victorian institute of teaching

Fact sheet

Permission to teach (PTT)

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

What is PTT?

PTT is an alternative authorisation to teach that exists primarily to address workforce shortages.

Schools must always prioritise the employment of qualified, registered teachers to deliver an educational program within the school.

Schools may apply for PTT if they are unable to recruit a qualified teacher for a specific position, and they have an alternative candidate with teaching and subject matter expertise.

By applying for PTT, schools acknowledge that they will provide targeted support and supervision to the PTT holder for the duration of their grant, recognising that the PTT holder will require more support than a graduate teacher.

Generally, PTT is restricted to specific subjects and schools, and therefore cannot be used to undertake casual relief teaching. Grants are not transferrable across schools and PTT holders cannot teach additional subjects. The school and subject are listed in the Employer portal and on the PTT holder's registration card.

PTT can be granted for a maximum of three years. It is not a renewable form of registration, and therefore unsuitable for ongoing positions.

PTT holders are subject to the same professional obligations as teachers.

PTT holders are expected to progress toward teacher registration by undertaking an initial teacher education (ITE) program, and schools should consider how they can support the PTT holder to study while working. Generally, VIT considers progression as completing at least 0.5 equivalent full-time student load (EFTSL) of the ITE program and / or meeting any other teacher registration requirements, across the duration of the PTT grant.

How do schools demonstrate workforce shortage?

Unless otherwise exempt, schools must provide evidence

- that they attempted to recruit a qualified teacher to the role
- the role or subjects were advertised in state-wide media or a well-known online recruitment platform
- the role was advertised within the last three months
- no qualified applicants applied / the applicants were not suitable*

*schools must provide information about why qualified and / or registered applicants were not found suitable and would be unable to fulfill the requirements of the role.

When is PTT required?

PTT is required if

- the role is responsible for the delivery and / or assessment of student participation in an educational program
- the program is part of a curriculum that
  - is authorised by the Victorian Curriculum and Assessment Authority e.g. Victorian Curriculum F-10, Victorian Certificate of Education (VCE);
  - is authorised by the International Baccalaureate Organisation; or
  - satisfies the Victorian Registration and Qualifications Authority requirements and is approved as an educational program by the school's governing body (applies to non-government schools only)
- the program is part of the required curriculum for students in that school, and the program is to be conducted at the school
- the candidate is being employed because of their skills and experience in a particular subject or discipline, and is required to deliver and / or assess student participation based on those specific skills and experience.

When is PTT not required?

A role does not require PTT if it is

- an extra-curricular or co-curricular activity
- a support program outside of the required curriculum / education program
- a supplementary instructional program.

The following roles do not require PTT

- special needs support officer
- chaplain or faith community leader
- guidance officer
- career counsellor
- sports coach
- instrumental music instructor
- integration aide.

How schools support PTT holders

PTT 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
- reduced teaching load to support study and administrative commitments.

Read the Guidance for supporting PTT holders for more information.



Tania Sorbello (registered teacher) with learners
Fitzroy North Primary School

How can a school apply for permission to teach?

Applying for school initiated or location based PTT is a two-step process.

1. the school endorsement

The school must start the process by submitting an application through their Employer portal endorsing a candidate for the available teaching role. This will be assessed by VIT to ensure the application meets the criteria for a PTT grant.

Schools will be asked to provide the following information

- evidence of workforce shortage (if applicable)
- details of unsuccessful applicants
- details of preferred candidate
- details of the subject(s) and year level(s) to be taught
- details of the preferred candidate's skills and experience in the subject(s) they will be teaching
- details of school contact (usually the principal or assistant principal).

The VIT works directly with schools to reduce workforce shortage pressures where possible, including - in limited circumstances - by granting PTT to those not yet in their final year of study.

If the preferred candidate is not a final year student, VIT may offer PTT grants up to 0.6 FTE. This supports the candidate to manage their work and study loads appropriately and progress towards gaining registration. To avoid delays in assessment times, schools should advise VIT that the candidate is not a final year student so that an appropriate teaching load can be applied to the grant. Once the candidate is in their final year, or they can provide evidence of significant progression through their studies, they may be eligible for a further grant at a higher FTE.

2. the endorsed candidate's application

Once approved, the endorsed candidate will be able to commence an application for a grant of PTT through their MyVIT account.

In most cases, applicants will need to provide

- proof of identity and name history
- evidence of qualifications and relevant industrial / teaching experience
- information about how they will progress toward teacher registration
- information about their suitability and fitness to teach.

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

Both parts of the application must be approved by VIT before the applicant can undertake the duties of a teacher.



Peta Gleeson (registered teacher) with learners
Caledonian Primary School

Applications can take between 4-6 weeks to assess from the time a complete application is received.

The length of time taken to assess an application depends on the type of application and each applicant's circumstances.

Schools can support this process by ensuring their candidates complete all the application requirements before submission.

Common issues that cause delays in assessment

Schools and applicants must identify / confirm whether applicant is in their final year of study

To be eligible for a grant of 1.0FTE, it is expected that the applicant is in their final year of study of an initial teacher education program.

The school must advise VIT within its submission whether the preferred applicant is a final year student.

The applicant must provide evidence of their final year status via an academic transcript indicating successful completion of sufficient units.

Those not in their final year of study may be eligible for PTT at a reduced workload (maximum 0.6FTE). Once the applicant is in their final year, they may be eligible for a further grant at a higher FTE.

Applicants must provide correct proof of identity documents

Proof of identity documents must include those accepted by the Australian Criminal Intelligence Commission (ACIC) and be current at the time of submission.

Applicants must provide valid English language competency test results

The VIT only accepts International English Language Testing System (IELTS) **Academic Module** and International Second Language Proficiency Rating (ISLPR) **Professional / Teacher Registration Module** test results.

IELTS One Skill Retake results (which allow applicants to retake any one component of the test, without having to retake a full test) are accepted.

Applicants must provide correct overseas criminal record checks (CRCs)

All overseas CRCs must cover the full period that the applicant resided in each overseas country. The VIT only accepts overseas CRCs that meet the Department of Home Affairs standards or are undertaken by AIS International and are national, not state or regional.

To meet the "full period" requirement applicants who apply from overseas will be required to provide an updated CRC dated after they arrive in Australia.

Schools and applicants must demonstrate the applicant has subject matter expertise

Applicants who have only recently commenced an initial teacher education program and those who cannot demonstrate subject area expertise through an undergraduate degree will generally not be considered for PTT.

PTT can only be granted if the applicant can provide clear evidence that they have skills and experience in the subject(s) they will be teaching.

Schools should not apply for PTT grants to cover VCE level subjects

Generally, VIT will not approve PTT grants to teach VCE subjects. If schools are unable to fill an advertised VCE level role, VIT will consider an application for PTT to cover a registered teacher at the school's classes to enable them to deliver the VCE subject, without the need for alternative advertising.

Schools can only apply for subjects that were advertised

The VIT is unable to approve PTT grants if the subject(s) was not included in the position advertisement.

A list of PTT categories and how they can be used can be found on the next page.

PTT categories and how they can be used

School initiated PTT

PTT (General)
This category of PTT is used to fill fixed term or ongoing roles made vacant through general workforce shortages. Schools must demonstrate workforce shortage, and the PTT grant is subject and school specific.

PTT (Aboriginal languages)
Granted to applicants delivering an Aboriginal language program in any Victorian school.

PTT (VET)
Allows holders to teach a Vocational Education and Training (VET) subject(s) in a school. Holders of PTT (VET) are able to teach a particular subject(s) in any Victorian school. Schools are not required to demonstrate workforce shortage, however applicants must hold a completed Certificate IV in Training and Assessment.

PTT program / initiative based PTT

PTT (Internship)
Applies to applicants undertaking an accredited employment-based initial teacher education (ITE) Internship program towards teacher registration, such as the Innovative ITE programs that are employment-based degrees.

This category only applies to Initial Teacher Education (ITE) programs accredited by VIT as an Internship ITE program. PTT (Internship) cannot be granted to an individual for two or more schools concurrently. PTT (Internship) is granted for the duration of the ITE program (max 3 years), and applies to a particular subject(s) at a particular school.

PTT (Higher Education Studies) [PTT (HES)]
Applies to applicants seeking to teach one or more higher education studies subjects to school-aged learners in a Victorian school setting. PTT (HES) only applies to currently practising academic staff from Victorian higher education providers employed in an approved school setting, such as the Centre for Higher Education Studies (CHES).

PTT (Exchange)
Applies to the Victorian International Teaching Fellowship (VITF) coordinated by the Department of Education and Training. PTT (Exchange) holders cannot be granted PTT to teach a specific subject, as the teachers engaged through the VITF have exchanged roles with Victorian registered teachers.

PTT (Exchange) is granted only for a maximum period of 12 months. Those who wish to continue to teach beyond the 12-month grant are required to make an application for registration or PTT.

PTT (Teacher Tutor)
Is granted to individuals employed under the Victorian Government's Tutor Learning Initiative to deliver targeted small group learning support with a focus on literacy and numeracy. Holders of PTT (Teacher Tutor) are able to tutor in one or more subject areas / key learning areas at a particular school.

Location based PTT

PTT (JSM)
Applies only to those teachers appointed by the Japanese Government to teach the Japanese curriculum at the Japanese School of Melbourne (JSM). PTT (JSM) holders cannot be granted PTT to teach a specific subject, as the teachers are engaged as generalist teachers within the school.

PTT (VCASS)
Only applies to individuals seeking to teach dance and music at the Victorian College of the Arts Secondary School (VCASS).