

# Annual Return and Declaration 2020

[Section 32](#) of the [Teachers Registration Act 2000](#) requires an authorised person on behalf of the employer to provide the Board with an Annual Return relating to the [registration status](#) of all persons employed or engaged to teach at the school/workplace as at **1 July 2020**.

The Board has determined that the Annual Return will comprise a **Declaration** that must be completed and returned to the Board by **1 August 2020**.

All documentation required to complete the Annual Return is located on our website [www.trb.tas.gov.au](http://www.trb.tas.gov.au) Click on Schools & Employers and select the tab titled Annual Return. Note that the Board has created a tool in the school's TRB Online account to manage a list of registered teachers at your school/workplace called [Watched Registrations](#). This tool will assist you in completing the Declaration for your school/workplace. If you require assistance with login details or need to reset your school's password for the school's TRB online account please contact the TRB via email [trb.admin@trb.tas.gov.au](mailto:trb.admin@trb.tas.gov.au)

## Declaration

(1) I \_\_\_\_\_ (full/name) as **Principal/Acting Principal** (circle title)  
make the following declaration as an authorised person on behalf of  
\_\_\_\_\_ (name of school/workplace).

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / 2020

(2) I understand that: (circle yes or no for each statement):

Yes/No	It is an offence under <a href="#">section 27 of the Teachers Registration Act 2000</a> to employ a person who is not a registered teacher or who does not hold a LAT or have formal permission from the Board to teach under the direct supervision of a registered teacher.
Yes/No	Employers are required to notify the Board of <i>serious disciplinary matters or teaching competency issues involving a registered teacher or a LAT holder</i> .
Yes/No	Employers are required to notify the Board in circumstances where a <i>registered teacher or LAT holder resigns or retires where disciplinary matters or competency issues have arisen</i> .
Yes/No	A notification must be provided to the Board within 28 days in writing, <i>after taking disciplinary action against an individual (including dismissal)</i> .

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TEACHERS  
REGISTRATION  
BOARD TASMANIA

(3) I declare that I have checked ALL persons currently employed or engaged to teach at the above school/ workplace and can confirm that they hold:

- Full/Provisional Teacher or Specialist VET Registration, or a combination, or
- A Limited Authority to Teach (LAT) and are working within the provisions of that LAT, or
- Written Board approval to teach under the Supervision of a Registered Teacher Policy.

(4) Please list all of the persons currently employed under the provision of the ['Teaching under the Supervision of a Registered Teacher Policy'](#) at your school/workplace (attach a separate list if more space is required).

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(5) Please list all of the persons currently employed under a [Limited Authority to Teach \(LAT\)](#) at your school/workplace (note that a screenshot from your Associated LATs tab in your school's TRB Online Account can be used for this purpose).

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## Returning the completed Annual Return and Declaration 2020

Due date 1 August 2020

- (1) Scan your **Annual Return and Declaration 2020** to email [census@trb.tas.gov.au](mailto:census@trb.tas.gov.au) Please ensure that the name of the school is placed in the subject header of the email.
- (2) Retain the hard copy of your Annual Return and Declaration 2020 at your school/workplace for your records in the event that the Teachers Registration Board need to contact you in relation to the Return.

## Further information

For further information on completion of the Annual Return and Declaration please contact:

*Barbara Mundy*

*Executive Support Officer*

*Teachers Registration Board of Tasmania*

*Telephone: 6165 5970 Email: [Census@trb.tas.gov.au](mailto:Census@trb.tas.gov.au)*