



TEACHERS  
REGISTRATION  
BOARD TASMANIA

# Applying for a Generic Relief Limited Authority to Teach



**A guide to  
the process**



# Applying for a Generic Relief Limited Authority to Teach

## About Limited Authorities to Teach

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Limited Authorities to Teach (LATs) are a special authority granted by the Board to a school when certain conditions are met. It allows the school to employ a person who does not qualify for teacher registration for a specific and short time frame, and for a particular purpose.

A Generic Relief LAT, once granted, provides approval for the LAT holder to be employed as a relief teacher at any Tasmanian school. The Generic Relief LAT will **only** cover relief teaching from the date of the LAT approval up to 12 months.

**Please note: You cannot legally start relief teaching until you receive formal notification from the Board that your LAT application has been approved, regardless of the proposed LAT start date.**

## Who is eligible to apply for a Generic Relief LAT?

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Students of an [Australian accredited initial teaching degree](#) who:

- have an academic record that confirms that there are no issues or concerns with successfully completing the degree.
- are currently completing their final year of their Initial Teacher Education degree.
- have successfully completed all professional experience units up to that point.

**Please note: Students whose enrolment has been restricted and/or are under a current Intervention Strategy or Supported (advice) status will not be eligible for a Generic Relief LAT.**

## Registration to Work with Vulnerable People (RWVP)

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All applicants are required to hold [RWVP with the Consumer, Building and Occupational Services](#) division of the Department of Justice (DoJ) Tasmania, prior to gaining a Limited Authority to Teach.

Another state's RWVP (or its equivalent) is not a replacement for a Tasmanian RWVP. We recommend applicants get their RWVP application underway before applying for a LAT, as RWVP applications may take up to six weeks to process, but generally take between two and four weeks.

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

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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](#).

Individuals who have already held a LAT or are enrolled in a teaching degree with the University of Tasmania (UTAS) will already have a TRB Online account.

### 2. Request a Generic Relief LAT by emailing [trb@trb.tas.gov.au](mailto:trb@trb.tas.gov.au)

1. List your full name, date of birth, and nominate your preferred region - Northern Tasmania (includes North, Northeast & Northwest) or Southern Tasmania. Please also confirm that you have met the criteria, specifically, **progress through your teaching degree** as listed on [page two](#) of this guide.
2. Attach your unofficial academic record (downloaded from your university's website/student portal to confirm course, university, results, current units, name, and possibly date of birth). University of Tasmania students can use [this link](#) and scroll to the section that relates to 'Unofficial Academic Records / Faculty Records'.
3. Please confirm in your email how many degree units are remaining (including professional experiences). We also need you to confirm that you are currently completing your final year of your Initial Teacher Education degree.
4. **You will be notified by email as soon as the LAT application is created. Do not apply for teacher registration. Wait until you receive this email before logging in.**

### 3. Log in to 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.
- List your **RWVP** details.
- Make a **payment** (you only pay for your first LAT in a calendar year - see our [Fees and Payments Policy](#)).

### 4. Provide the Board with certified copies of documentary evidence

- If you are a previous LAT holder or University of Tasmania education student, we should already have your documentary evidence on file.
- If you are a **new** LAT applicant, use the checklist on **page six** of this guide.

### 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.

For further information please contact our office via email [trb@trb.tas.gov.au](mailto:trb@trb.tas.gov.au) or phone (03) 6165 5977

## 6. How long will my application take?

Your first LAT application in a calendar year can take approximately four weeks to finalise, although 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 Police History Check (NPHC) request from Tasmania Police. Approximately 40 percent of NPHCs are returned in 10 – 21 days from receipt of evidence **and** payment. We need to have received that report before final approval can take place, as we need to confirm your character and fitness to teach.

Every application is processed as quickly as possible.

If you already have a LAT granted for teaching this year, the process for this Generic Relief LAT should take less than five business days from the date of you emailing the requirements and completing your application in TRB Online.

## 7. Notification of LAT status

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

- you will be notified by email
- log in to your TRB Online account to view/print your certificate, which contains the provisions of your approved LAT, including your LAT ID Number.

Schools will be provided with access to a specific TRB Online account to verify your Generic Relief LAT. We recommend that you take a copy of your LAT certificate, your RWVP card, and some other proof of identity to the school. If the office of the TRB **does not approve your application for a LAT**, you will be informed in writing.



**Please note:** A Generic Relief LAT is only for employment as a **relief teacher**. It does not cover any other employment arrangements. Teaching outside the scope of your Generic Relief LAT is a breach the *Teacher Registration Act 2000*.

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 documents correctly

All documentary evidence must be certified correctly to be considered by the Board.

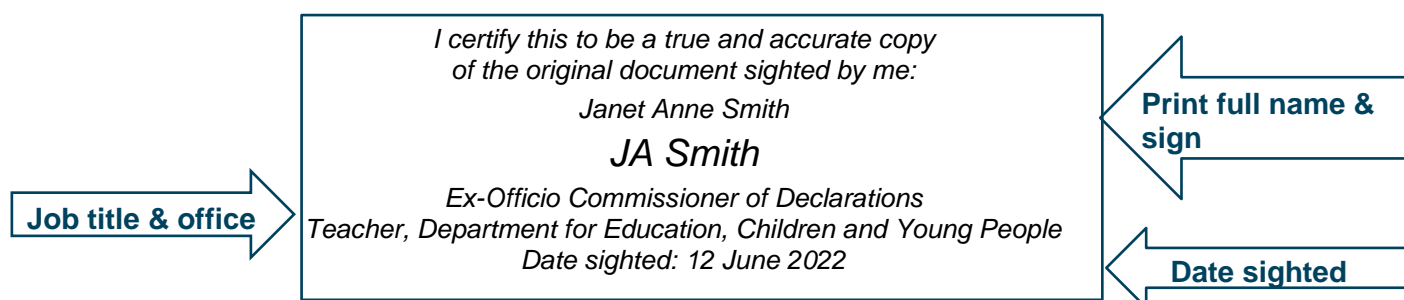
### What is a certified document?

A certified document is a photocopy of the original document that has been certified by a Justice of the Peace, a Commissioner for Declarations, or if you are overseas, a Notary Public.

### Important guidelines for certified documents

- The person who certifies the copy must also see the original document
- Certified documents must have **original signatures** (we cannot accept a fax, scan, or photocopy of a certified document)
- The certification must be on the actual copy. It **cannot** be on the back of the page, on another page that is attached to the copy, **or** on a sticker (unless the original signature extends past the edge of the sticker and onto the copy)
- Certified documents supplied to the Board as part of an application will not be returned
- We cannot accept certified copies of electronic/scanned/downloaded documents

The front of each individual page of the copy must be marked exactly as shown in the example below:



### Who can certify my documents?

For example, in Tasmania, Commissioners for declarations include:

- Full time teachers at a school or tertiary institution
- Bank officers with five years of continuous service
- Ministers of Religion under the *Marriage Act 1961*
- Members of Parliament and local government councillors
- Police officers
- Permanent public sector employees with five years continuous service
- Teachers Registration Board staff

For the full list of professions and appointment holders or to find a Justice of the Peace visit [www.justice.tas.gov.au](http://www.justice.tas.gov.au) or the equivalent in your jurisdiction.

### Translations

If any of your original documents are in a language other than English, you must provide certified copies of these documents in the original language **and** translations that are prepared and certified as correct by an official service or an accredited translator.

### Providing documents to the Board

Post your certified documentary evidence to:

Teachers Registration Board of Tasmania  
GPO Box 539, Hobart  
Tasmania, Australia, 7001

Alternatively, bring your original documents to our office and we will make a certified a copy for our records. We are located [here](#)

For further information please contact our office via email [trb@trb.tas.gov.au](mailto:trb@trb.tas.gov.au) or phone (03) 6165 5977

## Documentary evidence required

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If you are a previous or current LAT holder or University of Tasmania education student, we should already have your documentary evidence on file. You do not need to resubmit evidence previously provided.

If you are new to the TRB, you must provide certified copies of the following documentation:

### □ 1. Proof of identity

You must provide evidence of **all** names you have been known by.

Certified copies of **one** of the following documents are accepted for proof of identity:

- a full birth certificate (birth extracts are not accepted)
- a current or expired passport
- an Australian naturalisation or citizenship document (only valid for this purpose if it **contains your place of birth**).

If you have been known by any other names you must provide certified copies of documentary evidence of **all** those names. For example:

- a marriage certificate
- a deed poll
- a divorce certificate/order (decree absolute)
- 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 must 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 must 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.

### □ 3. International Record of Conviction Check

If you have lived overseas or outside of Australia *as an adult for cumulative periods of more than one year*, the Board requires a Record of Convictions check (or its equivalent) from the country/countries in which you lived. In this instance you should email us to determine what documentation is required at [conduct@trb.tas.gov.au](mailto:conduct@trb.tas.gov.au).

### □ 4. English language proficiency requirements

Applicants who have not completed a minimum of 4 years of their tertiary education (including a recognised initial teacher education qualification) in one of the countries/institutions; Australia, Canada (where the applicant has completed tertiary studies in English), New Zealand, Republic of Ireland, United Kingdom (England, Northern Ireland, Scotland, Wales) or United State of America, will need to meet the Board requirements, please refer to our Board policy [English Language Proficiency](#).

## Additional information - employment

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Please note that as a LAT holder/applicant, you **do not** have a TRB number. TRB numbers are allocated to qualified and registered teachers only. Your approved LAT will have a unique **LAT ID number**. Your LAT ID number will be listed on your LAT Certificate in TRB Online. Print the certificate to confirm you are eligible to undertake relief teaching.

We recommend you approach schools in your local area to let them know you are available for relief teaching.

### Department for Education, Children and Young People (DECYP)

Once your LAT has been granted, you can add yourself to the DECYP Employment Register. DECYP (government) schools use this register to locate individuals for relief work. It is also a good idea to contact individual schools in your area to confirm your availability for relief teaching.

LAT Holders can add themselves to the DECYP relief employment register [here](#). There are detailed instructions (with links and screenshots) in the quick reference guides linked on the webpage.

For more information, see the [DECYP website](#), select 'About Us' and 'Employment'.

Call 03 6165 6285 or email [recruitment@decyp.tas.gov.au](mailto:recruitment@decyp.tas.gov.au).

### Non-government schools

Tasmanian Catholic Education Office teaching vacancies are advertised in local Tasmanian newspapers and on [www.teachers.on.net](http://www.teachers.on.net).

Independent Schools advertise in local Tasmanian newspapers and on [www.teachers.on.net](http://www.teachers.on.net).

Individual schools may have their own additional prerequisites for employment. Please contact the school for more information.

For further information please contact our office via email [trb@trb.tas.gov.au](mailto:trb@trb.tas.gov.au) or phone (03) 6165 5977

## Other useful information on our website

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- [Responsibilities of Applicants](#)
- [Employment as a Teacher in Tasmania](#)

If you require further information, please contact us via email at [trb@trb.tas.gov.au](mailto:trb@trb.tas.gov.au) or by phone on (03) 6165 5977.