

Studying tax My planning checklist

This tool is designed to support your higher education journey and set you up for success. This personalised study plan can help you gain a clear understanding of your program requirements and key study benchmarks, making it easier to stay organised and on track.

Am I professionally ready?

I hold an Australian-recognised qualification or have extensive Australian tax experience.

☐ Yes, I can provide all my transcripts and/or a CV

I am ready undertake each subject over either a 12-week distance mode (or a 6-week intensive) and sit an online exam?

☐ I was born ready

I have a minimum of 12 months of relevant work experience.

☐ Yes, I can't wait to share my CV upon enrolment

Planning my higher education journey

The reason I want to specialise in tax is because:

- ☐ I want work that's intellectually stimulating, consistently challenging, and personally rewarding
- ☐ I want to work in a field where my skills will be in high demand, with national shortages only expected to grow
- ☐ I will be developing a highly specialised skill set that commands competitive salaries
- ☐ I want a career that offers strong job security, professional recognition, and long-term longevity
- ☐ Other

What is stopping me from starting a specialised tax qualification?

- ☐ Nothing – every day I wait is a day my career could have moved forward
- ☐ Nothing – the demand for skilled tax professionals isn't slowing down, and neither should I
- ☐ Nothing – investing in myself today is the single best return I will ever make
- ☐ Nothing – the only thing standing between me and a more rewarding, well-recognised career is enrolling today
- ☐ Other

How will my career benefit from being specialised in tax?

- ☐ Make a measurable difference
- ☐ Enjoy diverse tax advisory opportunities
- ☐ Earn a TPB-recognised qualification
- ☐ Open doors to leadership opportunities
- ☐ Create opportunities for faster growth
- ☐ Other

What I see myself specialising in?

- ☐ General commercial law
- ☐ Commercial law for entities and business structures
- ☐ Superannuation
- ☐ Trusts issues
- ☐ Property law
- ☐ Goods and services tax
- ☐ Corporate tax or international tax
- ☐ Other

What will my studies look like?

TIP

Think what does your calendar really look like over the next few months? Any big projects, medical appointments, family events coming up?

We recommend 10–20 hours of uninterrupted study time per week.

I'm ready to dedicate this many hours per week to studying.

☐ Hours every week

I'm ready to attend online sessions

☐ Yes ☐ No

I understand I will need to complete online module quizzes to be ready for my live online exam

☐ Yes ☐ No

I understand I will need to sit an open book online exam.

☐ Yes ☐ No

How will I make room in my week for study?

What does my family/friends need to know and how can they help?

What does my employer need to know? What support is available at my workplace?

How do I learn best – with time to digest, or total immersion?

My program and subject selection

Which program do I want to complete?

- ☐ CTA (Chartered Tax Adviser)
- ☐ Tax Agent
- ☐ Graduate Diploma of Applied Tax Law (GDATL)
- ☐ Graduate Certificate in Applied Tax Advisory (GCATA)
- ☐ Graduate Certificate in Applied Tax Law (GCATL)

Which core subjects do I need to complete? (see subject breakdown below)

- ☐ CTA1 Foundations
- ☐ CTA2A Advanced
- ☐ CTA2B Advanced
- ☐ CTA3 Advisory

Which elective subjects do I want or need to complete?

- ☐ Australian Legal Systems (CommLaw1)
- ☐ Entities & Business Structures (CommLaw2)
- ☐ Property Law (CommLaw3)
- ☐ Tax for Trusts
- ☐ Advanced Superannuation
- ☐ Corporate Tax
- ☐ TASA 2009
- ☐ BAS Exam

Programs and subjects

Programs	Chartered Tax Adviser (CTA) Program <i>Attain Australian taxation expertise</i>	Graduate Diploma of Applied Tax Law (GDATL) <i>Advance your knowledge with specialised tax or commercial law</i>	Graduate Certificate in Applied Tax Law (GCATL) <i>Launchpad for Australian tax and commercial law</i>	Graduate Certificate in Applied Tax Advisory (GCATA) <i>Extend your core Australian taxation knowledge</i>	Tax Agent Program <i>Working toward Tax Agent (TPB) Registration</i>
Subjects	4 core subjects	3 core subjects and 3 electives	4 core subjects	3 core subjects and 1 elective	6 core subjects
CTA1 Foundations	Core	Core	Core	Core	Core
CTA2A Advanced	Core	Core	-	Core	Core
CTA2B Advanced	Core	Core	-	Core	Core
CTA3 Advisory	Core	Elective	-	Elective	-
CommLaw1	-	Elective	Core	-	Core
CommLaw2	-	Elective	Core	-	Core
CommLaw3	-	Elective	Core	-	Core
Tax for Trusts	-	Elective	-	Elective	-
Advanced Superannuation	-	Elective	-	Elective	-
Corporate Tax	-	Elective	-	Elective	-
TASA 2009	This course is not part of any program				
BAS Exam	This course is not part of any program				