

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

Each school is required to undertake a recruitment process before applying for a LAT, to demonstrate to the Board that they were unable to find a suitable skilled registered teacher for the position.

## 1. Before initiating the LAT on TRB Online

- Check the [LAT Policy](#) (approved on 7 December 2023) and ensure the applicant is eligible and the appropriate category of LAT.
- Check that the applicant has a TRB Online account. If not, the applicant should create a login [on TRB Online](#).
- Remind the applicant that they are required to hold a [Registration to Work with Vulnerable People \(RWVP\) with the Department of Justice](#), prior to gaining a LAT. These applications can take up to six weeks, so we recommend applying as soon as possible.
- 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

- Read the LAT Policy and ensure the applicant is eligible and the appropriate category of LAT.
- Login with the school's username and password to [www.trbonline.trb.tas.gov.au](http://www.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.
- 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 (currently waived until October 2024)

In line with the Board decision in October 2023, the requirement for evidence of recruitment processes is currently waived until October 2024. Please note, an explanation of the need for a LAT is still required.

## 4. More information

**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.

**Fee refunds:** 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.

[Limited Authority to Teach Policy](#)

[Limited Authority to Teach FAQ](#)

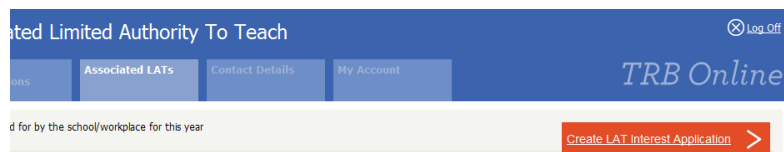
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**Both the school and the LAT holder will be notified by email when the LAT is formally approved.**

Ensuring the LAT applicant is eligible and your request is consistent with the LAT Policy and presenting your case clearly will assist in the prompt processing of your LAT request.

## To create a new LAT

1. In TRB online, go to Associated LATS tab and click on the Create LAT Interest Application button.



2. Enter the LAT holder's date of birth first and start typing their name (slowly). The LAT holder's name should appear in a list. Select the name from the list.

A screenshot of the 'Create LAT Interest Application' form. The form is titled 'Limited Authority To Teach' and contains several fields: 'Individual Date of Birth' (10/11/2010), 'Individual Name' (tes), 'Person Initiating LAT Request' (Test User), 'Appointment Type' (Select One...), 'Subject', 'Grade Level' (Select One...), 'Reason for Appointment' (Select One...), 'FTE', 'Search Details' (Paper advertisement - copy of the Newspaper page provided), 'Start Date', and 'End Date'. A dropdown menu is open under 'Search Details', showing options like 'Email - support from relevant Learning Service' and 'Printout of E-Pool search results'. A note below the dropdown says: 'To select multiple responses in the 'Search details' field, hold down 'Ctrl' whilst selecting the required res'.

3. Fill in the fields outlining the requirements for your school.
4. Include your case for this LAT in the final field.
5. If an ITE school-specific LAT, include the details of the nominated mentor 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 relevant fee.

A screenshot of a text input field with the placeholder text 'Present your case for this LAT here'. Below the field are two red buttons: 'Cancel' with a close icon (X) and 'Submit' with a right-pointing arrow icon (>).