

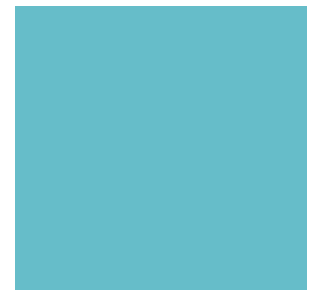
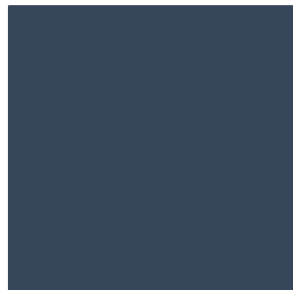
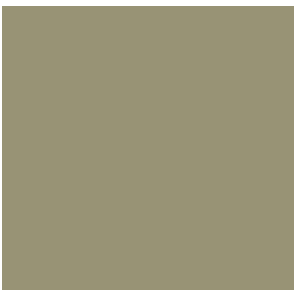


TEACHERS
REGISTRATION
BOARD TASMANIA

Applying for a Generic Relief Limited Authority to Teach



A guide to
the process



Applying for Generic Relief Limited Authority to Teach

About Limited Authorities to Teach

Limited Authorities to Teach (LAT) are a special authority granted by the Board to a school, when certain conditions are met, to enable the school to employ a person who does not qualify for teacher registration, for a specific and short time frame, and for a particular purpose.

A Generic Relief LAT, once granted, provides approval for the LAT holder to be employed as a relief teacher at any Tasmanian school. The Generic Relief LAT will ONLY cover relief teaching from the date of the LAT approval until the end of the school year.

Note: You cannot legally be employed to relief teach until you receive formal notification from the Board that your LAT application has been approved regardless of the proposed LAT start date.

Who is eligible to apply for a Generic Relief LAT?

Students of an [Australian accredited initial teaching degree](#) who:

- Has an academic record that confirms that there are no issues or concerns with successfully completing the degree.
 - Will graduate from their teaching degree in 2018.
 - Has completed all units up to and including all third year units of a four year undergraduate teaching degree (eg Bachelor of Education) and the penultimate professional experience.
- Or
- Has completed all units up to and including all the first year units of a graduate teaching degree (eg Master of Teaching) and the penultimate professional experience.

Penultimate is your second last professional experience. For those studying with the University of Tasmania penultimate professional experience refers to Professional Experience 3.



Generic Relief LAT holders in 2018 will be expected to graduate in 2018 and will not be eligible for a Generic Relief LAT in 2019.

Registration to Work with Vulnerable People (RWVP) – Department of Justice

All applicants will be required to hold [RWVP with the Tasmanian Department of Justice](#) prior to gaining a Limited Authority to Teach. Another state's RWVP (or its equivalent) is not a replacement for a Tasmanian RWVP.

We recommend applicants get their RWVP underway prior to applying for a Limited Authority to Teach as RWVP applications may take up to six weeks to process, but generally take between 2-4 weeks.

How to apply for a Limited Authority to Teach (LAT) with the TRB

1. Create a record in TRB Online.

If you are applying for the first time you will need to submit a [New User Sign Up](#) to establish an account on TRB Online. Individuals who have already held a LAT or are enrolled in a teaching degree with UTAS will already have a TRB Online account.

2. Request a Relief LAT by emailing trb.admin@trb.tas.gov.au

1. Listing your full name, date of birth and nominating your preferred region: Northern Tasmania / Southern Tasmania. Please also confirm that you have meet the criteria, specifically the progress through your teaching degree as listed on page2.
2. We require your unofficial academic record (one you can download online to confirm your course, your university, your results, current units, your name, and possibly your date of birth). Please confirm in your email how many units remaining (including your final professional experience).
3. You will be notified by email when a LAT application is created.

3. Login into your TRB Online account to view the LAT interest application.

- View, accept the conditions of the LAT.
- List any completed **qualifications** and submit your LAT application.
- List your **RWVP** details.
- Make a **payment** (you only pay for your first LAT in a calendar year- see [Fees](#)).

4. Provide to the Board certified copies of documentary evidence.

- If you are a previous LAT holder or UTAS education student we should already have your documentary evidence on file.
- If you are a new LAT applicant use the checklist on page 6.

5. Receive updates on the progress of your application by email

- When your payment is received and reconciled.
- If you need to provide any additional information to the Board.
- When your documentary evidence is received and processed.

6. How long will my application take?

Your first LAT application in a calendar year can take approximately four weeks to finalise, many are finalised around 10 days. When your application is complete (online application submitted, payment and documentary evidence received in a standard required by the Board) we will generate an internal national record of conviction (RoC) request from our CrimTrac Agency. Approximately 40 % of RoCs are returned in approximately 10 – 21 days from receipt of evidence AND payment. We need to wait until we receive that report back to confirm your character and fitness to teach before final approval can take place, and we cannot gauge how long that might take. Every application is processed as quickly as possible.

If you already have a LAT granted for teaching in 2018 the process for this Generic Relief LAT should take less than 5 business days of you completing the application in TRB Online.

7. Notification of LAT status

If the Board **approves your application** for a Limited Authority to Teach:

- You will be notified by email
- Log in to your TRB Online account to view/ print your certificate which contains the provisions of your approved LAT (including your LAT ID Number).

Schools will be provided with access to a specific TRB Online account to verify your Generic Relief LAT. We recommend you take a copy of your LAT certificate, your RWVP card and some other proof of identity to the school. If the Board **does not approve your application for a LAT** you will be informed in writing.



Please note a Generic Relief LAT is only for employment as a Relief Teacher and does not cover any other employment arrangements. To teach outside the scope of your Generic Relief LAT would breach the *Teacher Registration Act 2000*.

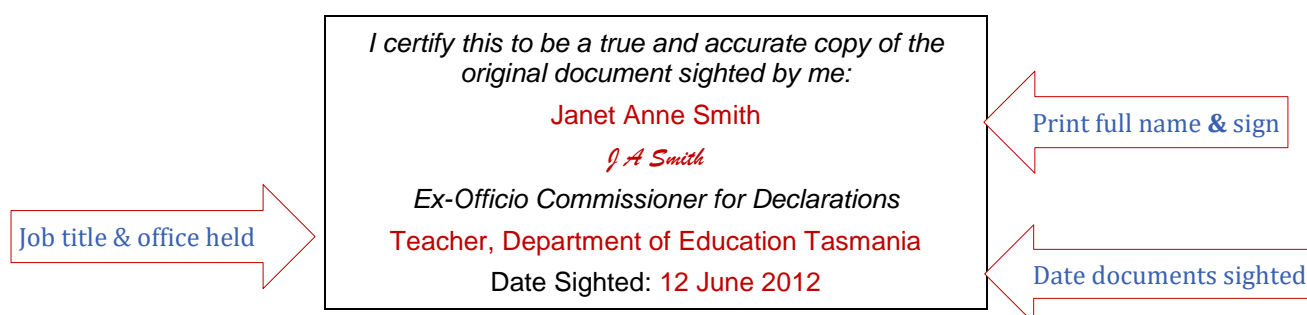
Certifying your documentary evidence correctly

All documentary evidence must be certified correctly to be considered by the Board.

A certified copy is a photocopy of an original document which has been certified by a Justice of the Peace, Commissioner for Declarations or, if overseas, a Notary Public.

Important Guidelines for Certification:

- The person certifying the copy must also sight the original document.
- Certified copies must bear **original signatures**. Faxes, scans or copies of certified copies are not acceptable.
- The certification must be on the actual copy, not on the back of the page and not on another page and attached to the copy.
- The certification must be on the actual copy and not on a sticker (unless the original signature extends beyond the edge of the sticker and onto the copy).
- Certified documents supplied to the TRB as part of an application **will not be returned** to an applicant.
- The TRB will not accept certified copies of electronic/scanned documents or downloads from the internet.
- The **front** of each individual page of the copy is to be marked **exactly** in the example shown below.



Who can certify my documents?

In Tasmania, [Commissioners for Declarations](#) include ([all professional groups listed here](#)):

- Full-time teachers at a school or tertiary institution
- Bank officers with 5 years continuous service
- Ministers of religion under the Marriage Act 1961
- Public sector permanent employees with 5 years continuous service
- Police officers
- Members of Parliament, or local government councillors
- TRB Staff

Translations

If any of your documents are in a language other than English, you will need to provide certified copies of the documents in the original language **plus** translations that are prepared and certified as correct by an official translation service or an accredited translator.

Providing the documents to the Board

Post your certified documentary evidence to:

Teachers Registration Board of Tasmania,
GPO Box 539,
Hobart 7001, Tasmania, Australia

Alternatively bring your original documents to our office at [213A Cambridge Road, Warrane](#) and we will make a certified copy for our records.

Documentary evidence required

As part of your application for teacher registration you must provide **certified copies** of the following:

□ 1. Proof of Identity

You need to provide evidence of ALL names by which you have been known.

Certified copies of **one** of the following documents are accepted for proof of identity.

- A full birth certificate (birth extracts are not accepted), or
- A current or expired passport, or
- An Australian naturalisation or citizenship document is only valid for this purpose if it **contains your place of birth**.

If you have been known by any other names you will need to provide certified copies of documentary evidence of **ALL** those names. For example:

- A marriage certificate, or
- A deed poll, or
- A divorce certificate/order (decree absolute), or
- Other name change documentation.

If you are or have been known by a name for which an official name change has not been made, you will need to provide a statutory declaration clearly stating the name by which you are or have been known.

□ 2. Proof of completed qualifications (optional)

Please list all completed qualifications in your TRB Online account

You need to provide **certified copies** of all relevant qualifications.

For completed **vocational** qualifications:

- a) Certified copy of the certificate (testamur) AND
- b) Certified copy of the accompanying statement of results

For completed **tertiary** qualifications:

- a) Certified copy of the certificate (testamur) AND
- b) Certified copy of the full academic transcript(s) indicating that the award/degree was conferred/awarded.

For more information on certifying your evidence see Page 5.

□ 3. International Record of Conviction Check

If you have resided overseas or outside of Australia *as an adult for periods of more than one year*, the Board requires a Record of Convictions check (or its equivalent) from the country/countries in which you resided. In this instance you should email the Board to ascertain what documentation is required:

conduct@trb.tas.gov.au .

Additional Information - Employment

Please note: as a LAT holder/ applicant you do not have a TRB number. TRB numbers are allocated to qualified and registered teachers only. Your approved LAT will have a unique LAT ID number. This LAT ID number will be listed on your LAT Certificate in TRB Online. You should print off the certificate to confirm you are eligible to undertake relief teaching.

We recommend you approach schools in your local area to let them know you are available for relief teaching.

Department of Education- Employment Management System (EMS)

After your LAT has been granted, you can add yourself to the Department of Education's Employment Management System. Principals of Department of Education schools will use this register to locate individuals for relief work. It is also a good idea to contact individual schools in your area to confirm your availability for relief teaching.

LAT Holders can [access the EMS](#) here. There are detailed instructions (with links and screenshots) in the quick reference guides linked on the webpage. For more information see the [Department of Education](#) website, select **About Us** and **Employment**. Call 03 6165 6285 or email recruitment@education.tas.gov.au .

Non-Government schools

Tasmanian Catholic Education Office teaching vacancies are advertised in local Tasmanian newspapers and on www.teachers.on.net. Independent Schools advertise in local Tasmanian newspapers and on www.teachers.on.net.

Individual schools may have their own additional prerequisites for employment. Please contact the school for more information.

Other information on our website

- [Responsibilities of Applicants](#)
- [About Generic Relief Limited Authorities to Teach](#) – information for schools
- [Employment as a Teacher in Tasmania](#)