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| **Design:** A4 flyer | CPE Opportunities | | |
| **Why CPE?**  Constantly new challenges and obstacles arise in the finance industry that practitioners need to focus on and overcome. Fundamentally understanding changes in the industry, legislation, technology and the economic environment can be mastered by participating in quality education. We have joined all the puzzle pieces here as we dive into the facts surrounding CPE for registered practitioners.  **What is CPE?**  CPE has been introduced under the Tax Agent Service regime to ensure agents registered with the TPB remain informed on current developments in the dynamic financial services industry and maintain a high level of professional knowledge and the appropriate skills to competently deliver the services they are registered to perform.  **CPE as defined by the TPB**  The Tax Practitioners Board define CPE as “any education activity relevant to the tax (financial) advice, tax agent or BAS services you provide that maintains, develops or promotes your skills, knowledge or attributes, is considered to be a continuing professional education (CPE) activity under the CPE policy.” | | Practitioners who are registered with the Tax Practitioners Board must complete CPE in order to comply with their obligations under TASA 2009 including the Code of Professional Conduct which requires that:  • a tax agent service that you provide, or that is provided on your behalf, is provided competently • you must maintain knowledge and skills relevant to the tax agent services that you provide • you must take reasonable care in ascertaining a client’s state of affairs, to the extent that ascertaining the state of those affairs is relevant to a statement you are making or a thing you are doing on behalf of a client. • you must take reasonable care to ensure that taxation laws are applied correctly to the circumstances in relation to which you are providing advice to a client.  **ASK our team about our conference specials for CPE!** | |
| **What is a Skill Set?**  A Skill Set is a shorter program consisting of two or more units of competency such as the Payroll Administrator Skill Set. This particular Skill Set contains only the 5 core units from the Diploma of Payroll Services. A statement of attainment is awarded on successful completion of a Skill Set. | | **What is an Individual Unit?**  If you’re keen to study a specific subject without undertaking a full program, enrol in an individual unit of competence with My CPE. Individual units are an excellent CPE activity. Candidates who successfully complete an individual unit/s are awarded a nationally recognised Statement of Attainment. | |
| **Conference Specials**  **(Enrol Online at** [**https://group314.com/enrolment/**](https://group314.com/enrolment/) **and apply the Voucher Code at checkout)** | | | |
| **Aspiring Agent $500**  **Course Code:**  CPE09 BAS Agent Challenge with TASA 2009, including the Code  **TPB Approved:**Yes  **Level:** Certificate IV  **Units:**2 in total  **CPE Hours:** 12  **Price:** RRP ~~$915.00~~ (Conference Special $500.00 inc GST)  **CPE cost per hour:** $41.65  **Voucher Code: ABNCQ101**  **Delivery:**Online **Start anytime:**Yes **Self-paced:**Yes **Duration:**3 Months  **Dedicated Trainer:** Yes  **Award:** Successful candidates will receive a Statement of Achievement.  **Unit 1:** CPE05 [BAS and Payroll Challenge Exam](http://mycpe.com.au/bas-and-payroll-exam)  **Unit 2:** CPE0317 TASA 2009 including the Code of Professional Conduct.  The units listed in this package have been formally approved by the Tax Practitioners Board and comply with the Boards specific requirements when 40% completed under formal supervision.  This package is ideal for persons who are seeking a FAST TRACK approach to registration as an agent with the Tax Practitioners Board or those looking for a challenging CPE activity which will test current skills and knowledge in BAS and payroll matters. | | **Brilliant Bookkeeper $600**  **Course Code:** CPE08 Professional development & Cloud Computing  **National recognition:**Yes  **Level:** Diploma  **Units:**2 in total  **CPE Hours:** 16  **Price: RRP** ~~$900.00~~ (Conference Special $600.00 GST Free)  **CPE cost per hour:** $37.50  **Voucher Code: ABNCQ102**  **Delivery:**Online  **Start anytime:**Yes **Self-paced:**Yes **Duration:**12 Months  **Dedicated Trainer:** Yes  **Award:** Successful candidates will receive a nationally recognised Statement of Attainment.  **Unit 1:**  BSBWOR501 Manage personal work priorities and professional development  **Unit 2:** BSBSMB412 Introduce cloud computing into business operations  Both units can be counted as elective units in the Diploma of Payroll Services, Diploma of Accounting or the Certificate IV in Accounting and Bookkeeping. | |
| **Savvy Student $600**  **Course Code:** FNSSS00013 Business Ethics and Conduct Skill Set  **National recognition:**Yes  **Level:** Diploma  **Units:**2 in total  **CPE Hours:** 16  **Price: RRP** ~~$900.00~~ (Conference Special $600.00 GST Free)  **CPE cost per hour:** $37.50  **Voucher Code: ABNCQ103**  **Start anytime:**Yes **Self-paced:**Yes **Duration:**12 Months  **Dedicated Trainer:** Yes  **Award:** Successful candidates will receive a nationally recognised Statement of Attainment.  The Skill Set is an excellent CPE opportunity for registered practitioners providing professional services. Tax Practitioners Board compliant CPE!  **Unit 1:** FNSINC503 Identify situations requiring complex ethical decision making **Unit 2:** FNSINC504 Apply ethical frameworks and principles to make and act upon decisions  Both units can be counted as elective units in the Diploma of Payroll Services, Diploma of Accounting or the Certificate IV in Accounting and Bookkeeping. | | **Super Agent $300**  **Course Code:** CPE07 Process superannuation payments in payroll  **Level:** Diploma  **Webinar Series:**5 in total  **CPE Hours:** 5  **Price: RRP** ~~$450.00~~ (Conference Special $300.00 inc GST)  **CPE cost per hour:** $60.00  **Voucher Code: ABNCQ104**  **Start anytime:**Yes **Self-paced:**Yes **Duration:**3 Months access  **Award:** Members will receive a Statement of Achievement.  **Webinar Overview:** The Superannuation system  **Webinar 1:**Establish parameters and systems for superannuation payments  **Webinar 2:**Collect and prepare information  **Webinar 3:**Calculate and verify superannuation payments  **Webinar 4:**Distribute and maintain information about superannuation payments  Contact Group 314 if you would like to complete the Assessment component to complete the unit FNSPAY502 Process superannuation payments in payroll. Additional fee applicable. | |
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| **TPB Approved**  The Tax Practitioners Board (TPB) approved certain courses as meeting their specific requirements in addition to those offered under the AQF framework.  The units listed under this category have been independently certified by Professor Robert Deutsch BEc LLB(Sydney) LLM(Cambridge) and formally approved by the Tax Practitioners Board as complying with the Boards specific requirements.   * FNSSS00004 BAS Agent Registration Compliance Program Skill Set * CPE0317 TASA 2009 including the Code of Professional Conduct * CPE05 [BAS and Payroll Challenge Exam](http://mycpe.com.au/bas-and-payroll-exam)   *(a fast track approach to meeting the education requirements for BAS agent registration through a 3 hour exam or for those looking for a challenging CPE activity which will test current skills and knowledge in BAS and payroll matters.)*  **Skill Sets**  A Skill Set is a shorter program consisting of two or more units of competency. A nationally recognised Statement of Attainment is awarded on successful completion of a Skill Set.   * FNSSS00004 BAS Agent Registration Skill Set * FNSSS00005 Commercial Law for Tax Agents Skill Set * FNSSS00008 Tax Law for Tax Agents Skill Set (Tax documentation) * FNSSS00012 Payroll Administrator Skill Set ***NEW*** * FNSSS00013 Business Ethics and Conduct Skill Set * FNSSS00014 Accounting Principles Skill Set * FNSSS00015 Advanced Accounting Principles Skill Set * BSBSS00035 Copyright Skill Set * BSBSS00043 Key Management Skill Set * BSBSS00057 Trade Mark Skill Set * BSBSS00059 Workforce Planning and Development Skill Set * BSBSS00063 Team Leader Skill Set * BSBSS00064 Promoting Diversity Awareness in the Workplace Skill Set   **Individual Units**  Individual units are an excellent CPE activity and contribute to Qualifications and Skill Sets.  A nationally recognised Statement of Attainment is awarded on successful completion of a unit.   * BSBADM409 Coordinate business resources * BSBADM502 Manage meetings * BSBCMM401 Make a presentation * BSBCOM406 Conduct work within a compliance framework * BSBCOM503 Develop processes for the management of breaches in compliance requirements * BSBCRT401 Articulate, present and debate ideas * BSBCUS401 Coordinate implementation of customer service strategies * BSBCUS402 Address customer needs * BSBCUS403 Implement customer service standards * BSBCUS501 Manage quality customer service * BSBFIA401 Prepare financial reports * BSBFIA402 Report on financial activity * BSBFIM501 Manage budgets and financial plans * BSBFIM502 Manage payroll * BSBFRA403 Manage relationship with franchisor * BSBFRA502 Manage a franchise operation * BSBHRM405 Support the recruitment, selection and induction of staff * BSBHRM501 Manage human resource services * BSBHRM505 Manage remuneration and employee benefits * BSBHRM507 Manage separation or termination * BSBHRM511 Manage expatriate staff * BSBHRM512 Develop and manage performance management processes * BSBHRM513 Manage workforce planning * BSBINM401 Implement workplace information system * BSBINM501 Manage an information or knowledge management system * BSBINN501 Establish systems that support innovation * BSBINN502 Build and sustain an innovative work environment * BSBINT401 Research international business opportunities * BSBIPR401 Use and respect copyright * BSBIPR403 Protect and use brands and business identity * BSBIPR501 Manage intellectual property to protect and grow business * BSBITU402 Develop and use complex spreadsheets * BSBLDR401 Communicate effectively as a workplace leader * BSBLDR402 Lead effective workplace relationships * BSBLDR403 Lead team effectiveness * BSBLDR404 Lead a diverse workforce * BSBLDR501 Develop and use emotional intelligence * BSBLDR502 Lead and manage effective workplace relationships * BSBLDR503 Communicate with influence * BSBLDR504 Implement diversity in the workplace * BSBLED401 Develop teams and individuals * BSBLED501 Develop a workplace learning environment * BSBMGT401 Show leadership in the workplace * BSBMGT402 Implement operational plan * BSBMGT403 Implement continuous improvement * BSBMGT404 Lead and facilitate off-site staff * BSBMGT407 Apply digital solutions to work processes * BSBMGT502 Manage people performance * BSBMGT516 Facilitate continuous improvement * BSBMGT517 Manage operational plan * BSBMGT518 Develop organisation policy * BSBMGT519 Incorporate digital solutions into plans and practices * BSBMGT520 Plan and manage the flexible workforce * BSBMGT521 Plan, implement and review a quality assurance program * BSBMKG413 Promote products and services * BSBMKG507 Interpret market trends and developments * BSBMKG512 Forecast international market and business needs * BSBPMG522 Undertake project work * BSBREL402 Build client relationships and business networks * BSBREL502 Build international business networks * BSBRES401 Analyse and present research information * BSBRSK401 Identify risk and apply risk management processes * BSBRSK501 Manage risk * BSBSLS501 Develop a sales plan * BSBSLS502 Lead and manage a sales team * BSBSMB401 Establish legal and risk management requirements of small business * BSBSMB402 Plan small business finances * BSBSMB403 Market the small business * BSBSMB404 Undertake small business planning * BSBSMB405 Monitor and manage small business operations * BSBSMB412 Introduce cloud computing into business operations * BSBSUS401 Implement and monitor environmentally sustainable work practices * BSBSUS501 Develop workplace policy and procedures for sustainability * BSBWHS401 Implement and monitor WHS policies, procedures and programs to meet legislative requirements * BSBWHS402 Assist with compliance with WHS laws * BSBWHS403 Contribute to implementing and maintaining WHS consultation and participation processes * BSBWHS404 Contribute to WHS hazard identification, risk assessment and risk control * BSBWHS405 Contribute to implementing and maintaining WHS management systems * BSBWHS406 Assist with responding to incidents * BSBWHS407 Assist with claims management, rehabilitation and return-to-work programs * BSBWHS408 Assist with effective WHS management of contractors * BSBWHS409 Assist with workplace monitoring processes * BSBWHS410 Contribute to work-related health and safety measures and initiatives * BSBWHS501 Ensure a safe workplace * BSBWOR404 Develop work priorities * BSBWOR404B Develop work priorities * BSBWOR501 Manage personal work priorities and professional development * BSBWOR502 Lead and manage team effectiveness * BSBWRK510 Manage employee relations * BSBWRT401 Write complex documents | | | **Financial Services**   * FNSPAY501 Process salary packaging arrangements and additional allowances in payroll * FNSPAY502 Process superannuation payments in payroll * FNSPAY503 Process complex employee terminations in payroll * FNSPAY504 Interpret and apply knowledge of industrial regulations relevant to payroll * FNSPAY505 Interpret and apply knowledge of taxation systems relevant to payroll * FNSTPB401 Complete business activity and instalment activity statements * FNSTPB402 Establish and maintain payroll systems * FNSTPB503 Apply legal principles in contract and consumer law * FNSTPB504 Apply legal principles in corporations and trust law * FNSTPB505 Apply legal principles in property law * FNSTPB506 Apply taxation requirements when providing tax (financial) advice services * FNSTPB507 Apply legal principles in commercial law when providing tax (financial) advice services * FNSACC505 Establish and maintain accounting information systems * FNSACC506 Implement and maintain internal control procedures * FNSACC507 Provide management accounting information * FNSACC511 Provide financial and business performance information * FNSACC512 Prepare tax documentation for individuals * FNSACC513 Manage budgets and forecasts * FNSACC514 Prepare financial reports for corporate entities * FNSACC516 Implement and maintain internal control procedures * FNSACC517 Provide management accounting information * FNSACC601 Prepare and administer tax documentation for legal entities * FNSACC607 Evaluate business performance * FNSACM401 Evaluate and authorise payment requests * FNSCUS505 Determine client requirements and expectations * FNSFMK505 Comply with financial services regulation and industry codes of practice * FNSINC401 Apply principles of professional practice to work in the financial services industry * FNSINC503 Identify situations requiring complex ethical decision making * FNSINC504 Apply ethical frameworks and principles to make and act upon decisions * FNSINC601 Apply economic principles to work in the financial services industry * FNSINC602 Interpret and use financial statistics and tools * FNSORG501 Develop and manage a budget * FNSORG505 Prepare financial reports to meet statutory requirements * FNSORG506 Prepare financial forecasts and projections |

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| **Business Services**   * BSBADM409 Coordinate business resources * BSBADM502 Manage meetings * BSBCMM401 Make a presentation * BSBCOM406 Conduct work within a compliance framework * BSBCOM503 Develop processes for the management of breaches in compliance requirements * BSBCRT401 Articulate, present and debate ideas * BSBCUS301 Deliver and monitor a service to customers * BSBCUS401 Coordinate implementation of customer service strategies * BSBCUS402 Address customer needs * BSBCUS403 Implement customer service standards * BSBCUS501 Manage quality customer service * BSBDIV301 Work effectively with diversity * BSBFIA401 Prepare financial reports * BSBFIA402 Report on financial activity * BSBFIM501 Manage budgets and financial plans * BSBFIM502 Manage payroll * BSBFRA301 Work within a franchise * BSBFRA403 Manage relationship with franchisor * BSBFRA502 Manage a franchise operation * BSBHRM405 Support the recruitment, selection and induction of staff * BSBHRM501 Manage human resource 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