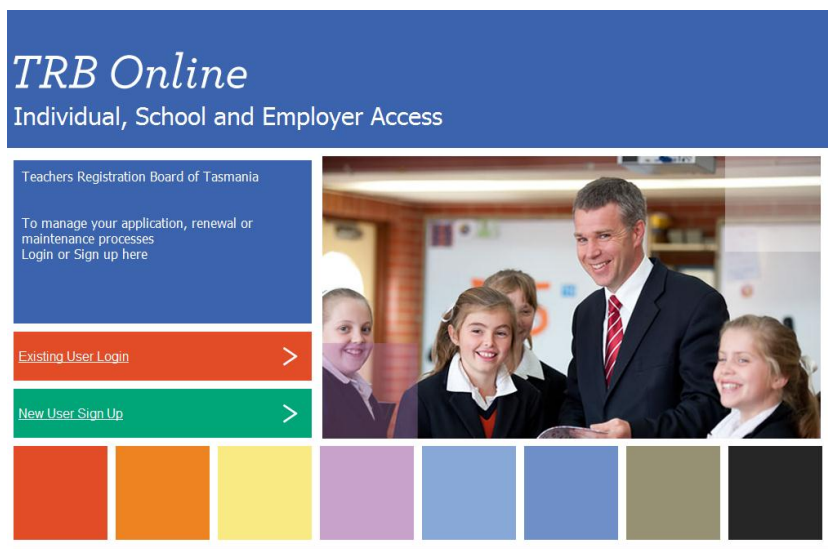


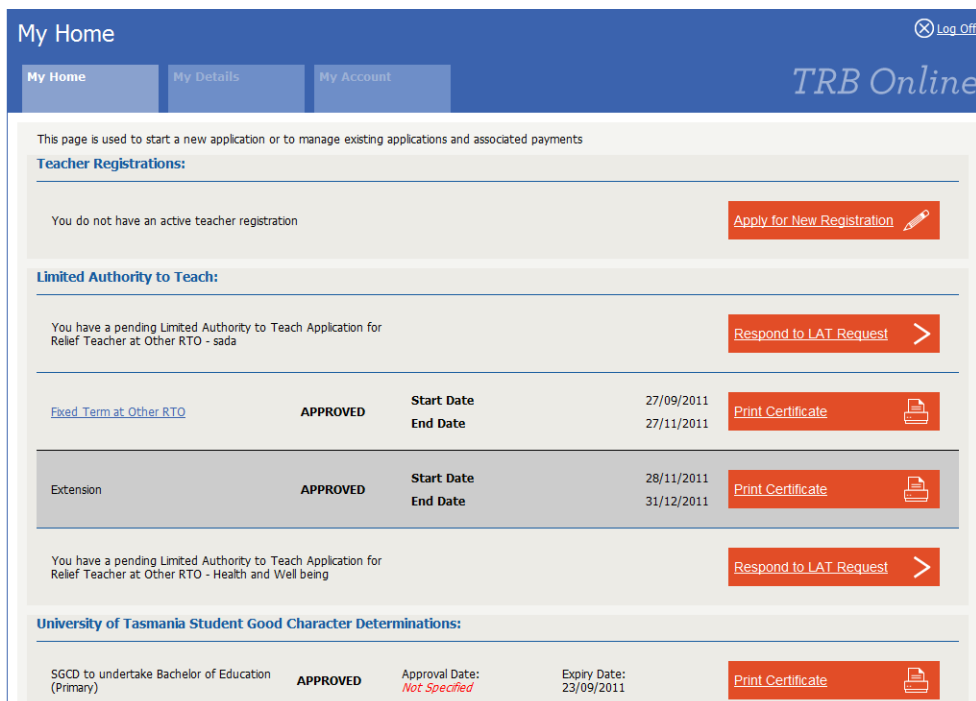
Individual responding to a LAT offer on TRB Online

The individual logs into TRB Online as an Existing User by clicking on Existing User login (orange box).



Note: In order for the individual to complete the LAT application process the school must have created a LAT application. Once logged in the individual can either (by clicking on the appropriate/ relevant orange box):

- A. Apply for teacher registration (this option remains on their profile)
- B. Apply for a UTAS Student Good Character Determination (this option remains on their profile)
- C. View a list of their approved and in process LATS and approved LAT Extensions (darker grey).
- D. Respond to a LAT Request.
- E. Respond to a LAT Extensions Request (darker grey).
- F. View / Print certificates for any Approved LATS



The individual needs to click on the  button to view, accept and submit the relevant LAT application.

This takes them to a step by step application process (note application processes have purple screens).

Individual responding to a LAT offer on TRB Online

Step One

Review the LAT details and select either **Yes** or **No** to accept the LAT. Then the individual clicks on **continue** to process to the next step. At any stage the individual can save and close the application process and return to it another time (using **Save and Close**) Note the different steps in the application process are represented by numbered tabs at the top of the screen but the individual cannot use them to correct or move through the process, they must always use **continue** at the bottom of the screen to progress to the next step.

The screenshot shows a web form with five numbered tabs at the top: 1. LAT Details (active), 2. Qualifications, 3. Referee, 4. Summary, and 5. Statutory Declarations. The form fields include: Appointment Type (Relief Teacher), Subject (sada), Grade Level (K - 6), FTE (1), Start Date (10/10/2011), and End Date (12/12/2011). A checkbox is checked for 'I agree that all information above is correct and that I am willing to accept this position.' Below the checkbox is a dropdown menu with 'Yes' selected. At the bottom, there are two buttons: 'Save & Close' and 'Continue' with a right-pointing arrow.

Step Two

Review the qualification information held on their record and **add** new qualifications if required. These three images show the qualification page, the window that opens when you click **Add a qualification** and the newly added qualification in a table.

The screenshot shows the 'My Qualifications' page. The top navigation bar has tabs 1-6, with 'Qualifications' (tab 2) selected. Below the tabs, the text reads 'My Qualifications' and 'You do not currently have any recorded Qualification items'. An orange box highlights the 'Add a Qualification' button with a plus icon. At the bottom, there are buttons for 'Go Back', 'Save & Close', and 'Continue'.

The screenshot shows the 'Add a Qualification' form. It has two columns of fields. The left column includes: Status (Not Approved), Qualification Type (Bachelor of), Major 1, Institution Name (University of Tasmania), State (Tasmania), Qualification Length in Years (3), and AQF Code. The right column includes: Qualification Name (Arts), Major 2, Country (Australia), and Year Qualification Awarded (2005). At the bottom, there are 'Close' and 'Submit' buttons with arrows.

The screenshot shows the 'My Qualifications' page with a table of qualifications. The table has columns: Qualification Type, Qualification Name, Major 1, Major 2, Institution Name, Country, State, Qualification Length (yrs), Year Awarded, and AQF Code. The table contains one row with the following data: Bachelor of, Arts, None, None, University of Tasmania, Australia, Tasmania, 3 years, 2005, Not Specified. Above the table, there is a status indicator 'Status: Unverified' and an 'Edit Qualification Details' link. The 'Add a Qualification' button is also visible at the top right of the table area. At the bottom, there are buttons for 'Go Back', 'Save & Close', and 'Continue'.

Qualification Type	Qualification Name	Major 1	Major 2	Institution Name	Country	State	Qualification Length (yrs)	Year Awarded	AQF Code
Bachelor of	Arts	None	None	University of Tasmania	Australia	Tasmania	3 years	2005	Not Specified

Then the individual clicks on **continue** to process to the next step.

Individual responding to a LAT offer on TRB Online

Step Three

Review the reference information held on their record and **add** new reference if required.

The screenshot shows the 'References' section of the TRB Online interface. The top navigation bar has tabs 1-5, with 'Referee' selected. Below is a 'References' section with an 'Add Reference' button. A callout box shows a 'Reference' form with fields for First Name, Last Name, Email, Occupation, Years Known by Referee, Phone, and Address. The 'Submit' button is highlighted.

Then the individual clicks on **continue** to process to the next step.

Step Four

This summary page shows all information provided so far. An individual cannot edit this page it is only for review. To edit items here they need to use the **Go Back** option to return to **Step Two** and **Three**.

The screenshot shows the 'Summary' page of the TRB Online interface. The top navigation bar has tabs 1-5, with 'Summary' selected. The page displays appointment details, qualifications, and references. The 'Go Back' button is highlighted.

Appointment Type
Relief Teacher

Subject
sada

Grade Level
K - 6

FTE
1

Start Date
10/10/2011

End Date
12/12/2011

I agree that all information above is correct and that I am willing to accept this position.
Yes

My Qualifications

Qualification Type	Qualification Name	Major 1	Major 2	Institution Name	Country	State	Qualification Length (yrs)	Year Awarded	AQF Code
Status: Unverified									
Bachelor of	Arts	None	None	University of Tasmania	Australia	Tasmania	3 years	2005	Not Specified

References
Please list a referee as required by Board Policy

Individual responding to a LAT offer on TRB Online

Then the individual clicks on **continue** to process to the next step.

Step Five

This is the important part of the application where they answer statutory declarations and formally submit the application to the Board. The individual needs to answer every question and provide additional details where required (depending on the response to each question a text box may appear requesting more information).

The individual needs to read the important information below the declarations before clicking Submit.

The screenshot shows a navigation bar with five steps: 1. LAT Details, 2. Qualifications, 3. Referee, 4. Summary, and 5. Statutory Declarations (highlighted in pink). The main content area is titled "Statutory Declarations" and contains several questions with "Yes" and "No" radio button options:

- Have you previously applied for teacher registration in Tasmania since 2002? Yes No
- Have you previously applied for a Limited Authority to Teach in Tasmania since 2002? Yes No
- Have you ever been registered as a teacher in Tasmania since 2002? Yes No
- Have you ever been registered as a teacher in another state or territory of Australia or in New Zealand? Yes No
- Have you ever had your registration, licensing or classification as a teacher or any other entitlement to teach cancelled or suspended or withdrawn in Australia or in any other country? Yes No
- Have you ever been refused registration, licensing or classification as a teacher in Australia or in any other country? Yes No
- Have you ever been dismissed or asked to resign or retire from a teaching position in Australia or in any other country? Yes No
- Have you ever been (or are you currently) the subject of disciplinary proceedings (or any action that might lead to such proceedings) in relation to your employment in Australia or in any other country? Yes No
- Have you ever been charged with a prescribed or other offence? Yes No
- Have you ever been convicted of a prescribed or other offence? Yes No

Below the questions are sections for "Fitness to teach", "Statement of Consent and Indemnity", "Authorisation to seek information", and "Statutory Declaration". A "Submit" button is located at the bottom right of the form.

Step Six

This step shows them the payment required. The individual needs to click **Generate Invoice**.

The screenshot shows a navigation bar with six steps: 1. LAT Details, 2. Qualifications, 3. Referee, 4. Summary, 5. Statutory Declarations, and 6. Payment (highlighted in pink). The main content area is titled "Payment" and contains the following information:

The Board only requires payment for one LAT each school year. Do not complete a payment for this LAT if you have already paid for a LAT for the current school year.

Payment Details

Type * Limited Authority to Teach

Current Price List

Limited Authority to Teach: \$132.00

A "Generate Invoice" button is located at the bottom right of the form.

Individual responding to a LAT offer on TRB Online

Below is a picture of a sample invoice. The invoice generated is printable and should be kept with details of payment made for taxation purposes.

Invoice ⓧ Log Off

[My Home](#) [My Details](#) [My Account](#) TRB Online

View Invoice


Instructions
Here are your payment details.
Please check these details to ensure that they are correct.


You will need to use the information on this page to make your payment using one of our payment options.
Once you have chosen your preferred payment option please ensure that you have noted all the payment reference details required for your payment option - you can print this page for future reference.


If you intend to pay at Service Tasmania we recommend that you take this page with you as the customer service operators will use the barcode at the bottom of your payment details page to manage your payment.

IMPORTANT: If you are unable to print this page you should write down the appropriate payment details for your preferred payment option as you will not be able to make payment without this information.

Payment Details	
Name: Test User	Payment Printed Date: 26/10/2011
Amount Required: \$132.00	Reason for Payment: LAT Application

How To Pay	
Internet www.payway.com.au Bill Code: 138321 Customer Reference Number: 00147140	BPAY  Biller Code: 858951 Customer Reference Number: 00147140 Contact your financial institution to make this payment from your cheque, savings, debit, credit card or transaction account.
Phone Call 1300 885 175 Bill Code: 138321 Customer Reference Number: 00147140	In Person At any Service Tasmania shop. For opening times and locations call 1300 135 513 or go to www.service.tas.gov.au Product Code: 266 Customer Reference Number: 00147140


26600147140

[Print](#) 

To make a payment the applicant can either:

- A. Print the invoice off and take it to Service Tasmania to make a payment.
- B. Use the BPay biller code and customer reference number to transfer funds directly from their financial institution.
- C. Click on the Payway link to make a secure credit card payment online
- D. Phone the Payway phone number quoting the biller code and customer reference number to make a secure credit card payment over the phone.
- E. Or bring the invoice into our office at Battery Point with the correct amount in cash.

Each payment option will provide the applicant with a receipt and / or receipt number to use for taxation purposes.

This screen completes the online application process for a LAT application. The individual can **Log off** (top right hand corner of screen) or return to their home screen using the blue tabs at the top of the page **My Home** is the first blue tab.

Once their payment is received at the TRB office and reconciled in their account (approximately 2 business days) the individual will receive an email notification of this payment reconciliation.

If the Board approves the LAT application they will receive an email notification and can log back into their TRB Online account and **View and Print** their LAT certificate.

Individual responding to a LAT offer on TRB Online

The individual at any time can edit the details in their account outside of the application process, please see the document **Edit My Details** for the screen shots (blue screens) on these processes.