

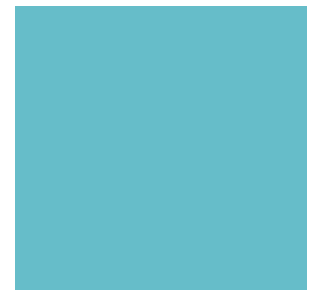
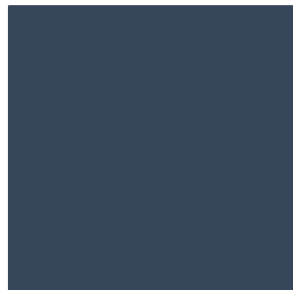
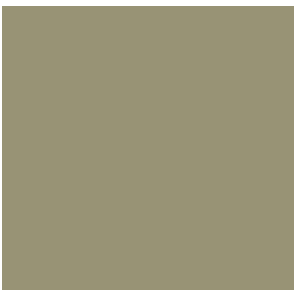


TEACHERS  
REGISTRATION  
BOARD TASMANIA

# Applying for a Limited Authority to Teach



A guide to  
the process





## Applying for Limited Authority to Teach

### Only schools / employers can commence the application for a Limited Authority to Teach

A Limited Authority to Teach (LAT) enables schools / employers to employ someone not qualified to teach for a specific timeframe and/or role ONLY when a suitable registered teacher cannot be found. The employer must ensure the Board is given the required evidence of recruitment and need.

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

### Registration to Work with Vulnerable People (RWVP)

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All applicants will be required to hold Registration to Work with Vulnerable People (RWVP) with the Tasmanian Department of Justice prior to their LAT being approved.

We recommend all applicants get their [Registration to Work with Vulnerable People](#) underway as soon as possible (as these applications may take up to six weeks). There are options for meeting the RWVP evidence requirements while [living outside of Tasmania](#).

### How to apply for a Limited Authority to Teach (LAT)

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#### 1. Create a record in TRB Online.

- If you are applying for the first time you will need to **Create a Login** to establish an account [on TRB Online](#). If you already have a record with us login and request a [password reset](#) if required.

#### 2. Your school will create a LAT interest application and link it to your TRB account.

- Your school will need your legal name and date of birth to do this step.
- You will be notified by email when a LAT interest 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
- 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 will already have your documentary evidence on file.
- If you are a new LAT applicant use the checklist on page 5.

#### 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.

Schools also need to provide a case and evidence to the Board of why they cannot find a registered teacher for the role (TasTAFE LATS are exempt from this requirement).

#### 6. Notification of LAT status

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

- You will be notified by email
- Your school will also be notified by email
- Log in to your TRB Online account to view/ print your certificate which contains the provisions of your approved LAT.

If the Board **does not approve your application for a LAT** you and the school will be informed in writing.

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As teaching professional in Tasmania, the following documents should guide a LAT holder's teaching practice. Please note that each teacher employer will also have a Code of Conduct for you to observe.

- [Code of Professional Ethics for the Teaching Profession in Tasmania.](#)
- [Professional Boundaries: Guidelines for Tasmanian Teachers](#)

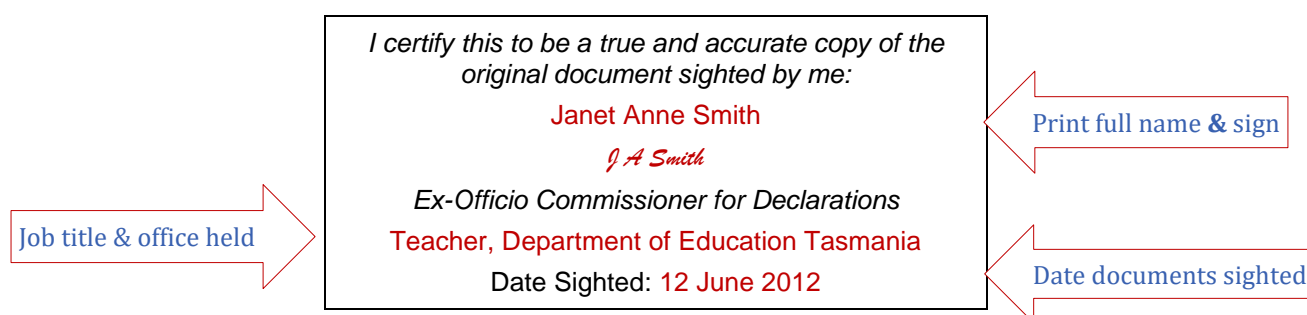
## Certifying your documentary evidence correctly

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 LAT application 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 be 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 4.

### 3. Proof of current study of an initial teacher education degree (if applicable)

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)

**Only this evidence can be sent by email** to [trb.admin@trb.tas.gov.au](mailto:trb.admin@trb.tas.gov.au). In your email please confirm how many units remaining (including professional experiences), expected completion (month & year) and expected to graduation (month & year). Please also "cc" the school in this email so they fully understand your progression through your degree.

### 4. 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](mailto:conduct@trb.tas.gov.au) .