

---

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

---

### To login to your Educational Team account in TRB Online:

1. The username and password will be sent by 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.

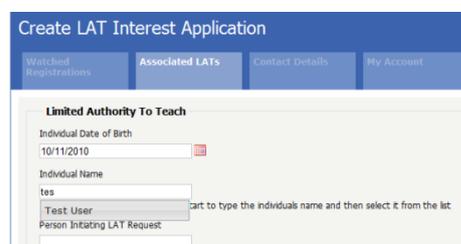
**LAT offers for teaching next year cannot be created in TRB Online until 1<sup>st</sup> December.**

### 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).**

A screenshot of the 'Create LAT Interest Application' form. The form has a blue header with the text 'Create LAT Interest Application'. Below the header, there are tabs for 'Workload Profiles/Exams', 'Associated LATs', 'Contact Details', and 'My Account'. The 'Associated LATs' tab is active. The main content area is titled 'Limited Authority To Teach'. It contains two input fields: 'Individual Date of Birth' with the value '10/11/2010' and a red 'X' icon to its right, and 'Individual Name' with the value 'tes'. Below the 'Individual Name' field, there is a small text box with the text 'Test User' and a right-pointing arrow, followed by the text 'Start to type the individuals name and then select it from the list'. At the bottom of the form, there is a label 'Person Initiating LAT Request' and an empty input field.

To ensure flexibility of employment TasTAFE can apply for a LAT for an individual that covers the whole calendar year for a full time position ( FTE=1) regardless of the anticipated work pattern the individual will undertake. Once the LAT is approved you have flexibility to employ the individual during the calendar year as required by your team. This is why we are suggesting the following options for completing the LAT application fields:

- Appointment Type = Fixed Term
  - Subject= Your industry area/ specialisation
  - Grade Level= Tasmanian Polytechnic
  - Reason for appointment= Vocational Skills
  - FTE =1
  - Search Details = Other
  - Start date = first day of the year
  - End date= last day of the year
  - Present your case= TasTAFE and/ or include your email address
4. Click the Submit button.
  5. 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.

## Approval of LAT Applications

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.

ID	Type	Last Name	First Name	Middle Name	Appointment Type	Subject	FTE	Start Date	End Date	Approved Date
3335	Application	User	Test		Fixed Term			27/09/2011	30/12/2011	22/09/2011

## Employer View

The Department of Education, as the TasTAFE employer will also be able to view the LATS for the TasTAFE. 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 \(LAT\)](#)