

Fact sheet for applicants

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.



Examples of VET subjects that can be offered in schools

- Certificate II in Health Support Service
- Certificate II in Construction Pathways
- Certificate II in Automotive Vocational Preparation
- Certificate II in Workplace Skills
- Certificate II in Applied Fashion Design and Technology
- Certificate III in Sport and Recreation
- Certificate III in Make-Up.

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 to apply for PTT (VET)

Applying for PTT (VET) is a [two-step process](#). The school that you will be teaching VET subjects in will start the process by submitting an application through their VIT employer portal endorsing you as the preferred candidate for the available VET teaching role.

This will be assessed by VIT to ensure that the application meets the criteria for a PTT grant.

The school will advise what VET subjects the grant is for, and you will only be able to teach those subjects.

Once the school's application has been approved, you will receive an email from VIT advising that you can commence an application for a grant of PTT through your MyVIT account, including making payment.

If you don't already have an account, you will be prompted to set one up. Your MyVIT account allows for self-service and is intuitive to your specific registration needs.

Applicants will need to provide

- proof of identity and name history so that a Nationally Coordinated Criminal History Check (NCCCHC) can be undertaken
- information about suitability and fitness to teach
- evidence of relevant qualification(s) and experience in the VET subjects(s), noting this must be at or above the level being delivered
- evidence of a current Certificate IV in Training and Assessment or higher.

* Qualifications required to hold PTT (VET)

- 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.

You must provide evidence of your qualification(s) in your application, including an academic transcript (where applicable) and evidence of completion.

In some cases, you may be required to provide evidence of your English language competency and overseas criminal history. The VIT encourages you to apply early for these documents (where required) as they may take some time to procure.

Watch [this video](#) for detailed instructions on how to complete your PTT application.

The VIT must assess your application to determine you are eligible and suitable to teach before you can commence teaching.

When to apply for PTT (VET)

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.

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

Before you start your application

- you will need to set up a [MyVIT account](#) if you have not held PTT with VIT previously
- ensure your username (i.e. email address) is one you will continue to use in the long term – avoid using temporary email addresses such as your current work account
- your password must have at least eight characters, a minimum of one letter, one number and one special character
- after you have completed an NCCHC, it will be valid for five years
- you will be required to provide five years of address history – i.e. address(es) you have lived in the past five years with no gaps
- when submitting your proof of identity documentation, use the suggested documents so that your evidence can be validated faster.



Once you have been granted PTT (VET), you can teach the VET subjects listed on your grant in any Victorian school – not just the school that endorsed you for the position.

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

How can PTT (VET) holders maintain their registration?

PTT (VET) holders are required to pay an annual registration fee and complete a five-yearly NCCHC as required in order to remain registered.

PTT (VET) is granted for a maximum of three (3) years, however it is renewable and is therefore suitable for ongoing positions.

Noting that PTT (VET) holders are not fully qualified teachers, they will receive additional [support](#) from their school.

Unlike other PTT categories, PTT (VET) holders are not required to undertake an initial teacher education qualification and [progress towards teacher registration](#).

PTT (VET) holders are also exempt from meeting [recency of practice and professional learning](#) requirements.

Want more information?

- visit [our website](#) and explore what it means to be registered with VIT
- watch a [‘how to’ video](#) on applying for PTT
- search our wide range of [FAQs](#)
- read more about the [application assessment process](#)
- read more about what [support schools offer PTT holders](#).



Phillip Hosking (registered teacher) with learner Parade College