

Annual Return and Declaration 2021

[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 2021**.

The Board has determined that the Annual Return will comprise a **Declaration** that must be completed and returned to the Board by **1 August 2021**.

All documentation required to complete the Annual Return is located on our website 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

Declaration

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

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

Yes/No	It is an <i>offence</i> under section 27 of the Teachers Registration Act 2000 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> .

(3) Please log into your school's TRB Online account to check and update the [Watched Registrations](#) list of registered teachers at your school/workplace

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(4) Please **list all of the persons** currently employed under a [Limited Authority to Teach \(LAT\)](#) (this includes all holders of Generic Relief LATs and School Specific LATs of any type) 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). Also **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).

(5) I further declare that I have updated the School's Watched Registrations List and checked ALL persons currently employed or engaged to teach at the above school/ workplace. I therefore confirm that as at 1 July 2021 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.

Signed: _____ Date: ____ / ____ / 2021

(Note: must NOT be dated prior to 1/7/21)

Returning the completed Annual Return and Declaration 2021

Due date 1 August 2021

- (1) Scan your **Annual Return and Declaration 2021** to email 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 2021 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