

How to create a Limited Authority to Teach (LAT) Interest Application

To login as your school:

1. The username and password was sent in a separate email. If you have '0' after your school/workplace name in the username, it is the numeral zero.
2. Cut and paste the username and then the password (only capturing the text not spaces on either side of it), into the Existing User Login section of TRB Online: <https://trbonline.trb.tas.gov.au/>

Before you create a new LAT:

All potential LAT holders need to have a record with the TRB before you can create the LAT offer.

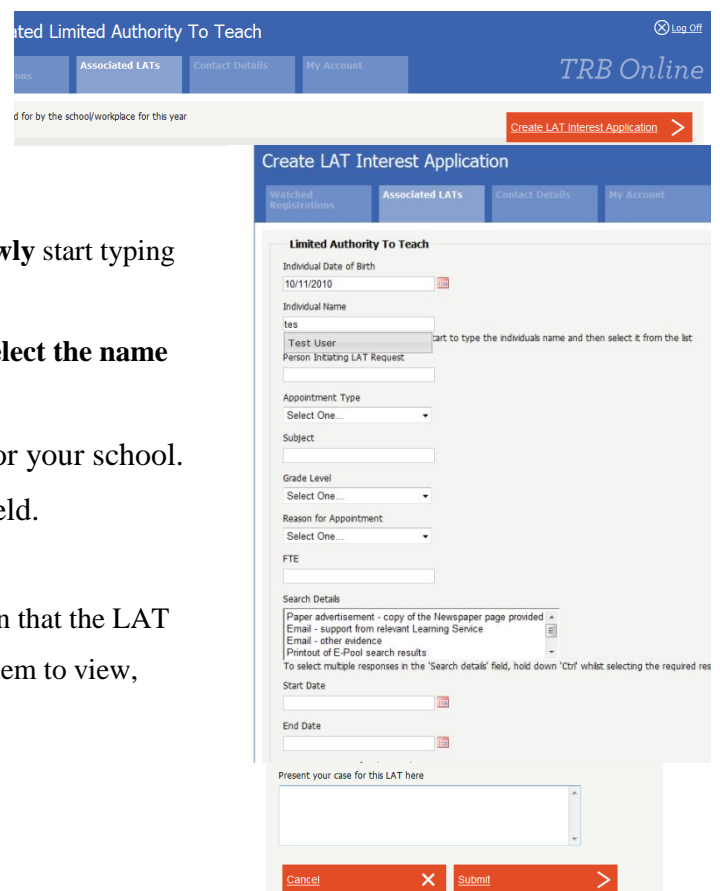
Most people who have held a LAT in the past and UTAS education students will already have a record with us. Individuals who do not have a record with the TRB need to use the [Sign Up](#) option on TRB Online.

Note: you will need the LAT holder's full name (legal name) and date of birth to link with their profile and create a new LAT offer.

LAT offers for teaching next year cannot be created in TRB Online until 1st December.

To create a new LAT

1. Go to Associated LATS tab and click on the Create LAT Interest Application button.
2. Enter the LAT Holders date of birth first and **slowly** start typing their name.
3. The LAT holders name should appear in a list, **select the name from the list (don't just type it in field)**.
4. Fill in the fields outlining the requirements for your school.
5. Include your case for this LAT in the final field.
6. Click the Submit button.
7. The LAT holder will receive an email notification that the LAT offer is in their TRB Online Account ready for them to view, accept, submit and pay.



The screenshot shows the 'Create LAT Interest Application' form in the TRB Online system. The form is titled 'Limited Authority To Teach' and includes the following fields and options:

- Individual Date of Birth:** 10/11/2010
- Individual Name:** tes (with a dropdown arrow)
- Appointment Type:** Select One...
- Subject:** [Empty text field]
- Grade Level:** Select One...
- Reason for Appointment:** Select One...
- FTE:** [Empty text field]
- Search Details:** Paper advertisement - copy of the Newspaper page provided, Email - support from relevant Learning Service, Email - other evidence, Printout of E-Pool search results. Below this is a note: 'To select multiple responses in the 'Search details' field, hold down 'Ctrl' whilst selecting the required res'.
- Start Date:** [Empty text field]
- End Date:** [Empty text field]
- Present your case for this LAT here:** [Empty text area]

At the bottom of the form, there are 'Cancel' and 'Submit' buttons.

Evidence of need

Additional documentary evidence to support your case for a LAT can be emailed to

trb.admin@trb.tas.gov.au . Please ensure the LAT application and any supporting emails contain sufficient information to substantiate that:

- a) there is a lack of suitable registered teachers for the role (outline your case, evidence of recruitment attempts etc), and
- b) the candidate has the skills required (the applicant **must** list their relevant qualifications in their online profile).

Approval of LAT Applications

For school/ workplace specific LATs:

The LAT holder will receive an email notification once the LAT is approved. The newly approved LAT will dynamically appear in the Approved LATS list in your TRB Online account.

Employer View

If your school /workplace is linked to an employer ie: Department of Education, your employer will also be able to view the LATS for your school / workplace.

The employer will view an Associated LATS list just as they appear in your TRB Online account.

Additional information on our website:

- [About Limited Authorities to Teach \(LAT\)](#)
- [Instructions for the new Watched Registrations section](#)