

What is a TLO?

Frequently Asked Questions

Purpose

To explain the role of the TASC Liaison Officer (TLO) and outline what the role involves at the school and student levels.

Commonly asked questions

• What is the TLO?

The TLO is the school's key point of contact with TASC. Every provider school must appoint a TLO when registering to deliver TASC-accredited courses. The TLO acts as the conduit between the school and TASC. They ensure the school meets all TASC requirements for senior secondary providers under the [TASC Standards for Providers](#). TASC considers this an important leadership role for senior secondary providers.

• What does the TLO do?

The TLO:

- has oversight of the school's compliance with all TASC policies, procedures and reporting requirements
- manages and supports school-level processes that uphold the TASC *Standards for Providers* in alignment with [key dates](#)
- communicates with TASC primarily through the TRACS portal
- supports teachers to understand course requirements and TASC expectations
- oversees key dates, submissions, and resulting-related processes
- supports students and families regarding enrolments, course changes, or TASC applications (including [TCEA](#) and [Reasonable Adjustments](#)) as relevant.

• Who can be a TLO?

The role is ideally suited to a full-time, permanent teacher, but this is not essential.

The TLO must:

- be a registered teacher with a current Registration to Work with Vulnerable People (Employment status)

- have strong communication and interpersonal skills
- be able to work collaboratively with both TASC and their school to lead school processes related to TASC compliance.

The TLO works under the direction of the school principal or principal's delegate, who retains overall responsibility for TASC compliance at the school.

The role requires time release with consideration of the number of students studying TASC-accredited courses at the school. There are workload peaks during key points in the school year that need to be considered.

What schools and teachers can expect

Schools and teachers can expect the TLO to:

- coordinate TASC-related processes
- provide guidance to teachers on course delivery and requirements
- monitor compliance and upcoming key dates, communicating these and any requirements to relevant staff
- support processes such as enrolments, course movements, reasonable adjustments, Quality Assurance audits and TCEA applications.

Alignment to [Standards for Providers](#)

The TLO role directly supports compliance with:

- **Standards 1 and 2:** delivery and assessment of accredited courses
- **Standards 3, 4 and 5:** internal processes for moderation, appeals, and academic integrity
- **Standard 6 and 7:** reporting, documentation, communication with TASC and continuous improvement.

Where to get more information

The TASC website has further information on: [TASC Liaison Officers \(TLO\) - TASC](#)

Your TLO can contact TASC through TRACS for support or clarification.