

## Government School Checklist – Applying for a Limited Authority to Teach (LAT)

Each school will be required to undertake a recruitment process and demonstrate to the Board that they were unable to find a suitable skilled registered teacher for the relief or the fixed term position. We will require a separate LAT for each appointment type (relief or the fixed term position) on TRB Online.

### 1. Before initiating the LAT on TRB Online

- Check that the applicant has a TRB Online account. If not, the applicant should create a login [on TRB Online](#).
- Make a note of the applicant's date of birth and the spelling of their legal name.
- Ask the applicant to enter all qualifications on TRB Online, including current study. Ask the applicant to email evidence of current study to your school and to [trb.admin@trb.tas.gov.au](mailto:trb.admin@trb.tas.gov.au) and confirm how many units remaining (including practicums), expected completion and graduation. If the applicant does not hold any completed qualifications, we will require either the applicant's resume or an email listing skills and experience relating to the subject area of the LAT.

### 2. Creating a LAT interest application on TRB Online

- Login with the school's username and password to <https://trbonline.trb.tas.gov.au/>. If the school's username and password is not known, send an email to [trb.admin@trb.tas.gov.au](mailto:trb.admin@trb.tas.gov.au) to request a password reset.
- Read our [online step by step guide to creating a LAT interest application](#).
- The LAT applicant will need to provide the Board with the required evidence and make a payment before we can commence processing the LAT. For new LAT applicants use the step by step guide [Applying for a Limited Authority to Teach](#).

### 3 Evidence of Recruitment Process

- Present your case on TRB Online when initiating the LAT:
  - o The reason for the vacancy or position.
  - o Details of your recruitment attempts in PageUp and with Learning Services and the outcome; including how many teachers were contacted and why they were not available or suitable.
  - o Give an endorsement of the applicant; details of qualifications, skills and experience that makes the applicant suitable for the role. Detail current study and expected completion or details of future study that applicant is considering.
- Provide recruitment evidence and an email from Learning Services giving support for the LAT to [trb.admin@trb.tas.gov.au](mailto:trb.admin@trb.tas.gov.au).

### 4. More Information

- ❖ Our Board policy for [Limited Authority to Teach](#) and [Fees and Payment Policy](#)

#### Withdrawing a LAT Request

If you decide not to proceed with the LAT email [trb.admin@trb.tas.gov.au](mailto:trb.admin@trb.tas.gov.au) to withdraw your LAT request and provide the reason. Please discuss with the applicant your decision to withdraw the LAT. Please note that if the applicant has already paid for the LAT Application, we can only refund the Annual Fee as the Application Fee is non-refundable. We will acknowledge your request to withdraw your LAT by return email and will notify the applicant by email.

*Both the school and the LAT holder will be notified by email when the LAT is formally approved.*

Sending the required recruitment evidence and presenting your case will greatly assist in the prompt processing of your LAT request.



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