

16<sup>th</sup> June 2020

Dear Principal

### **Teachers Registration Board of Tasmania – 2020 Annual Return as at 1 July 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. It is an offence under the Act to fail to comply with this requirement.

This requirement means that all principals, on behalf of the employer, must complete the Annual Return **as at 1 July 2020** and provide this to the Board by the due date of **1 August 2020**.

Attached with this letter is the Annual Return and Declaration 2020 for you to complete. The Annual Return is in the form of a formal Declaration about the registration status of all persons employed or engaged to teach at the school/workplace.

**In order to complete the Annual Return and Declaration 2020, principals are required to declare that they have checked that ALL persons currently employed to teach at their school/workplace hold:**

- Full or Provisional Teacher Registration, or Specialist Vocational Education and Training (VET) Registration or hold dual registration status (hold registration for the school and VET sectors).
- A Limited Authority to Teach (LAT) and are working within the provisions of that LAT, or
- Written Board approval to teach under the provisions of the Teaching under the Supervision of a Registered Teacher Policy (names of those employed under the Teaching under the Supervision of a Registered Teacher policy are to be provided).

**Principals should check registration, LAT and those teaching under the supervision of a registered teacher in the following ways:**

- The Watched Registration list for each school/workplace as found on the school/workplace account on TRB Online is the way in which teacher registration status should be monitored and checked. Note the '*search for a registered teacher*' function can also be used for this purpose however it requires a separate search for each individual.
- The list of Limited Authorities to Teach for each school/workplace as found on the school/workplace account on TRB Online is the way in which LATs should be checked.
- People approved to teach under the supervision of a registered teacher can be checked via school records or by contacting the Board office.

#### **Watched Registration List:**

A guide on establishing a Watched Registration list for your school/workplace is available on the TRB website: [www.trb.tas.gov.au](http://www.trb.tas.gov.au) (refer to the website links on your Annual Return). This guide is

located in the Current Topics Section on the Home Page of the website. All documents relating to the Annual School Census are located in the top menu *School & Employers >> Annual School Census*.

### **Submitting the Annual Return:**

Principals are required to:

- 1) Complete the Annual Return Declaration 2020
- 2) **Scan** the Annual Return Declaration 2020 and submit via email with the **school's name in the subject heading** to [census@trb.tas.gov.au](mailto:census@trb.tas.gov.au) by **1 August 2020**.

Note: The hard copy of the Annual Return Declaration 2020 is to be kept by the school in case the Board needs to follow up and verify any of the contents of the declaration.

### *Staff contact details:*

At the time of conducting this return on the **1 July 2020**, it would be of great assistance if you ask all your staff to ensure that they have their correct contact details (particularly their email address), lodged in their personal account with the TRB as that is the mechanism that we communicate with teachers.

On the **1 July 2020** the TRB will be emailing all teachers with regard to the registration process so can you please ask your staff to check whether they received an email from the TRB on that date. If they didn't receive an email from the TRB, they will need to check their contact details registered with us and contact this office to advise of any update in their details (in particular their current email address).

### *Please note:*

- *It is the responsibility of the employer and the individual to monitor the progress of their application for registration or for a Limited Authority to Teach in their TRB Online account. Formal approval must be granted by the Board, this approval is received by email and reflected in TRB Online, before any employment as a teacher in Tasmania can commence.*
- *Please make sure the contact details for the school (located in the third blue tab of school's TRB Online account) contains the correct Principal and Delegate details. If the details are incorrect please contact [trb.admin@trb.tas.gov.au](mailto:trb.admin@trb.tas.gov.au).*
- *The Limited Authority to Teach approval/ registration approval must be validated by the employer using the school's TRB Online account (LATS and Registration) or our [TRB Online – Teacher Search function](#) (Registration only). The individual's confirmation of their status with the Board is not sufficient. This validation of status must be conducted prior to employment as a teacher, relief teaching or when returning to teaching after extended leave.*

Thank you in consideration of your assistance and I look forward to the expedient return of the Annual Return Declaration for 2020.

Yours sincerely



Lee Rayner

Registrar