

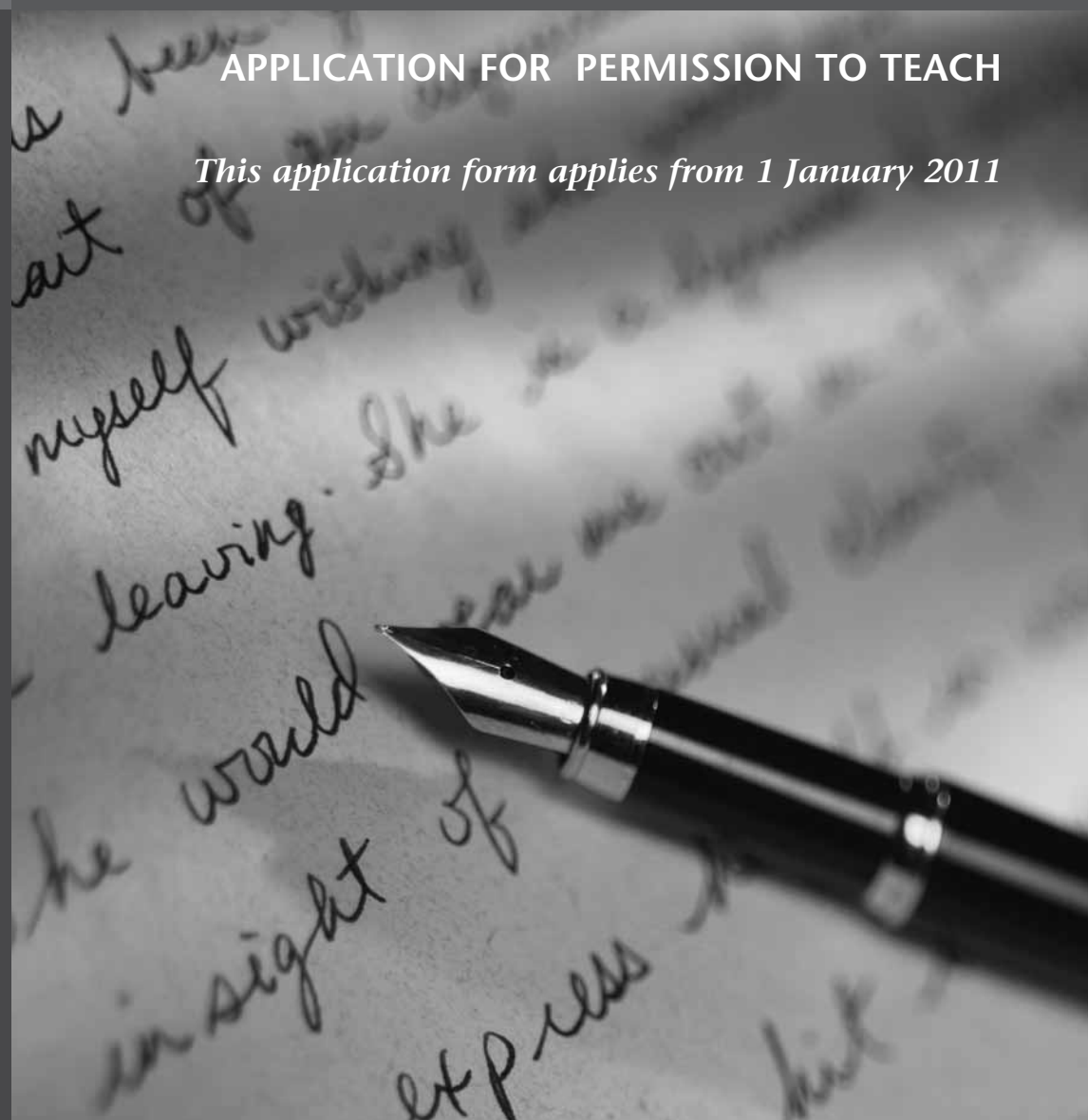
# D



*Value learning. Value teaching.*

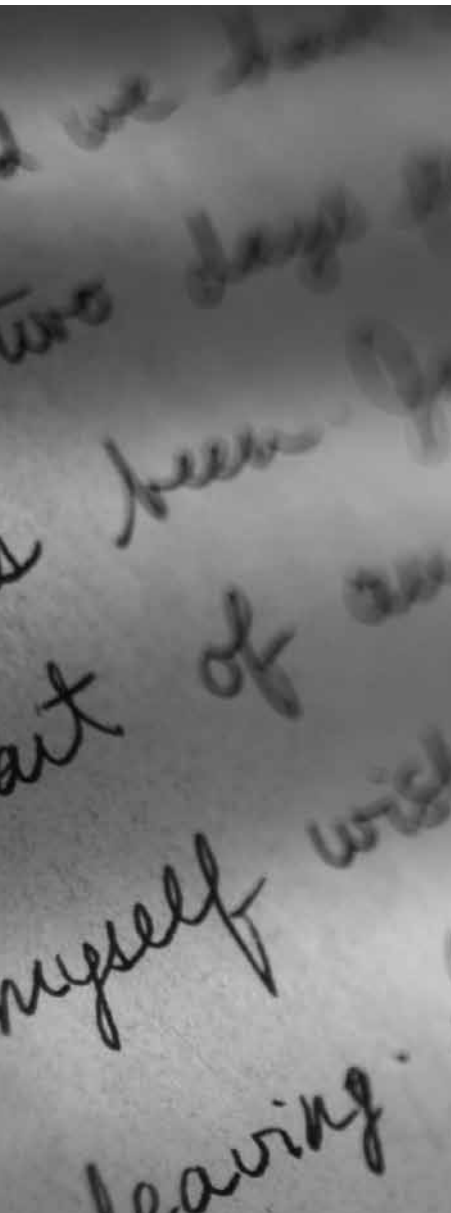
## APPLICATION FOR PERMISSION TO TEACH

*This application form applies from 1 January 2011*



## WHICH APPLICATION FORM SHOULD I USE?

All application forms for registration and permission to teach are available in *screen writable format* on the 'Forms' page of the Institute's website at <[www.vit.vic.edu.au](http://www.vit.vic.edu.au)>.



1 I have four years of approved higher education study, including an approved program of initial primary or secondary teacher education, from Australia or overseas.

*You should complete form A:*

**Form A – Application for Registration to Teach (Part A)**

Teachers who have completed 80 or more days of teaching experience post-qualification as a teacher should also complete Part B – Professional Practice Reference for Experienced Teachers

2 I am a provisionally registered teacher. I have completed the evidence-based process and I wish to apply for full registration.

*You should complete form C:*

**Form C – Application for Full Registration for Teachers who are Provisionally Registered**

3 I have three years of approved higher education study, including an approved program of initial primary or secondary teacher education, and I wish to work as a casual relief teacher.

*You should complete form D:*

**Form D – Application for Permission to Teach**

4 I am not fully qualified to be a teacher but I am being offered employment to undertake the duties of a teacher in a primary, secondary or special education school.

*You should complete form D:*

**Form D – Application for Permission to Teach**

5 I am currently registered with a teacher registration authority in Queensland, South Australia, Tasmania, Western Australia, the Northern Territory or New Zealand.

*You should complete form E:*

**Form E – Application for Registration under Mutual Recognition**

*Please read these instructions carefully.*

*Failure to provide the required documentation or to have it correctly certified will delay the processing of your application.*

*Upon receipt of your application, an invoice will be generated and sent to you for payment.*

*The Institute cannot complete the processing of your application for permission to teach until you have paid the approved fees.*

# 1 PERMISSION TO TEACH

In recognising the profession of teaching the Victorian Institute of Teaching (the Institute) promotes the practice that wherever possible any person employed to undertake the duties of a teacher in a school in Victoria should be a qualified, registered teacher.

In particular circumstances, the Institute may grant permission to teach to a person who is not fully qualified as a teacher. This enables a school to employ that person to undertake some, or all, of the duties of a teacher for a limited period of time where no qualified and suitable registered teacher is available. For this category of registration the person must have the appropriate skills and experience to teach and be suitable to be a member of the teaching profession.

Only a person who is registered as a teacher, or who holds permission to teach, can undertake the duties of a teacher in a Victorian primary, secondary or special school. These duties include the delivery of an educational program, or the assessment of student participation in an educational program.

## GENERAL GUIDELINES

In order to be granted permission to teach, the person:

- must have the appropriate skills and experience to teach;
- must provide the information required in the application form and any further information requested by the Institute;
- must have the application for permission to teach endorsed by the principal of a school intending to employ them;
- must provide evidence that the school intending to employ them has first attempted to employ a registered teacher, unless exempted from this requirement by the Institute;
- must satisfy the Institute that they are suitable to teach;
- must satisfy the Institute that they are competent in speaking and communicating in English;
- must not be precluded under Section 2.6.9(2) of the *Education and Training Reform Act 2006* (the Act) in that they must satisfy the Institute that they are of suitable character
- must pay the approved fees.

**A teacher must be approved for permission to teach by the Institute prior to commencement of any teaching duties.**

## CONDITIONS, LIMITATIONS OR RESTRICTIONS

The Institute may impose any condition, limitation or restriction it thinks appropriate including:

- **the period for which the permission to teach is granted**  
Permission to teach may be granted for a period up to, but not exceeding, 3 years. Any applicant seeking a second or subsequent period of permission to teach must demonstrate that they have both the appropriate skills and experience to teach, relevant to the position for which the permission is sought, and that they have made appropriate progress towards attaining an approved teaching qualification
- **any subject the person is permitted to teach**
- **the school/s where the person is permitted to be employed.**

The Permission to Teach Policy is available on the Institute website at <[www.vit.vic.edu.au](http://www.vit.vic.edu.au)> under *Registration Policies*.

## 2 CATEGORIES OF PERMISSION TO TEACH

There are two categories of permission to teach:

- Permission to Teach – Casual Relief Teacher – PTT (CRT); and
- Permission to Teach – PTT.

**PERMISSION TO TEACH – CASUAL RELIEF TEACHER – PTT (CRT)** is for persons who hold a three-year teacher education qualification (e.g. three-year Bachelor of Teaching or Diploma of Teaching) and are seeking to work as a casual relief or emergency teacher in one or more schools.

This category permits teaching in casual relief or emergency teaching roles only.

Please note government schools in Victoria may only employ teachers in this category for up to 30 consecutive school days. Some non-government schools may only employ teachers in this category for up to one term.

**PERMISSION TO TEACH – PTT** is for persons who do not hold approved initial teacher education qualifications but who have been offered short-term employment to undertake the duties of a teacher based on relevant skills and experience to teach.

An application for permission to teach – PTT is not required if the duties to be undertaken are those of a teacher's aide, teacher's assistant, pre-service teacher or in any circumstance where the position relates to co-curricular or extra-curricular programs e.g. sports coach or instrumental music instructor.

Permission to teach – PTT can be granted to applicants to teach a particular subject/ educational program in more than one school. Where this is the case, each employing school must provide an endorsement of the application. In some circumstances an initiating school endorsement which lists other schools may be sufficient.

Permission to teach – PTT is granted only to teach the specified subject area/s in the particular school/s endorsing the application. **It does not include approval to undertake casual relief or emergency teaching in other areas of the curriculum.**

This category also applies to three-year qualified teachers who have been approved for PTT (CRT) and who seek to undertake a short-term teaching position in a particular school. For these teachers, permission to teach – PTT and permission to teach – casual relief teacher – PTT (CRT) can be held at the same time.

A person granted permission to teach – PTT must be under the general supervision of a fully qualified registered teacher while undertaking the duties of a teacher. General supervision includes oversight of planning and implementation of class programs and professional support with regard to:

- teaching methods/practices
- student welfare
- assessment procedures and related matters.

### 3 REQUIREMENTS OF ALL APPLICANTS FOR PERMISSION TO TEACH

#### APPLICATION FORM

Applicants for permission to teach must apply on the form approved by the Institute and ensure that all relevant sections of the application form are completed. This includes obtaining the endorsement of a school and providing evidence satisfactory to the Institute that the school has first sought to employ a registered teacher, unless exempted by the Institute. Details of the requirements for the school endorsement can be found on page 18 of the information booklet.

#### APPROPRIATE SKILLS AND EXPERIENCE TO TEACH

All applicants for permission to teach must be able to demonstrate that they have the appropriate skills and experience to teach, relevant to the position for which the permission is being sought, and as a member of the teaching profession. They must be able to meet the following standards in that the applicant will:

- have the appropriate subject/discipline knowledge they are required to teach;
- have strategies to build positive relationships with students;
- be able to maintain safe learning environments;
- be able to use a range of teaching practices and resources to engage students in effective learning; and
- have attained a level of formal education or training and English language competence sufficient to enrol in an approved program of initial teacher education during the period of the permission, unless exempted by the Institute.

Applicants are required to provide evidence of their skills and experience through any education or training to be a teacher, experience as a teacher and/or expertise in the subject or discipline.

For a second or subsequent application for permission to teach, applicants must be able to demonstrate that they have the appropriate skills and experience to teach, relevant to the position for which the permission is sought, and a commitment to becoming a member of the teaching profession in that the applicant will:

- have the appropriate subject/discipline knowledge that they will be required to teach;
- have demonstrated effective strategies for building positive relationships with students and effective communication with parents and caregivers;
- be able to maintain safe and challenging learning environments;
- be able to use a range of teaching practices and resources to engage students in effective learning; and
- have made appropriate progress toward attaining an approved initial teacher education qualification or, where applicable, registration as a teacher, during the previous period of permission to teach or in the interim if a period of time has elapsed.

Appropriate progress toward attaining an approved initial teacher education qualification will be determined by the Institute. This may include evidence of education or training to be a teacher, participation in standards referenced professional development activities and professional engagement, and/or evidence of improvement in English language competence to be eligible for enrolment in an approved initial teacher education qualification.

### 3 REQUIREMENTS OF ALL APPLICANTS FOR PERMISSION TO TEACH continued

#### SUITABILITY TO TEACH

All applicants for permission to teach are required to satisfy the Institute they are suitable to teach and must undergo a National Criminal History Record Check.

Applicants who have resided in any country other than Australia for a continuous period of 12 months or more within the last 10 years, and were 18 years of age or older at that time, must provide certified copies of the original criminal record checks from all countries in which the applicant resided. The criminal record checks must cover the periods that the applicant resided in each country and be less than 12 months old at the date of application.

Applicants must also be physically and mentally able to undertake the duties of a teacher.

Applicants must authorise the Institute to conduct a police record check, if permission to teach is granted, from time to time during the period for which the permission remains in force.

#### COMPETENCY IN SPEAKING OR COMMUNICATING IN ENGLISH

Applicants for permission to teach must meet the standards of competence in both written and oral communication in the English language. Further information about the standards of competence can be found on page 14 of this booklet.

### 4 FEES FOR REGISTRATION

Under Section 2.6.77 of the Act, The Minister, ...may, by Order, fix any fee that is required or permitted to be fixed under this Part. Section 2.6.7(2)(iii) of the Act states that any application for permission to teach must be accompanied by the prescribed fees.

The Institute cannot complete the processing of applications for permission to teach until the appropriate fees are paid. On receipt of your completed application form, an invoice including details of payment options will be mailed to you.

**Please do not include payment when submitting this application.**

The schedule of current registration fees is available at <[www.vit.vic.edu.au](http://www.vit.vic.edu.au)> or by contacting the Institute on **1300 888 067**.

Should you withdraw your application, or your application for permission to teach is unsuccessful, the registration fee component of your payment will be refunded. That part of the fee representing the cost of processing your application will NOT be refunded.

## 5 PRIVACY STATEMENT

The Institute's statement on privacy can be found on the website at <[www.vit.vic.edu.au](http://www.vit.vic.edu.au)>. Copies of the Institute's privacy statement can be obtained from the Institute's office at

Level 24  
570 Bourke Street,  
Melbourne  
PO Box 531,  
Collins Street West  
Victoria 8007

Telephone 1300 888 067  
Facsimile (03) 8601 5801  
Email [vit@vit.vic.edu.au](mailto:vit@vit.vic.edu.au)

The Institute is committed to protecting your privacy, and the confidentiality and security of the personal information you provide.

The personal information provided by you in this form will be used to:

- assess your eligibility for registration or permission to teach
- maintain the Register of Teachers
- give effect to the statutory functions and administration of the Institute.

**If you do not provide us with this personal information, we may not be able to process your application.**

The personal information you have provided on this form may be disclosed only where necessary for the Institute's business, to persons and organisations as follows:

- the CrimTrac Agency and Australian police services to obtain a National Criminal History Record Check
- organisations contracted by the Victorian Institute of Teaching to provide administrative support
- higher education providers to obtain an academic transcript.

You have the right to request access to personal information held by the Institute. You also have the right to request that the Institute correct that information if it is incorrect. Requests for access to documents containing personal information and in the control of the Institute will be handled in accordance with the *Freedom of Information Act 1982* or Principle 6 of the *Information Privacy Act 2000 (Vic)*. Please contact the Institute with any such requests.

## 6 COMPLETING YOUR APPLICATION

Applicants should ensure that all relevant sections of the application are completed with all the required documentation attached before lodging with the Institute.

The Institute is unable to waive requirements for documents and may require additional documents beyond those published in this application form.

Any document you supply to support your application must be a certified copy of the original document.

**In some circumstances, the Institute may wish to sight the original documents.**

### **OVERSEAS APPLICANTS**

If your academic records or documents are in a language other than English, you must supply and pay for certified copies of the documents in both the original language and the English translation. These translations must be prepared and certified as correct by a translator accredited by the **National Accreditation Authority for Translators and Interpreters Ltd (NAATI)**.

### **HOW TO HAVE A DOCUMENT CERTIFIED**

Make a photocopy of the original document and take the original and the copy to a person authorised to witness a statutory declaration listed on page 10 of the information booklet.

The person must make the following statement on **every page**, either in writing or using a stamp:

*“I have sighted the original document and certify this to be a true copy of the original.”*

*The person should then sign each statement and provide their designation, e.g. Police Officer.*

## 6 COMPLETING YOUR APPLICATION continued

### PERSONS AUTHORISED TO WITNESS STATUTORY DECLARATIONS UNDER THE EVIDENCE (MISC. PROVISIONS) ACT 1958 (VIC) – SECTION 107A

- a justice of the peace or a bail justice
- a public notary
- an Australian lawyer (within the meaning of the *Legal Profession Act 2004*)
- a clerk to an Australian lawyer
- the prothonotary or a deputy prothonotary of the Supreme Court
- the registrar or a deputy registrar of the County Court
- the principal registrar of the Magistrates' Court or a registrar or deputy registrar of the Magistrates' Court
- the registrar of probates or an assistant registrar of probates
- the associate to a judge of the Supreme Court or of the County Court
- the associate of an Associate Judge of the Supreme Court or of an associate judge of the County Court
- a person registered as a patent attorney under Chapter 20 of the *Patents Act 1990* of the Commonwealth
- a member of the police force
- the sheriff or a deputy sheriff
- a member or former member of either House of the Parliament of Victoria
- a member or former member of either House of the Parliament of the Commonwealth
- a councillor of a municipality
- a senior officer of a Council as defined in the *Local Government Act 1989*;
- a registered medical practitioner registered under the *Health Practitioner Regulation National Law (Victoria) Act 2009*
- a registered dental practitioner registered under the *Health Practitioner Regulation National Law (Victoria) Act 2009*
- a veterinary practitioner
- a pharmacist registered under the *Health Practitioner Regulation National Law (Victoria) Act 2009*
- a principal in the teaching service
- the manager of an authorised deposit-taking institution
- a member of the Institute of Chartered Accountants in Australia or the Australian Society of Accountants or the National Institute of Accountants
- the secretary of a building society
- a minister of religion authorised to celebrate marriages
- a person employed under Part 3 of the *Public Administration Act 2004* with a classification that is prescribed as a classification to which this section applies or who holds office in a statutory authority with such a classification
- a fellow of the Institute of Legal Executives (Victoria)

Applicants who complete this form while interstate or overseas must have their documents certified by a person authorised to do so in that State, Territory or country, e.g. a Public Notary.

**The Institute will neither return the certified copies of documents submitted with your application nor provide copies of these documents to you in future.**



**This symbol is used throughout the forms to indicate when documentary evidence must be provided. Please attach all documentary evidence at the back of the form.**

*The Institute cannot complete the processing of applications for permission to teach until all documentation has been provided and the approved fees have been paid.*

## 7 WHAT YOU MUST PROVIDE

### 1.0 PERSONAL DETAILS

Complete all questions in this section.

This information is used to identify you and is the means by which the Institute will correspond with you regarding your application.

Please ensure all details are correct.

### 2.0 APPLICATION DETAILS

#### 2.1 CATEGORY OF PERMISSION TO TEACH

Please indicate the category of permission to teach for which you are applying.

#### 2.2 APPLYING FOR PERMISSION TO TEACH – CASUAL RELIEF TEACHER – PTT (CRT) (for three-year qualified teachers)

If you are selecting this category you must hold a three-year teacher education qualification (e.g. a three-year Bachelor of Teaching or Diploma of Teaching), having completed at least three years of higher education study which includes a minimum of one year full-time (or equivalent) of approved initial primary or secondary teacher education.

The length of time granted for permission to teach – PTT (CRT) is 3 years.

Please provide an endorsement from the principal of a school that supports your application in this section. Applicants seeking employment through a teacher employment agency must still have a supporting school endorsement. You may seek an exemption from the school advertising the position.

*If you have been offered short-term employment, you may apply for permission to teach – PTT and permission to teach – PTT (CRT) at the same time. To do so, you must complete all questions in this section and include both a school endorsement for PTT (CRT) and a detailed school endorsement at Section 11 of this form for PTT. If the position is for less than 6 months, you may seek exemption from the school advertising the position.*

#### 2.3 APPLYING FOR PERMISSION TO TEACH – PTT (for persons with relevant skills and experience to teach)

##### DETAILS OF THE POSITION

Please provide details of the position for which you are seeking permission to teach – PTT in this section.

Please indicate the length of time you are seeking permission to teach – PTT. Permission to teach may be granted for a period up to, but not exceeding, 3 years. Please note that the requirements for second or subsequent applications for permission to teach – PTT are outlined on page 14 of this booklet.

If you have been offered employment in more than one school (e.g. as a LOTE teacher working part-time in two schools), you are asked to indicate this here. You will need to provide a school endorsement for each school to support your application for permission to teach – PTT at Section 11 of the form.

If the position for which you have applied requires you to work across a number of schools (e.g. as a VET(Hospitality) trainer working in three schools in a cluster arrangement) it will be sufficient to list the cluster schools in an endorsement provided by a coordinating school.

## 7 WHAT YOU MUST PROVIDE continued

### REQUIREMENT TO PROVIDE EVIDENCE OF FIRST SEEKING A REGISTERED TEACHER

In this section, you are required to provide evidence that the school has first sought to employ a registered teacher. This includes evidence that the school has advertised the position in the statewide media for a period of at least a week, inclusive of a weekend, and a statement from the endorsing principal that no qualified and suitable registered teacher was available.

The Institute can exempt an applicant from providing evidence that the school has first sought to employ a registered teacher for specific vacancies. The following vacancies may be exempted:

- a VET subject requiring industry professionals with recent industry experience
- a community language offered by the Victorian School of Languages or a community language school which is registered as a senior secondary provider
- a specialist access and equity program requiring other professional expertise e.g. community service or youth work expertise, higher education expertise for specialist university programs
- a recognised supply and demand initiative – e.g. DEECD Career Change Program
- a teaching exchange program
- a short-term and replacement position of 6 months or less

If your teaching position is not an exempted vacancy, you will need to include in your application evidence provided by the school that the position has been advertised and that no suitable registered teacher was available.

### 3.0 TEACHING QUALIFICATIONS

If you hold a three-year teacher education qualification (e.g. a three-year Bachelor of Teaching or Diploma of Teaching), having completed at least three years of higher education study which includes a minimum of one year full-time (or equivalent) of approved initial primary or secondary teacher education, please complete this section.

Under Section 2.6.24 of the Act, the Institute must record the qualifications of all teachers on the Register of Teachers. Consequently, transcripts of all programs studied must be included with your application.

**Please attach the certified copies of your official academic record/s (official transcripts of results).**

Where credits, exemptions or advanced standing have been granted, you must provide certified copies of the relevant academic records of the study upon which these credits, exemptions or advanced standing were based.

**Do not send computer print-outs, notification of examination results, assessment results, semester results, or other unofficial documentation.**

Where your official academic record does not show evidence of completion, please provide a certified copy of your graduation certificate together with your transcript.

## 7 WHAT YOU MUST PROVIDE continued

### 4.0 ACADEMIC AND/OR TRADE QUALIFICATIONS

If you have completed academic and/or trade qualifications, please complete this section.

**Please attach the certified copies of your official academic record (official transcript of results) and evidence of program completion, certificates of proficiency and/or evidence of apprenticeship.**

Where credits, exemptions or advanced standing have been granted, you must provide certified copies of the relevant academic records of the study upon which these credits, exemptions or advanced standing were based.

**Do not send computer or Internet print-outs, notification of examination results, assessment results, semester results, or other unofficial documentation.**

Where your official academic record does not show evidence of completion, provide a certified copy of your graduation certificate together with your transcript.

#### INDUSTRIAL/TRADE EXPERIENCE

If you have an industrial or trade qualification, you will need to provide certified copies of evidence of industrial or trade experience relevant to your trade qualification and the number of years of experience undertaken. This evidence may be in the form of references (on company letterhead) or an official statement from an accountant if self-employed.

### 5.0 RECORD OF TEACHING EXPERIENCE

If you have taught previously as a qualified teacher, please complete the required information and attach certified copies of official statements of teaching service.

### 6.0 SKILLS AND EXPERIENCE TO TEACH

If you are applying for permission to teach for the first time, please complete all questions under section 6.0.

If this is a second or subsequent application for permission to teach, please complete all questions under section 6.1.

Please complete all parts of the appropriate section to explain the relevant skills and experience you possess to undertake the role of a teacher and demonstrate the required standards.

If you are applying for permission to teach – PTT (CRT), submission of full academic transcripts and evidence of completion of all academic and teacher education studies, together with any teaching experience you have will be acceptable supporting evidence of skills and experience to teach.

If you are applying for permission to teach – PTT please draw on your qualifications and previous experience to provide evidence of how you can meet each of the required standards. This evidence might include:

- education or training to be a teacher or instructor
- experience as a teacher or instructor either generally or in a particular subject
- expertise in a particular subject or as a teacher through previous employment
- involvement with community groups, sporting organisations.

**Please attach certified copies of supporting documents such as statements of service or voluntary experience, program completion certificates or professional and character references.**

## 7 WHAT YOU MUST PROVIDE continued

### 6.1 SECOND OR SUBSEQUENT APPLICATIONS FOR PERMISSION TO TEACH

If you are applying for a second or subsequent permission to teach – PTT, you will need to provide evidence of how you meet each of the required standards, together with evidence of having made appropriate progress toward attaining an approved teacher education qualification or, where applicable, registration as a teacher, during the previous period of permission to teach or in the interim. This evidence might include:

- enrolment in an approved initial teacher education qualification
- participation in standards referenced professional development activities and professional engagement
- evidence of improvement in English language competence to be eligible for enrolment in an approved initial teacher education qualification.

### 7.0 ENGLISH LANGUAGE REQUIREMENTS

Any costs associated with the English language tests will be the responsibility of the applicant.

Applicants for registration with permission to teach must meet the standards of competence in both written and oral communication in the English language.

If you completed all the qualifications you are presenting for consideration in English at an Australian institution, or in New Zealand, the United Kingdom, the United States of America, Canada, or the Republic of Ireland you are not required to complete an English language test.

All other overseas qualified applicants will be required to undertake one of the following approved English language tests:

- **International English Language Testing System (IELTS) – Academic: Overall 7.5** with the following for each skill area: speaking 8.0, listening 8.0, reading 7.0 and writing 7.0. For locations where this test can be undertaken, see <[www.vit.vic.edu.au](http://www.vit.vic.edu.au)> under *I need to register*, or visit <[www.ielts.org](http://www.ielts.org)>.
- **International Second Language Proficiency Rating (ISLPR): Level 4** is required in each of the four areas of speaking, listening, reading and writing. For locations where this test can be undertaken, see <[www.vit.vic.edu.au](http://www.vit.vic.edu.au)> under *I need to register*.
- **Professional English Assessment for Teachers (PEAT): Band A** is required in each of the four areas of speaking, listening, reading and writing. This assessment can only be undertaken at The University of New South Wales. Information is available at <[www.lang.unsw.edu.au/peat](http://www.lang.unsw.edu.au/peat)>.

In exceptional circumstances, the Institute Council may approve applicants for permission to teach languages other than English (LOTE) at a lesser level of English language competence than the required standard for an English language test. If you wish to be considered under this clause, you must provide:

- evidence of the English language test level achieved (the test results must not be more than 24 months old at the date of application);
- the reasons why an exceptional circumstance should apply to your permission to teach application;
- evidence of what you are prepared to do to improve your English language competence over the period of time requested for the permission;
- statement from the principal who is endorsing the application as to the support the school will provide to help you improve your English language competence during the period of time requested for the permission.

## 7 WHAT YOU MUST PROVIDE continued

Exceptional circumstances for English language competence applies only to applicants who achieve test results that are just below the required standard and being employed to teach a language other than English (LOTE).

If you have been granted permission to teach – PTT (LOTE) under exceptional circumstances and are applying for a second or subsequent period of permission to teach, you will be required to provide:

- evidence that you meet the standards of English language competence; or
- evidence of the exceptional circumstances that apply to the position, together with evidence of improvement in your English language competence (current test results supplied); and
- evidence of what you are prepared to do to improve your English language competence over the period of time requested for the second or subsequent permission.

8.0

### PROOF OF IDENTITY AND CONSENT TO OBTAIN A NATIONAL CRIMINAL HISTORY RECORD CHECK

Verifying your identity and conducting a National Criminal History Record Check (NCHRC) are an essential part of the Institute's process of assessing whether you are suitable to be granted permission to teach.

**The Institute must verify your identity for registration and before an NCHRC is undertaken on your behalf.**

Complete the required information and provide 100 points of 'Proof of Identity' documents. You must provide one primary and one secondary identity document in your application.

Primary identity documents include a certified copy of your full birth certificate, current passport indicating place and date of birth or an Australian Citizenship Certificate indicating your date of birth.

Secondary identity documents include a government issued card containing your photograph or signature such as a driver's licence, a student card or a Centrelink card.

If applicable, please provide a certified copy of evidence of all names including any name changes, e.g. marriage certificate, decree nisi, deed poll. Where you are known by a name different from the name on your primary identity document, please provide a Statutory Declaration stating clearly the name you are known by e.g. Dimitrios/Jim.

Previous residential addresses during the past five years are used to confirm your identity and ensure the criminal history check completed in your name relates only to you.

The information sought in this section authenticates your personal details.

The Institute requires all applicants for permission to teach to undergo an NCHRC. The Institute will organise this for you, using the personal details provided in Sections 1 and 8 of the application form. You are asked to ensure that all details provided are correct. Upon receipt of the signed consent form included in the application, the Institute will obtain an NCHRC for all Australian jurisdictions through the CrimTrac Agency.

## 7 WHAT YOU MUST PROVIDE continued

### SPENT CONVICTIONS

#### VICTORIA

In Victoria, the Spent Convictions Scheme of Victoria operates. A 'spent conviction' for a Victorian offence is the same as a spent conviction for a Commonwealth or Territory offence. That is, for an adult, a spent conviction is a conviction (or finding of guilt) recorded more than 10 years ago that resulted in a prison sentence of 30 months or less. For a juvenile, a spent conviction is a conviction (or finding of guilt) recorded more than five years ago that resulted in a prison sentence of 30 months or less.

**The Spent Convictions Scheme of Victoria does not apply to registered teachers convicted (or found guilty) of an offence in Victoria. This means that all convictions (or findings of guilt) will be revealed by an NCHRC, no matter when they occurred.**

#### OTHER AUSTRALIAN POLICE SERVICES

Where a criminal history record with another Australian police service has been obtained, any relevant legislation (and/or release policy) affecting that police service will be applied before that record is released. Under various pieces of Commonwealth, State and Territory legislation a person has the right, in particular circumstances or for a particular purpose, to not disclose certain convictions/findings of guilt over a certain age. Such convictions (widely referred to as 'spent' or 'rehabilitated' convictions) will not be released unless the records check is for the applicant's personal information only, and provided that this is in accordance with relevant legislation (and/or release policy).

Please contact individual police services directly for further information about their release policies and any legislation that affects them.

### YOUR RESPONSIBILITY

An NCHRC, which provides details of convictions, findings of guilt or court appearance/s, will not automatically preclude you from permission to teach. Each case will be considered on its merits.

If you have been convicted or found guilty of an offence in a court of law in Victoria or elsewhere, it is important that you provide information requested in subsections 9.7 and 9.8 of your application to expedite processing of your application.

If you have ever been charged with an offence and subsequently gone to court, unless the Magistrate or Judge dismissed the charge, you will have been found guilty even if a conviction was not recorded. The Magistrate or Judge may have adjourned the matter for a period and providing you did not re-offend you would not have to return to court. This means that you were found guilty of the offence. If you have been ordered to pay an amount of money to the Court Fund or been placed on a good behaviour bond, these penalties also mean that you were found guilty of the offence.

If your NCHRC shows that you have been convicted or found guilty of a sexual offence in Victoria or elsewhere at any time, your application for permission to teach as a teacher will not be considered. This means that you cannot be registered as a teacher or hold permission to teach in Victoria.

According to Section 2.6.57 of the Act, a registered teacher must notify the Institute within 30 days if committed for trial or convicted or found guilty of a sexual or other indictable offence. CRC is used in Institute correspondence to denote that an NCHRC has been conducted.

For more information please refer to the 'Consent for the Victorian Institute of Teaching to Obtain a National Criminal History Record Check on Behalf of a Registered Teacher' form at <[www.vit.vic.edu.au](http://www.vit.vic.edu.au)> under *Forms*.

## 7 WHAT YOU MUST PROVIDE continued

### 9.0 DECLARATIONS

Section 2.6.9(2) of the Act provides that the Institute may refuse to grant permission to teach to an applicant if:

- it would not be in the public interest
- the applicant has been convicted or found guilty of a sexual or indictable offence
- the applicant has been convicted or found guilty of an offence and it would not be in the public interest for that person to be a teacher
- the person's right to teach in another jurisdiction has been cancelled or suspended
- the person has not produced evidence of their suitability to teach.

You are required to truthfully complete Section 9 on the form, declaring any criminal charges, conviction or finding of guilt, disciplinary proceedings, resignation to avoid proceedings or disciplinary action, cancellation or suspension of eligibility for employment as a teacher or conditions in practising the profession. This section also requires that you declare any physical or mental impairment, disability, condition or disorder including substance abuse or dependence which may affect your ability to practise as a teacher.

If you answer 'Yes' to any of the questions in Section 9, you must provide a Statutory Declaration (form available on <[www.vit.vic.edu.au](http://www.vit.vic.edu.au)> under *Forms*) that sets out the full details of the circumstances relating to the finding of guilt or physical/mental impairment. This will assist the Institute to process your application.

You are asked to certify that the personal information you have provided in the form is correct. If you provide false or misleading information, you may be assessed as being unsuitable to be a teacher.

**Answering 'Yes' to any of the questions will not automatically result in your application being rejected. Each application is considered on its merits.**

#### **OVERSEAS CRIMINAL RECORD CHECKS**

If you have resided in any country other than Australia for a continuous period of 12 months or more within the last 10 years, and were 18 years of age or older at that time, you must provide certified copies of the original criminal record checks from all the countries in which you resided. The criminal record checks must cover the periods that you resided in each country and be less than 12 months old at the date of application.

For information about obtaining criminal record checks from other countries, please consult the Department of Immigration and Citizenship website <[www.immi.gov.au/allforms/character-requirements](http://www.immi.gov.au/allforms/character-requirements)>.

If you have been granted Australian permanent residency since living overseas, you will not be required to provide an overseas criminal record check unless you have returned to live overseas for 12 continuous months or more since being granted Australian permanent residency status.

**If you do have a criminal record in the country/ies you have lived in, or charges pending, you will be asked to provide a Statutory Declaration explaining the circumstances.**

## 7 WHAT YOU MUST PROVIDE continued

### 10.0 STATUTORY DECLARATION UNDER THE *EVIDENCE (MISC. PROVISIONS) ACT 1958 (VIC)* AND AUTHORISATION

This section must be completed and signed before a person authorised to take Statutory Declarations. Please refer to page 10 of this booklet for a list of authorised persons.

Section 2.6.13(2a)(b) of the Act states that an application includes authorisation for a police record check. In signing this section of the application form, you authorise the Institute to conduct a police record check, if permission to teach is granted, from time to time during the period for which the permission remains in force.

**A person making a false declaration and signing this Statutory Declaration may be committing perjury.**

### 11.0 SCHOOL ENDORSEMENT FOR PERMISSION TO TEACH – PTT

If you are seeking permission to teach – PTT, to undertake the duties of a teacher in a primary, secondary or special school, you must have the principal of the school seeking to employ you complete this section.

Where you are seeking permission to teach – PTT to undertake the duties of a teacher in more than one primary, secondary or special school, an endorsement from each employing school is required. Additional copies of these pages from Form D can be downloaded from the Institute website: <[www.vit.vic.edu.au](http://www.vit.vic.edu.au)> under *Forms*.

For applicants seeking permission to teach – casual relief teacher – PTT (CRT), this section does not need to be completed. For PTT (CRT) a school endorsement is provided as part of Section 2.

#### INFORMATION FOR PRINCIPALS

Where a school intends to employ a person who is not a fully qualified teacher, the following advice is provided to assist schools in determining the requirement for a permission to teach application and endorsement.

An application for permission to teach – PTT is required where the following criteria apply:

- where the engagement of the person is for the delivery and/or assessment of student participation in an educational program, and
- the educational program is part of a curriculum that
  - is authorised by the Victorian Curriculum and Assessment Authority (eg VELS, VCE, VCAL); or
  - is authorised by the International Baccalaureate Organisation; or
  - in a non-government school, is authorised and reviewed by the Victorian Registration & Qualification Authority and is approved as the educational program of the school by the school's governing body
- the education program forms part of the required curriculum for a student in that school; and
- the person is being engaged because of their specific skills and experience in a particular subject or discipline to deliver and/or assess the student's participation in the required curriculum for a student; and
- the program is to be conducted at a school (as defined under the *Education and Training Reform Act 2006*).

An application for permission to teach – PTT is not required if the duties to be undertaken by the person are those of a teacher's aide, teacher's assistant or pre-service teacher or in other circumstances where the criteria listed above do not apply.

Sports coaches, instrumental music instructors and other instructors whose duties related to co-curricular or extra-curricular programs are not considered to be undertaking the duties of a teacher.

## 7 WHAT YOU MUST PROVIDE continued

### DETAILS OF THE POSITION

Please provide details of the teaching position for which permission to teach is being sought, including the duties to be undertaken, the key selection criteria for the position and the duration of the position.

Please attach a copy of the position description/role statement and key selection criteria for the position.

### REQUIREMENT TO PROVIDE EVIDENCE OF FIRST SEEKING A REGISTERED TEACHER

If you wish to engage a person who is not a fully qualified teacher, please provide evidence that you have first sought to employ a registered teacher for the position.

This evidence includes:

- evidence that the position has been advertised in the statewide media (print or electronic) for a period of at least a week inclusive of a weekend; and
- a statement that no qualified and suitable registered teacher was available.

The Institute can exempt an applicant from providing evidence that the school has first sought to employ a registered teacher for specific vacancies.

The following positions may be exempted:

- VET subjects requiring recent industry experience
- recognised supply and demand initiatives e.g. Career Change Program
- community languages offered by the Victorian School of Languages and community language schools which are registered as a senior secondary provider
- specialist access and equity programs requiring other professional expertise e.g. community/youth work or higher education expertise
- teaching exchange programs
- casual replacement or emergency teaching
- short-term positions of 6 months or less.

### STATEMENT OF SUITABILITY

The endorsement must include an assessment of the applicant's skills and experience to teach and a statement as to why these skills and experience to teach are appropriate to the position.

### ENGLISH LANGUAGE COMPETENCE

Applicants for permission to teach must satisfy the Institute that they are competent in speaking and communicating in the English language. Acceptable evidence of English language competence includes:

- the applicant has completed all qualifications to be considered for registration in English in Australia or in New Zealand, the United Kingdom, the United States of America, Canada or the Republic of Ireland;
- the applicant has undertaken an English language test that is recognised by the Institute and achieved the required standard (within 24 months prior to lodging an application);

## 7 WHAT YOU MUST PROVIDE continued

In exceptional circumstances, the Institute Council may approve applicants for permission to teach languages other than English (LOTE) at a lesser level of English language competence than the required standard for an English language test. For an applicant to be considered under this clause, they must provide:

- evidence of the English language test level achieved (the test results must not be more than 24 months old at the date of application);
- the reasons why an exceptional circumstance should apply to the permission to teach application;
- evidence of what the applicant is prepared to do to improve their English language competence over the period of time requested for the permission;
- statement from the principal who is endorsing the application as to the support the school will provide to help them improve their English language competence during the period of time requested for the permission.

### SUPERVISION AND SUPPORT

A person granted permission to teach – PTT must be under the general supervision of a qualified registered teacher while undertaking the duties of a teacher. General supervision includes oversight of planning and implementation of class programs and professional support with regard to:

- teaching methods/practices
- student welfare
- assessment procedures and related matters.

Your endorsement should include details of the supervision and support to be provided to the applicant while holding permission to teach – PTT. This might include the provision of a mentor who is a registered teacher, regular oversight of teaching programs, and/or opportunities for collaborative assessment of student work.

Where the applicant for a LOTE position has not met the English language competence standard but where exceptional circumstances may apply, please include details of any support you will provide to the applicant to improve their English language competence.

Where the applicant will be in sole charge of a school, the endorsement must provide details of the support and supervision to be provided.

*For further advice contact the Principals' Hotline: 1300 650 375.*

### 12.0 CHARACTER REFERENCE

The reference must be completed by a person who is not a partner or related to you by birth or marriage and who has known you for at least 12 months within the past two years.

The reference may be returned with your application or the person completing it may wish to provide it directly to the Victorian Institute of Teaching.

## 8 LODGING YOUR APPLICATION

**You may lodge your application personally  
between 8.30 am and 5.00 pm at**

Level 24 Marland House  
570 Bourke Street  
Melbourne Victoria 3000

**By mail**

The Victorian Institute of Teaching  
PO Box 531  
Collins Street West  
Victoria 8007

**Enquiries**

Telephone: 1300 888 067  
Facsimile: 8601 5801  
Email: vit@vit.vic.edu.au

**Please do not submit your application by fax.**

*Applications for permission to teach are considered on an individual case basis and may take 4–6 weeks to be finalised.*

*Lodgement of this application does not constitute approval of your registration with permission to teach.*

*You are not permitted to undertake the duties of a teacher until you have received formal approval of permission to teach in writing.*

*Once approval has been granted, you are permitted to teach only the approved subject area(s) in the specified school(s) during the time period for which the approval has been granted.*

Please read the entire form carefully and follow the guidelines in the information booklet when completing this application form.

OFFICE USE ONLY
Date

**1.0 PERSONAL DETAILS**

Title				OFFICE USE ONLY	
Surname or family name				PTT	CRT
First given name		Other given name		Meeting date	
Date of birth Day    Month    Year /    /				Quals entered	
Date of birth		Sex		Payment	
		M-Male    F-Female		NCHRC	
Are you an Australian citizen				Overseas CRC	
Yes <input type="checkbox"/> No <input type="checkbox"/>				Officer	
If no, of what country are you currently a citizen?					

**1.1 POSTAL ADDRESS**

Postal address	
Suburb/Town	
Country	Postcode

**Important:** Please advise the Institute of any changes in postal address.

**1.2 CONTACT NUMBERS**

Please provide at least one contact number or email.

Telephone: Home	
Telephone: Business	Business Fax
Mobile	Email

**2.0 APPLICATION**

Have you previously applied for registration or permission to teach with the Victorian Institute of Teaching?

Yes     No

If yes, please indicate your reference number.

## 2.0 APPLICATION continued

## 2.1 PERMISSION TO TEACH CATEGORY

 I AM APPLYING FOR PERMISSION TO TEACH – CASUAL RELIEF TEACHER – PTT(CRT)

This category of permission to teach is for persons who hold a three-year teacher education qualification (e.g. DipT, BTeach ) and are seeking to work as a casual relief or emergency teacher in one or more schools.

Go to question 2.2.

 I AM APPLYING FOR PERMISSION TO TEACH – PTT

This category of permission to teach is for persons without approved initial teacher education qualifications, but with the appropriate skills and experience to teach, relevant to the duties of the position specified.

Go to question 2.3.

**NOTE:** If you are applying for PTT and PTT(CRT) at the same time, you must complete all questions in this section which continues on the next page. Include a school endorsement for CRT (see over), together with a detailed school endorsement as shown at Section 11.

## 2.2 APPLYING FOR PERMISSION TO TEACH – CASUAL RELIEF TEACHER – PTT(CRT)

## SCHOOL ENDORSEMENT FOR PTT(CRT)

TO BE COMPLETED BY THE PRINCIPAL OF A SCHOOL THAT SUPPORTS YOUR APPLICATION.

All sections MUST be completed.

School name

Principal's name

School address

School telephone

Email

Signature of principal

Date

**REQUIREMENT TO PROVIDE EVIDENCE OF FIRST SEEKING A REGISTERED TEACHER**

The Institute can exempt an applicant from providing evidence that the school has first sought to employ a registered teacher for employment of three-year qualified teachers in casual relief or emergency teaching positions.

Are you seeking an exemption from the requirement to provide such evidence for casual relief or emergency teaching vacancies?

Yes  No

Please go to Section 3, unless you are also applying for permission to teach – PTT to take up a short-term appointment in a particular school.

## 2.0 APPLICATION continued

## 2.3 APPLYING FOR PERMISSION TO TEACH – PTT

**DETAILS OF THE TEACHING POSITION**

Title of advertised position	Time fraction
School name	

Do you intend to work in more than one school? Yes  No

If yes, please ensure that all employing schools complete or are listed in an endorsement of your application at Section 11.

**PERIOD OF PERMISSION**

Permission to teach may be granted for a period up to, but not exceeding, 3 years. For what period of time are you seeking permission to teach?

Please indicate the duration of the position	Start date	/	/	End date	/	/
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**REQUIREMENT TO PROVIDE EVIDENCE OF FIRST SEEKING A REGISTERED TEACHER**

The Institute can exempt an applicant from providing evidence that the school has first sought to employ a registered teacher for specific vacancies.

Are you seeking an exemption from the requirement to provide such evidence for this vacancy? Yes  No

Which of the following exempted vacancy categories applies to this application?

- A VET subject requiring industry professionals with recent industry experience
- A community language offered by the Victorian School of Languages or a community language school registered as a senior secondary provider
- A specialist access and equity program requiring other professional expertise e.g. community service or youth work expertise, higher education expertise for specialist university programs
- A recognised supply and demand initiative – e.g. DEECD Career Change Program
- A teaching exchange program
- A short-term replacement position of 6 months or less

*For further information, please refer to page 12 of the information booklet.*

3.0

**TEACHING QUALIFICATIONS**

Have you completed, or are you due to complete, an initial teacher education qualification? (e.g. Bachelor of Education, Graduate Diploma of Education) Yes  No

If no, are you currently studying an initial teacher education qualification that you will complete within the next 6 months? Yes  No

**If no, go to Section 4.**

Please provide details of all teaching qualifications completed, or which you are completing, in the following table.

NAME OF QUALIFICATION	NAME OF INSTITUTION	STATE OR COUNTRY	FULL TIME DURATION OF PROGRAM	DATE COMPLETED



Attach certified copies of the qualification/s, which should include an official academic record (transcript), official evidence of completion, and transcripts for subjects studied elsewhere that counted towards this qualification/s.

4.0

**ACADEMIC AND/OR TRADE QUALIFICATIONS**

Have you completed any other academic and/or trade qualifications? (This refers to any post-year 12 studies completed at a higher/further education institution, e.g. Bachelor of Arts, Diploma of Music Performance, Certificate of Proficiency (Joinery), Certificate IV in Information Technology) Yes  No

**If no, go to Section 5.**

Please provide details of all qualifications completed in the following table.

NAME OF QUALIFICATION	NAME OF INSTITUTION	STATE OR COUNTRY	FULL TIME DURATION OF PROGRAM	DATE COMPLETED



Attach certified copies of the qualification/s, which should include an official academic record (transcript), official evidence of completion, and transcripts for subjects studied elsewhere that counted towards this qualification/s.

**INDUSTRIAL/TRADE EXPERIENCE**

Do you have trade or industrial experience? Yes  No

If yes, which trade?

I have attached evidence of my trade/industrial experience. Yes  No

Number of years of experience?



Attach certified evidence of industrial or trade experience (e.g. official references or statement from your accountant, if self-employed).

**5.0 RECORD OF TEACHING SERVICE (WHERE APPLICABLE)**

Have you undertaken the duties of a teacher prior to this application? Yes  No

If no, go to Section 6.

If yes, please provide details in the following table.

POSITION	SCHOOL / INSTITUTION OR EMPLOYING INSTITUTION	STATE OR COUNTRY	FULL TIME OR FRACTION PER WEEK	DATE FROM	DATE TO



Attach certified copies of official statements of teaching service issued by your employer(s).

**6.0 SKILLS AND EXPERIENCE**

*For further information, please refer to page 6 of the information booklet.*

Have you been granted permission to teach to undertake the duties of a teacher prior to this application? Yes  No

If yes, go to Section 6.1 (over the page).

If no, please complete the following sections to outline your skills and experience to teach:

- i **Skills and experience in the subject/discipline you will be required to teach**  
(e.g. higher education study, trade qualification, language proficiency, music qualifications)

- ii **Skills and experience that demonstrate a capacity to build positive relationships with students**  
(e.g. previous school setting experience, positive working relationships with apprentices, youth group leadership)

**6.0 SKILLS AND EXPERIENCE continued**

- iii **Skills and experience that demonstrate an ability to maintain a safe learning environment**  
(e.g. awareness of work safety issues on a worksite, establishment of clear guidelines for behaviour of children in an activity-based environment)

- iv **Skills and experience using a range of teaching practices and resources to engage students in effective learning**  
(e.g. use of electronic technology, working with individuals and groups)



Attach supporting documents as evidence of your skills and experience to teach, e.g. certified academic transcripts, certificates, professional references and/or letters of support.

**6.1 SECOND AND SUBSEQUENT APPLICATION FOR PERMISSION TO TEACH**

Applicants for a second or subsequent period of permission to teach are expected to have an increased level of skill and experience to teach and made appropriate progress toward attaining an approved teacher education qualification and/or registration as a teacher during their previous period permission was held, or in the interim if a period of time has elapsed.

Please complete the following to outline your skills and experience to teach.

- i **Skills and experience that demonstrate knowledge of the subject/discipline you will be required to teach**  
(e.g. successful completion of formal study to be a teacher of this subject, successful experience)


## 6.0 SKILLS AND EXPERIENCE continued

- ii **Skills and experience that demonstrate effective strategies for building positive relationships with students and effective communication with parents and caregivers** (e.g. successful prior experience in a school setting, effective communication and reporting to parents/caregivers)

- iii **Skills and experience that demonstrate an ability to maintain a safe learning environment** (e.g. successful completion of formal study to be a teacher, successful classroom management as a teacher of the subject in a school, qualifications and/or industry experience)

- iv **Skills and experience using a range of teaching practices and resources to engage students in effective learning** (e.g. use of electronic technology, working with individuals and groups)

- v **Progress made toward attaining an approved teacher education qualification, or registration as teacher** (e.g. progress in an approved program of teacher education, English test results showing improvement in English language competence, industry involvement and professional development)

 Attach certified copies of your evidence of skills and experience to teach and your progress toward attaining an approved teaching qualification or teacher registration, e.g. professional references and/or letters of support, academic transcripts, certificates, statements of results.

**7.0 ENGLISH LANGUAGE REQUIREMENTS**

*Please refer to page 14 of the information booklet before completing this section.*

**7.1 LANGUAGE OF INSTRUCTION**

Were all the qualifications you are presenting for consideration completed in English in Australia or in New Zealand, the United Kingdom, the United States of America, Canada or the Republic of Ireland?

Yes  No

In which country?

Please note, you may be formally requested by the Institute to provide additional evidence.

If yes, please go to Section 8.

**7.2 ENGLISH LANGUAGE TEST**

Have you completed an English language test?

Yes  No

If yes, which test did you complete?

IELTS (Academic)  ISLPR  PEAT

If IELTS (Academic), in which country was your test conducted?

If ISLPR or PEAT, where was your test conducted?

Street Address

Suburb/Town

State

Please provide the results gained on your English language test below:

Listening

Reading

Writing

Speaking



Attach a certified copy of the results of your English language test. The results of this test must be no older than 24 months at the date of application.

**7.3 STANDARD OF ENGLISH LANGUAGE COMPETENCE**

*Please refer to page 14 of the information booklet for information about the standard of English language competence required for registration as a teacher.*

Are you able to provide evidence that you meet the standard for English language competence required for registration as a teacher?

Yes  No

If yes, go to section 8

Are you seeking consideration of your application under exceptional circumstances for English language competence for teachers of LOTE?

Yes  No

Please list what you are prepared to do to improve your English language competence over the period of time for which you have sought permission to teach.

**PERSONAL DETAILS**

The details provided in Section 1 of this form will be used as your personal identification details. Please ensure all details are correct.

**PLACE OF BIRTH**

Place or town of birth

Country of birth

**PROOF OF IDENTITY DOCUMENTS**

The Institute must verify your identity for registration and before an NCHRC is undertaken on your behalf and your name is added to the register of teachers. Your identity can be verified by providing documentary evidence that satisfies '100 Point Check' (201) as required pursuant to the *Financial Transaction Reports Act 1988*.

What documents will be provided as proof of your identity? Select **one from each category** and provide additional details where requested.

**Category 1** – primary identification document showing your full name and place and date of birth

- Certified copy of your Birth Certificate
- Certified copy of your Australian Citizenship Certificate
- Certified copy of a current passport in your name

Passport number

Expiry date / /

Country/State of issue

**Category 2** – secondary identification document confirming your photograph or signature, date of birth, name and/or address.

- Certified copy of your driver's licence

Licence number

Expiry date / /

Country/State of issue

- Certified copy of your identity card when employed under Part 3 of the *Public Administration Act 2004 (Vic)*
- Certified copy of your Centrelink card
- Certified copy of your student card issued by a higher education provider
- A reference by a registered teacher verifying your name and address



**You must attach certified photocopies of your Category 1 and Category 2 identity documents.**

**CHANGE OF NAME**

Is your current name different from the name on your birth certificate?

Yes  No

Have you ever been known by a name other than the name on your birth certificate?

Yes  No

List any other names by which you have been known in the table below.

SURNAME / FAMILY NAME	FIRST GIVEN NAME	REASON	ACTION



**You must attach certified photocopies of documentary evidence of all name changes (e.g. marriage certificate, decree nisi, deed poll) if you cannot obtain these documents please submit a statutory declaration explaining your name change.**

**RESIDENTIAL ADDRESS HISTORY**

Is your current residential address the same as your postal address? Yes  No

If no, please provide your current residential address.

Residential address

Suburb/Town

Country

Postcode

Have you lived at any different address(es) in the past 5 years? Yes  No

If full details of previous addresses are unavailable details of town(s) and state(s) will suffice. Attach list if insufficient room.

If actual dates are unavailable, details of year of residence will suffice

RESIDENTIAL ADDRESS(ES)	PERIOD OF RESIDENCE
	/ / to / /
	/ / to / /
	/ / to / /

**CONSENT FOR A NATIONAL CRIMINAL HISTORY RECORD CHECK**

Section 2.6.8(b) of the *Education and Training Reform Act 2006* (the Act) requires the Institute to determine whether an applicant is suitable to be registered as a teacher.

The Institute conducts criminal record checks, called a National Criminal History Record Checks (NCHRC) through CrimTrac, a Commonwealth Agency.

An NCHRC is a report made following an examination of the records of convictions/findings of guilt of criminal offences held by Australian police services. The local police service will examine its records to determine whether a person with your name and date of birth has been convicted or found guilty of an offence.

Occasionally the Institute may receive criminal history information for a person with a similar name and/or date of birth to you. The Institute will write to you and ask you to verify that the information relates to you. If the information does not relate to you, it will be destroyed and CrimTrac will be advised of the error.

It is usual practice for an applicant's personal information to be disclosed to Australian police services for them to use for their respective law enforcement purposes including the investigation of any outstanding criminal offences.

If you do not consent to the Institute obtaining an NCHRC, the Institute will not be able to process your application for permission to teach.

Information received through these processes will be stored in secure personal files. This form will remain on your personal file at the Institute. The information obtained by the Institute is subject to the Information Privacy Principles set out in the *Information Privacy Act 2000* (see page 8 of the information booklet).

**All applicants should complete the form on the next page and ensure it is submitted with this application.**

I \_\_\_\_\_  
*Applicant's name*

- 1 consent to:
- the Victorian Institute of Teaching (the Institute) disclosing personal information provided by me in this form to CrimTrac and/or to Australian police services;
  - the Australian police services disclosing from their records details of convictions and outstanding charges, including findings of guilt or the acceptance of a plea of guilty by a court, that can be disclosed in accordance with the laws of the Commonwealth, States and Territories and, in the absence of any laws governing the disclosure of this information, disclosing in accordance with the policies of the police service concerned;
  - CrimTrac providing the information disclosed by the Australian police services to the Institute in accordance with the laws of the Commonwealth;
- 2 acknowledge that:
- I have read the information attached to this form and understand that teachers have been excluded from the Spent Convictions Scheme operating in Victoria;
  - any information provided by the Australian police services as a result of the National Criminal History Record Check may result in an inquiry being conducted by the Institute into my suitability to teach or my registration being automatically cancelled;
  - If I am employed as a teacher by the Department of Education and Early Childhood Development, the Institute may provide to the Department any criminal history information contained in my National Criminal History Check;
- 3 I have fully completed this form, and the personal information I have provided in it relates to me, contains my full name and all names previously used by me, and is correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

*For further information, please refer to pages 15–16 of the information booklet.*

9.0 DECLARATIONS – YOU MUST COMPLETE ALL ITEMS IN THIS SECTION

**PROFESSIONAL HISTORY**


- |       |  |  |
|-------|--|--|
| 9.1   | Have you ever had registration, licensing, classification or eligibility for employment as a teacher or any other entitlement to teach cancelled, suspended or withdrawn in Australia or in any other country? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <hr/> |  |  |
| 9.2   | Are you subject to any conditions in practising the profession of teaching in any State, Territory or country?   | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <hr/> |  |  |
| 9.3   | Have you ever been refused registration, licensing or classification as a teacher in Australia or in any other country for reasons other than insufficient qualifications?                                     | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <hr/> |  |  |
| 9.4   | Have you ever been subject to a preliminary investigation or resigned while the subject of any proceeding or disciplinary action in respect to your professional conduct, competence, or capacity?             | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| <hr/> |  |  |

**9.0 DECLARATIONS – YOU MUST COMPLETE ALL ITEMS IN THIS SECTION continued**

9.5 Have you ever been (or are you currently) the subject of action in response to allegations concerning: Yes  No   
 ■ serious incompetence as a teacher  
 ■ serious misconduct as a teacher, or  
 ■ suitability to be a teacher  
 including any preliminary investigation or proceeding, either informal or formal in any jurisdiction?

**IMPAIRMENTS**


9.6 Are you suffering any physical or mental impairment, disability, condition or disorder including substance abuse or dependence which may affect your professional conduct, competence or capacity to undertake the duties of teacher? Yes  No

 If you answered YES to any of the above questions, please provide a statutory declaration explaining the circumstances. Your response will be considered when evaluating your application. You may be asked to provide further information.

**CHARGES OR CONVICTIONS**

9.7 Have you ever been (or are you currently) charged with any offences in any Australian State or Territory or in any other country? Yes  No

9.8 Have you ever been convicted or found guilty of any offences in any Australian State or Territory or in any other country, whether a conviction was recorded or not? Yes  No

 If you answered YES to questions 9.7 or 9.8, please complete the following table and attach a Statutory Declaration fully explaining the circumstances leading to the charges. Failure to do so will delay your application.

DATE	CHARGE	COURT	RESULT

A positive answer to any of the above questions will not automatically result in rejection of your application for registration. Each application will be considered on its merits.

*For further information, please refer to 17 of the information booklet.*

**RESIDENCE OUTSIDE AUSTRALIA**

9.9 Have you resided in any country other than Australia for more than 12 continuous months during the past 10 years when over the age of 18? Yes  No

If no, please go to Section 10.

If yes, please list the country/ies and the dates you resided there, and provide a certified copy of a criminal record check from each country. The criminal record check must reflect the dates you have listed as residing in that country (see below).

*If you are an immigrant to Australia and have been granted either permanent residency or citizenship after the dates listed below, please attach certified evidence of your permanent residence or citizenship documents.*

COUNTRY/IES	FROM / TO

I \_\_\_\_\_  
*Applicant's full name* *Applicant's occupation*

of \_\_\_\_\_  
*Applicant's address*

**do solemnly and sincerely declare that:**

- I understand that under the terms of the *Education and Training Reform Act 2006*, my name; registration status, including the type of registration; qualifications; date of registration; and register number will appear on the public Register of Teachers;
- I have completed and read this Application for Permission to Teach form;
- I acknowledge that the information provided in this Application for Permission to Teach form is true and correct; and
- I have provided this information with the understanding and belief that a person making a false declaration is liable to the penalties of perjury;
- I authorise the Institute, if permission to teach is granted, to conduct a police record check from time to time during the period for which the permission remains in force.

Declared at \_\_\_\_\_  
*Place* *in the State of Victoria*

this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ signed \_\_\_\_\_  
*Day of the month* *Month* *Year* *Signature of person making this declaration, to be signed in front of an authorised witness\**

before me \_\_\_\_\_  
*Signature of authorised witness*

\_\_\_\_\_  
*Name and title of authorised witness, e.g. Police Officer*

\_\_\_\_\_  
*Address of authorised witness*

The authorised witness must print or stamp his or her name, address and title (e.g. Police Officer) under Section 107A of the *Evidence (Misc. Provisions) Act 1958 (Vic)*.

\* For a list of authorised persons, please refer to page 10 of the information booklet.

TO BE COMPLETED BY THE PRINCIPAL OF THE SCHOOL THAT INTENDS TO EMPLOY YOU.

*For further information, please refer to pages 18–20 of the information booklet.*

All sections MUST be completed and requested documents provided.

School name

Principal's name

School address

School telephone

Email

#### DETAILS OF THE TEACHING POSITION

Subject(s)/Program(s) to be taught

Time fraction

Year level(s) to be taught

Proposed start date

/

/

End date

/

/

Please complete both sections below.

#### KEY DUTIES OF THE POSITION

#### KEY SELECTION CRITERIA



Please attach a copy of the published position description/role statement and key selection criteria for this position.

**REQUIREMENT TO PROVIDE EVIDENCE OF FIRST SEEKING A REGISTERED TEACHER**

Was the position advertised or otherwise made available to qualified and suitable registered teachers? Yes  No

If no, is the applicant seeking an exemption from the requirement to provide such evidence for this vacancy? Yes  No



**Attach evidence that the position was advertised in a statewide media outlet for a period of at least one week inclusive of a weekend.**

Please provide a statement as to why no qualified and suitable registered teacher was available for this vacancy which has resulted in this endorsement for permission to teach.

**STATEMENT OF SUITABILITY OF APPLICANT**

Please outline the applicant's skills and experience relevant to teaching and explain why you consider the applicant's skills and experience are appropriate to the key duties and selection criteria of the teaching position available.

**ENGLISH LANGUAGE COMPETENCE**

Has the applicant provided evidence that they meet the standard for English language competence required for registration with permission to teach? Yes  No

If no, please explain why an exceptional circumstance for English language competence for teachers of LOTE might apply to this application.

**SUPERVISION AND SUPPORT**

Please outline the supervision and support that will be provided by the school.

Supervision includes overseeing measures for planning and implementation of class programs. Support includes professional support for the development of teaching practices, student welfare, assessment procedures and English language competence where an exceptional circumstance is being sought.

**PRINCIPAL'S DECLARATION**

I have read this endorsement for permission to teach and confirm that the information provided on behalf of the school is true and correct.

Signature of principal

Date

This information is supplied to the Victorian Institute of Teaching in support of an application for permission to teach in Victoria only.

**Please read these notes:**

- This character reference is to be completed by a person who is not a partner of or related to the applicant by birth or marriage
- The referee must have known the applicant **for at least 12 months within the previous 2 years**
- Please answer **ALL** questions in block letters
- Please initial any alterations
- Please provide further information if the applicant has been convicted or found guilty of an offence (in any country) or dismissed from a teaching position
- Hand reference to applicant (in a sealed envelope if you prefer), or send directly to the Institute.

**Please send the original of the completed character reference form – not a photocopy or fax.**

I am giving this reference for:

Surname	First given name	Second given name
<i>Insert full name of applicant and underline surname.</i>		

I have known the applicant for a period of at least 12 months within the previous two years.

I have known the applicant as

*e.g. colleague, employer, neighbour*

I consider the applicant to be of good character and repute.

Yes  No

Has the applicant been convicted or found guilty of an offence (in any country) or dismissed from a teaching position (in any country), to your knowledge?

Yes  No

Comments I wish to make about the applicant:


Full name of person giving the reference

Occupation

Telephone (day)

Facsimile

*The Institute may wish to contact you*

Email

Address

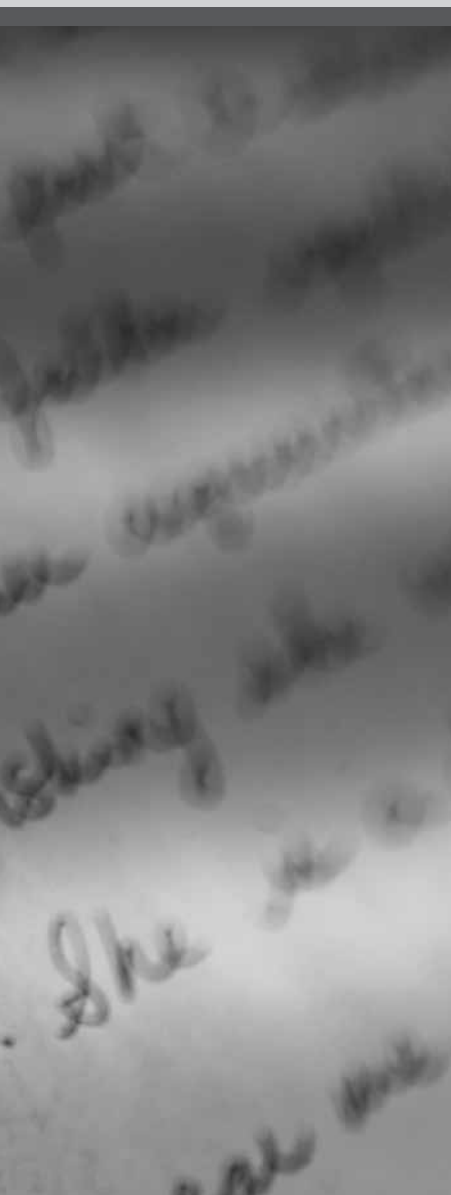
Signature

Date

*For further information, please refer to page 20 of the information booklet.*

Please return this Character Reference  
to the applicant, or to

The Victorian Institute of Teaching  
PO Box 531 Collins Street West  
Victoria 8007, Australia



**Victorian Institute of Teaching**

Level 24, 570 Bourke Street  
Melbourne 3000  
Telephone 1300 888 067  
Facsimile 8601 5801