



## Training and Continuing Professional Development (CPD)

A key part of the Code of Professional Conduct (Code) is for tax and BAS agents to maintain their knowledge and skills relevant to the tax agent and BAS services they provide.

- It is a requirement to complete Continuing Professional Education (CPE) to comply with the obligations under the Code.
- As a qualified BAS agent, the minimum number of hours CPE over 3 years is 45 hours demonstrating at least 5 hours of CPE annually.
- CPE activity to be recorded in CPE log.

1. Seminars, workshops, courses and lectures e.g.

BAS Agents webinar program - Content of the session:

- GST
- Motor Vehicles
- Annual Private Apportionment
- Correcting GST mistakes
- PAYGW
- Allowances
- Compliance update
- Administrative update

2. Structured conferences and discussion groups

3. Computer/Internet-assisted courses

4. ATO Seminars and Presentations

5. Other professional Development Programs that enhance the individual's professional capability, for Starting Your Own Bookkeeping Business

See [www.bookkeepershub.com.au/learning\\_portal](http://www.bookkeepershub.com.au/learning_portal)