Fact sheet for RTOs / TAFEs
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).

The PTT (VET) application process

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.

How can RTOs and TAFEs assist in the PTT (VET) application process?

TAFEs and RTOs do not apply on behalf of the applicant or the school, however they may assist the applicant or the school in obtaining the necessary paperwork.

Information that may assist the application

- 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 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.

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.

Applicants will be required to provide evidence of their qualification(s) in their application, including an academic transcript (where applicable) and evidence of completion. Applicants can read this fact sheet and download this checklist for more information about the process and what they need to provide.

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

PTT (VET) applicant requirements

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

Generally, this means PTT (VET) applicants are required to hold a minimum of a Certificate II and industry experience in the VET subject(s) they wish to teach, along with a current Certificate IV in Training and Assessment (or higher).

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.

Want more information?

- search our wide range of FAQs
- read more about the application assessment process
- download a PTT (VET) applicant factsheet or application checklist
- read more about what support schools offer PTT holders.