

22<sup>nd</sup> June 2021

Dear Principal

### **Teachers Registration Board of Tasmania – Annual School Census as at 1 July 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. This is to assist with the intent of the Act to ensure that every Tasmanian student has a registered teacher (a person suitably qualified, of good character and fit to teach). It is an offence under the Act to fail to comply with this requirement.

What this means is that all principals, on behalf of the employer, must complete the Annual Return and Declaration **as at 1 July 2021** and provide this to the Board by the due date of **1 August 2021**.

Attached with this letter is the Annual Return and Declaration 2021 for you to complete. ***Please do NOT complete it prior to 1 July 2021.*** The Annual Census is in the form of a formal Annual Return and Declaration about the registration status of all persons employed or engaged to teach at the school/workplace.

**To adequately complete the Annual Return and Declaration, each Principal is requested 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. At this time of the year, you are asked to update your school's watched registration list as part of the census process.
- 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 and Declaration:**

Principals are asked to:

- 1) Update the Watched Registrations List
- 2) Complete the Annual Return Declaration 2021 electronically, by filling in the fields on the PDF fillable form. You can also sign the form this way provided it is then sent from the email account corresponding to the person signing the declaration.
- 3) Alternatively, fill the form electronically, print, sign and then **Scan** the Annual Return Declaration 2021
- 4) Please save a copy and then submit this via email with the **name of your school/workplace in the subject heading** to [census@trb.tas.gov.au](mailto:census@trb.tas.gov.au) **after 1 July 2021** and **not later than 1 August 2021**.

Note: A copy of the Annual Return and Declaration 2021 is to be kept by the school in case the Board needs to follow up and verify any of the contents of the census.

Thank you for your assistance with this legislative requirement.

Kind regards



Ann Moxham  
Registrar