

# Fact sheet for schools

## Permission to teach (PTT) VET

Vocational education and training (VET) is an important part of many Victorian students' senior secondary education. VET develops industry-specific knowledge and skills, as well as general skills needed for employment, training and further education.

### VET subjects in schools

VET subjects are focused on practical work to prepare students for a particular trade or skilled profession.

There are currently about 30 Victorian schools that offer VET subjects as part of their curriculum, and many more that offer them to their students. VET programs allow students to study in fields such as building and construction, allied health assistance, hospitality / kitchen operations, beauty services and the music industry.

In order to teach in a Victorian school, a person must hold a current registration or permission to teach (PTT) with the Victorian Institute of Teaching (VIT).

PTT (VET) enables individuals with vocational skills and relevant training and assessment qualifications to teach VET subjects in schools without the need for a teaching qualification.

### What is PTT (VET)?

PTT (VET) enables people with vocational skills and relevant Training and Assessment qualifications to be employed to teach VET subjects in Victorian secondary school.

PTT (VET) is not school specific – the holder is registered to teach the VET subject(s) listed on their grant in any Victorian secondary school.

The VIT only registers individuals to teach in schools. Teacher registration, including PTT (VET), is not required to deliver VET subjects in a TAFE or university setting (except where the TAFE is a registered senior secondary provider).

PTT (VET) is granted for three years at a time, however if applicants have completed professional development, industry engagement and professional practice they can apply for a further grant.



John Collins (registered teacher) with learners  
Carey Baptist Grammar School

## When is PTT (VET) required?

PTT (VET) is required if

- a school delivers a VET program to students and cannot find a qualified, registered teacher to deliver that program
- the applicant is being employed because of their skills and experience in a VET subject(s) and is required to deliver and/or assess student participation based on those specific skills and experience.

Note: Teacher registration, including PTT (VET), is not required to deliver VET subjects in a TAFE or university setting (except where the TAFE is a registered senior secondary provider).

## How can schools endorse an applicant for PTT (VET)?

Applying for PTT (VET) is a [two-step process](#). The school wishing to employ someone using PTT (VET) will start the process by submitting a request through their VIT employer portal, endorsing their preferred candidate for the available VET teaching role.

This will be assessed by VIT to ensure that the application meets the criteria for PTT (VET), and to set up the applicant with a VIT record.

Schools will be asked to provide the following information

- name of vocational education and training subject(s) to be taught
- the full name, email address and date of birth of the preferred applicant
- details of a school contact for any follow up questions (usually the principal or assistant principal)
- details of applicant's relevant qualification(s) and experience in the VET subjects(s), noting this must be at or above the level being delivered
- details of applicant's current Certificate IV in Training and Assessment\* or higher.

Note: schools do NOT need to demonstrate workforce shortage, as PTT (VET) is specific to teaching VET subjects.

\* Schools should accept these certifications from the applicant as evidence

- TAE40122 Certificate IV in Training and Assessment or its successor;
- TAE40116 Certificate IV in Training and Assessment; or
- TAE40110 Certificate IV in Training and Assessment

Schools will receive confirmation that the PTT (VET) position has been approved, and the applicant will receive an email with instructions on how to commence the application through their [MyVIT account](#), including making [payment](#).



### PTT (VET) applicant requirements

PTT (VET) applicants must meet the relevant requirements of the Standards for Registered Training Organisations 2015 (or its successor).

PTT (VET) applicants must hold the qualification they will be delivering or higher. They must also hold a

- currently valid Certificate IV in Training and Assessment (TAE40110, TAE40116 or TAE40122) or
- diploma or higher-level qualification in adult education or vocational education and training.

Applicants will be required to provide evidence of their qualification(s) in their application, including an academic transcript and evidence of completion.

**The VIT must assess an applicant's application to determine that they are eligible and suitable to teach before they can commence teaching.**

Most applications take between [4-6 weeks to assess](#) once all documentation has been submitted. In some cases, applications may be assessed more quickly.

The length of time taken to assess an application depends on the quality of documentation supplied, complexity of the assessment, and time of year. Applications can only be fully assessed once all documentation has been provided.

Schools should ensure they start the process with plenty of time for the candidate to submit their application and have it assessed by VIT so they can commence teaching without delay. We recommend that schools start a PTT application 7-8 weeks prior to the desired start date where possible.

## How do schools support PTT (VET) holders?

PTT (VET) holders are not fully qualified teachers, and they will require additional support. They do not need to be supervised one-on-one.

Support could include

- access to mentoring
- regular feedback and wellbeing check-ins
- access to team teaching
- support with curriculum planning and assessment
- access to professional development and staff meetings
- access to professional conversations
- access to employee assistance programs or similar.

Visit the [support my teachers](#) page to find out more about your obligations as an employer.

## Want more information?

- watch a [‘how to’ video](#) on applying for PTT
- search our wide range of [FAQs](#)
- explore our [guidance for supporting PTT holders](#)
- read more about the [application assessment process](#)
- download a PTT (VET) [applicant factsheet](#).



### PTT (VET) holder information

PTT (VET) holders can teach the VET subjects listed on their grant in any Victorian school – not just the school that endorsed them for the position.

A grant of PTT (VET) cannot be varied once granted, however if an individual has suitable qualifications and experience, a school can apply for an additional grant of PTT (VET) following the application process via their [Employer portal](#).

Applicants can read this [fact sheet](#) for more information about the process and what they need to provide.



Phillip Hosking (registered teacher) with learners  
Parade College