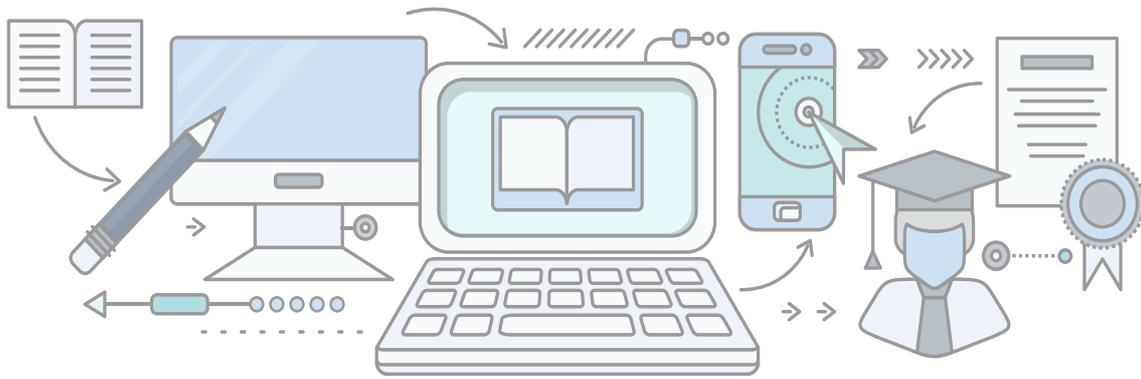
FNSTPB505 Apply legal principles in property law MCL003

## Getting registered

Want to become a registered tax agent? In addition to this qualification, you'll need to:

- Have two years' worth of work experience in the last five years (unless you happen to have a law degree - then it's 12 months)
- Be 18 years or older
- Meet the fit and proper person requirements (i.e. no fraud offences)
- Hold professional indemnity insurance

For full details, refer to the Tax Practitioners Board website.



## Study online. With a difference.

This course has been developed to give you absolute flexibility. Study on your couch, on public transport, on your break at work, out in the park – wherever and whenever you like. The best part is, with Monarch Institute, 'online' doesn't mean 'alone'. You'll be backed by our trainers at every step along the way. You'll get:

- Easy-to-follow course materials
- Videos and webinars
- Heaps of support from your course trainers (phone, email, Skype, Zoom)
- A dedicated admin team on hand to guide you
- Online assessments
- Access to a student Facebook group

## What is the course structure?

This course is delivered completely online. This means you'll access your learning and assessment resources using an online portal. You can access this anywhere and anytime.

You'll need to study a taxation module and a commercial law module.

## What is the course duration?

Most students complete this qualification within 12 months. Your completion time frame depends on your previous education, work experience, time availability and work rate. You must complete each module within six months.

## What are the entry requirements?

You will need to have at least a Diploma of Accounting to be a registered Tax Agent. Bring your drive, motivation and passion for the industry. That said, if this is your first time studying at this level, we'll need to check your levels of English and maths before you enrol. People with disabilities are encouraged and supported to apply.

## What about the assessments?

During the course, you'll complete multiple small assessments, including:

- Case studies
- Multiple-choice questions
- Short-answer questions
- Calculation questions
- Roleplays – video self-recording and upload of the file
- TAC online supervised assessments

The Tax Practitioners Board (TPB) requires students to complete online supervised assessments. You will be able to book into a Zoom session where Monarch invigilators will supervise you completing your assessments.

## Course costs

Monarch's courses are competitively priced.

Check our website for the most up-to-date prices at [www.monarch.edu.au/courses](http://www.monarch.edu.au/courses) or call us on 1300 738 955.

# Why choose Monarch Institute?

**You need a different learning experience.  
We're ready to deliver.**

## Expertise

- ✓ Courses developed with leading academics and industry associations
- ✓ Delivered by brilliant trainers who work with corporate leaders
- ✓ Learn from professionals using real world case studies

## Flexibility

- ✓ Fit study around work, family, life.
- ✓ Start immediately, or down the track
- ✓ Flexible payment options

## Support

- ✓ Dedicated team of trainers and support staff on hand to guide you
- ✓ Up to date, easy to understand course materials
- ✓ Assessment turnaround in 5-7 business days with comprehensive trainer feedback

## Enrol today

Commence your Tax Agent Certification with Monarch Institute today to take the next step forward in your career.



To discuss the course that's right for you call  
**1300 738 955**



To find out more information email  
**info@monarch.edu.au**



To enrol, visit our website  
**www.monarch.edu.au**

