

# Permission to Teach (VET) application checklist

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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 people with vocational skills and relevant Training and Assessment qualifications to be employed holders can use their grant to teach a Vocational Education and Training (VET) subject(s) in a Victorian secondary school.

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

Generally, this means PTT (VET) applicants must hold a minimum of a Certificate II and industry experience in the VET subjects they wish to teach. They must also have an appropriate Training and Assessment qualification.

## 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 for the available VET teaching role.

The school will advise what VET subjects the grant is for, and the PTT (VET) holder can only teach those subjects. This will be assessed by VIT to ensure that the application meets the criteria for a PTT grant.

Once the school's application has been approved, you will receive an email from VIT advising that you can commence an application, including making [payment](#).

Applicants will need to provide

- proof of identity and name history so that a [Nationally Coordinated Criminal History Check](#) (NCCHC) can be undertaken
- information about suitability and fitness to teach
- evidence of qualifications and / or industry / teaching experience
- minimum of Certificate II in the trade you will be teaching (evidence of trade experience can also be included, noting this must be at or above the level being delivered)
- evidence of successful completion of a Certificate IV in Training and Assessment.

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

## Proof of identity

As part of your application, you are required to provide documents which enable VIT to [confirm your identity](#) so that a [Nationally Coordinated Criminal History Check](#) (NCCHC) can be undertaken.

These must include

- ☐ one (1) commencement of identity document to confirm your birth or arrival in Australia
- ☐ one (1) primary document to show the use of your identity in the community
- ☐ two (2) secondary documents to show the use of your identity in the community
- ☐ a valid [verification of identity form](#).

## Qualifications

You will need to provide official evidence of completion and official academic transcript for the following qualifications

- ☐ vocational competencies at least to the level being delivered and assessed (minimum Certificate II)
- ☐ Certificate IV in Training and Assessment\*

\*must be one of the below

- 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 plus the following units
  - either TAELN411 or TAELN401A; and
  - either TAEASS502, TAEASS502A or TAEASS502B.

## Skills and experience

- ☐ documented evidence of any skills relevant to the VET subject(s) you will be teaching
  - evidence of apprenticeships
  - letters of reference that attest to your knowledge in the subject area
- ☐ documented evidence of any relevant industry experience. This will need to be in the form of an official reference letter completed by a supervisor that outlines
  - the place you worked
  - duration of employment
  - duties undertaken
  - an official reference letter completed by your accountant that outlines the business name and function, and financial years of operation (if self-employed).

## Ability to build positive relationships with students

- ☐ details about your skills and experience that demonstrate your capacity to build positive relationships with students (previous school setting experience, positive working relationships with apprentices, youth group leadership)

## Ability to maintain a safe learning environment

- ☐ details about your skills and experience that demonstrate your ability to maintain a safe learning environment (awareness of work safety issues on a worksite, establishment of clear guidelines for behaviour of children in an activity-based environment, certificates or professional development completed related to health and safety)

## Effective teaching practices

- ☐ details about your skills and experience in using a range of teaching practices and resources to engage students in effective learning (use of electronic technology, working with individuals and groups)
- ☐ evidence of the professional development, industry engagement and / or professional practice you have undertaken during your current grant of PTT (VET)

## Plan of professional development, industry engagement and / or professional practice

- ☐ an outline of the professional development, industry engagement, and / or professional practice you plan to undertake during this grant of PTT (VET)

Watch this video for detailed instructions on how to complete your PTT application or download this [fact sheet](#) for a detailed explanation of the application modules.