

Form D – Permission to Teach

This application should be read in conjunction with [VIT's Permission to Teach Policy](#) (2017).

All sections must be completed in full.

VIT may request additional evidence to support your application.

Your application can be submitted by scanning all required documentation and emailing ptt@vit.vic.edu.au. Please include the applicant's name and 6 digit VIT registration number (if applicable) in the subject line.

To ensure the protection of your personal information and data security, please ensure that you send your application to the above email address.

1.0 PERSONAL DETAILS

Title		Surname / family name	
First given name		Other given name(s)	
Date of birth DD/MM/YYYY	/ /	Gender	<input type="checkbox"/> M <input type="checkbox"/> F
Are you an Australian citizen?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If no, of what country are you currently a citizen?			

1.1 POSTAL ADDRESS

Postal address			
Suburb / town		Country	
State		Postcode	

Important: please advise VIT of any changes in postal address.

1.2 CONTACT DETAILS

Provide at least one contact number and email address.

Phone (home)		Phone (business)	
Phone (mobile)		Email	

2.0 APPLICATION

Have you previously applied for registration or permission to teach with the Victorian Institute of Teaching?

☐ Yes ☐ No

If yes, provide your reference number.

3.0 PROOF OF IDENTITY AND CONSENT FOR A NATIONALLY COORDINATED CRIMINAL HISTORY CHECK

3.1 PERSONAL DETAILS

The details provided in Section 1 of this form will be used as your personal identification details.

Please ensure all details are correct.

3.2 PLACE OF BIRTH

Town of birth		State of birth		Country of birth	
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3.3 PROOF OF IDENTITY DOCUMENTS

VIT must verify your identity for registration before a Nationally Coordinated Criminal History Check is undertaken on your behalf. To verify your identity, you need to provide documents in both Category 1 and 2 below.

Select **one from each category** and provide additional details where requested.

Category 1 – primary identity document showing your full name and date of birth

- ☐ Certified copy of your birth certificate
- ☐ Certified copy of your Australian citizenship certificate
- ☐ Certified copy of a current passport in your name

Passport no.		Expiry date DDMMYYYY	/	/	Country / state of issue	
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Category 2 – secondary identity document displaying your photograph or signature, date of birth, name and / or address

- ☐ Certified copy of your driver's licence

Licence no.		Expiry date DDMMYYYY	/	/	Country / state of issue	
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- ☐ Certified copy of your identity card when employed under Part 3 of the *Public Administration Act 2004 (Vic)*
- ☐ Certified copy of your Centrelink card
- ☐ Certified copy of your student card issued by a higher education provider
- ☐ Reference from a VIT registered teacher verifying your name and address

3.4 CHANGE OF NAME

Select which document you will use as evidence of your name change

- ☐ Official evidence of your name change from Births, Deaths and Marriages
- ☐ Statutory declaration explaining the details of your name change

Is your current name different from the name on your birth certificate?

☐ Yes ☐ No

Have you ever been known by a name other than the name on your birth certificate?

☐ Yes ☐ No

If yes, provide any other names by which you have been known below, including the name on your birth certificate.

Surname / family name	First given name	Other given name(s)	Reason

3.5 RESIDENTIAL ADDRESS HISTORY

Is your current residential address the same as your postal address?

☐ Yes ☐ No

If no, provide your current residential address below.

Residential address			
Suburb / town		Country	
State		Postcode	

Have you lived at any different address(es) in the past 5 years?

☐ Yes ☐ No

If yes, provide details below.

Residential address(es) <small>If full details of previous addresses are unavailable, details of town(s) and state(s) will suffice. Attach list if insufficient room.</small>	Period of residence <small>If actual dates are unavailable, details of year of residence will suffice (DD/MM/YYYY)</small>
	/ / to / /
	/ / to / /
	/ / to / /

Have you resided in any country other than Australia for more than 12 continuous months during the past 10 years when over the age of 18?

☐ Yes ☐ No

If yes, provide details below and attach a certified copy of a criminal record check from each country that reflects the dates you have listed as residing in that country.

If you are an immigrant to Australia and have been granted either permanent residence or citizenship after the dates listed below, attach certified evidence of your permanent residence or citizenship documents.

Country(ies)	Period of residence (DD/MM/YYYY)
	/ / to / /
	/ / to / /

3.6 CONSENT FOR A NATIONALLY COORDINATED CRIMINAL HISTORY CHECK (NCCHC)

Section 2.6.8(b) of the *Education and Training Reform Act 2006* (the Act) requires VIT to determine whether an applicant is suitable to be registered as a teacher.

VIT conducts criminal record checks, called a Nationally Coordinated Criminal History Check (NCCHC) through Australian Criminal Intelligence Commission (ACIC), a Commonwealth Agency.

An NCCHC is a report made following an examination of the records of convictions / findings of guilt of criminal offences held by Australian police services. The local police service will examine its records to determine whether a person with your name and date of birth has been convicted or found guilty of an offence.

Occasionally VIT may receive criminal history information for a person with a similar name and / or date of birth to you. VIT will ask you to verify that the information relates to you. If the information does not relate to you, it will be destroyed and ACIC will be advised of the error.

It is usual practice for an applicant's personal information to be disclosed to Australian police services for them to use for their respective law enforcement purposes including the investigation of any outstanding criminal offences.

If you do not consent to VIT obtaining an NCCHC, VIT will not be able to process your application for permission to teach.

Information received through these processes will be stored in secure personal files. This form will remain on your personal file at VIT. The information obtained by VIT is subject to the information privacy principles set out in the *Privacy and Data Protection Act 2014* (VIC).

I _____ (applicant's name)

- acknowledge and understand that the information I have provided will be disclosed in accordance with applicable legislation and information release policies (including spent convictions legislation (however described) in the Commonwealth, States and Territories);
- understand that the purpose for which I am seeking a criminal record check is in a category for which exclusions from spent convictions legislation applies;
- have fully and correctly completed the application, the personal information in it relates to me, contains my full name and all names previously used by me;
- acknowledge that the provision of false or misleading information in this section of the application is a serious offence;
- acknowledge that VIT is collecting information in this section the application to provide to Australian Criminal Intelligence Commission (ACIC) (an Agency of the Commonwealth of Australia) and police agencies including Victoria police;
- acknowledge that any information provided by me in this application relates specifically to the purpose of registration with VIT;
- acknowledge that any information provided by the police agencies or ACIC relates specifically to the purpose of registration with VIT;
- acknowledge that any information sent in relation to this application, by mail or electronically (including any identity documents) is sent at my own risk and I am aware of the consequences of these methods of lodgement;
- acknowledge that it is usual practice for an applicant's personal information to be disclosed to police agencies for law enforcement purposes including the investigation of any outstanding criminal offences;
- consent to ACIC and police agencies using and disclosing my personal information to conduct a Nationally Coordinated Criminal History Check;
- consent to the police agencies disclosing to ACIC, from their records, police history information that can be disclosed in accordance with the laws of the commonwealth, states and territories and in accordance with the relevant jurisdiction's information release policies;
- consent to ACIC disclosing the information sourced from the police agencies to VIT; and
- consent to the use of my personal information in the assessment of my suitability for registration with VIT.

Signature		Date DDMMYYYY	/	/
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4.0 QUALIFICATIONS

Have you completed, or are you due to complete, an initial teacher education qualification?

For example, Bachelor of Education, Master of Teaching

☐ Yes ☐ No

Have you completed any other academic and / or trade qualifications?

For example, Bachelor of Arts, Diploma of Engineering, Apprenticeship, Certificate of Proficiency (Joinery), Certificate IV in Information Technology, Certificate IV in Training and Assessment

☐ Yes ☐ No

If no, go to Section 5.

Provide details of all academic and trade qualifications which you have completed / are due to complete.

Qualification	Institution	State / country	Full time duration of program (e.g. 4 years)	Date completed (DD/MM/YYYY)
				/ /
				/ /
				/ /
				/ /
				/ /

5.0 ENGLISH LANGUAGE COMPETENCY

5.1 LANGUAGE OF INSTRUCTION

Were all the qualifications you are presenting for consideration completed **in English** in Australia, New Zealand, the United Kingdom, the United States of America, Canada or the Republic of Ireland?

☐ Yes ☐ No

If yes, go to Section 6.

5.2 ENGLISH LANGUAGE TEST

Have you completed an English language test?

☐ Yes ☐ No

If no, go to Section 6

Which test did you complete?

☐ IELTS (academic) ☐ ISLPR (professional) ☐ PEAT

Provide the results gained below.

Listening	Reading	Writing	Speaking

6.0 TEACHING AND INDUSTRIAL / TRADE EXPERIENCE

Do you have trade or industrial experience?

☐ Yes ☐ No

If yes, provide details below.

Trade	Employer	State / country	Date from (DD/MM/YYYY)	Date to (DD/MM/YYYY)
			/ /	/ /
			/ /	/ /
			/ /	/ /

Have you undertaken the duties of a teacher prior to this application?

☐ Yes ☐ No

If yes, provide details below.

Position	Employer	State / country	Full time or fraction per week (e.g. 0.6, 1.0)	Date from (DD/MM/YYYY)	Date to (DD/MM/YYYY)
				/ /	/ /
				/ /	/ /
				/ /	/ /

7.0 DECLARATIONS

7.1 PROFESSIONAL HISTORY

Have you ever had registration, licensing, classification or eligibility for employment as a teacher or any other entitlement to teach cancelled, suspended or withdrawn in Australia or in any other country?

☐ Yes ☐ No

Are you subject to any conditions in practising the profession of teaching in Australia or in any other country?

☐ Yes ☐ No

Have you ever been refused registration, licensing or classification as a teacher in Australia or in any other country for reasons other than insufficient qualifications?

☐ Yes ☐ No

Have you ever been subject to a preliminary investigation or resigned while the subject of any proceeding or disciplinary action in respect to your professional conduct, competence, or capacity?

☐ Yes ☐ No

Have you ever been (or are you currently) the subject of action in response to allegations concerning

- serious incompetence as a teacher;
- serious misconduct as a teacher; or
- suitability to be a teacher

including any preliminary investigation or proceeding, either informal or formal in any jurisdiction?

☐ Yes ☐ No

7.2 IMPAIRMENTS

Are you suffering any physical or mental impairment, disability, condition or disorder, including substance abuse / dependence which may affect your professional conduct, competence or capacity to undertake the duties of a teacher?

☐ Yes ☐ No

If yes, provide a statutory declaration explaining the circumstances.

7.3 CHARGES OR CONVICTIONS

Have you ever been (or are you currently) charged with any offences in Australia or in any other country?

☐ Yes ☐ No

Have you ever been convicted or found guilty of any offences in Australia or in any other country, whether a conviction was recorded or not?

☐ Yes ☐ No

If yes to either of the above questions, provide details below and attach a statutory declaration explaining the circumstances.

Date DDMMYYYY	Charge	Court	Result
/ /			
/ /			
/ /			

7.4 REPORTABLE CONDUCT

Since 1 July 2017, have you been the subject of a Reportable Conduct allegation to the [Commission for Children and Young People \(CCYP\)](#)?

☐ Yes ☐ No

Note: a positive answer to any of the questions in Section 7 will not automatically result in rejection of your application. Each application will be considered on its merits.

8.0 SKILLS AND EXPERIENCE

Outline your skills and experience to teach.

If this is your second or subsequent period of permission to teach, you must demonstrate an increased level of skill and experience to teach. This should be explained in the responses to the following statements.

Skills and experience in the subject / discipline you will be required to teach

(How did you achieve your knowledge in your subject area? E.g. higher education study, trade qualification, language proficiency, music qualifications)

Skills and experience that demonstrate a capacity to build positive relationships with students
(e.g. previous school setting experience, positive working relationships with apprentices, youth group leadership)

Skills and experience that demonstrate an ability to maintain a safe learning environment

(e.g. awareness of work safety issues on a worksite, establishment of clear guidelines for behaviour of children in an activity-based environment)

Skills and experience using a range of teaching practices and resources to engage students in effective learning

(e.g. use of electronic technology, working with individuals and groups)

Progress towards applying for teacher registration under part D1.2 of VIT's PTT Policy (or E1.2 for second / and subsequent applications)

(e.g. enrollment in ITE qualification, evidence of PD completed, evidence of current industry engagement)

9.0 STATUTORY DECLARATION UNDER THE EVIDENCE (MISC. PROVISIONS) ACT 1958 (VIC) AND AUTHORISATION

I _____ (applicant's name and occupation)

of _____ (applicant's address)

do solemnly and sincerely declare that

- I understand that under the terms of the *Education and Training Reform Act 2006*, my name, registration status (including the type of registration) qualifications, date of registration and registration number will appear on the public register of teachers;
- I have completed and read this application for permission to teach;
- I acknowledge that the information provided in this application for permission to teach form is true and correct;
- I have provided this information with the understanding and belief that a person making a false declaration is liable to the penalties of perjury; and
- I authorise VIT, if permission to teach is granted, to conduct a police record check from time to time during the period for which the permission remains in force.

Declared at _____ (place) _____ (in the state of Victoria)

this _____ (date) day of _____ (month) _____ (year).

Signed _____ (signature of person making declaration - to be signed in front of an authorised witness)

before me _____ (signature authorised witness)

_____ (name and title - e.g. police officer - of authorised witness)

_____ (address of authorised witness)

The authorised witness must print or stamp his or her name, address and title (e.g. police officer) under Section 107A of the *Evidence (Misc. Provisions) Act 1958 (Vic)*.

10.0 SCHOOL / RTO ENDORSEMENT

To be completed by the principal of the school / head of department of the Registered Training Organisation (RTO) that intends to employ you.

10.1 DETAILS OF SCHOOL / RTO

Applicant name			
School / RTO name		Principal / head name	
School / RTO physical address			
School / RTO phone		School / RTO email	

10.2 DETAILS OF TEACHING POSITION

Subject(s) / program(s) to be taught		Time fraction	
Year level(s) to be taught		Time period DD/MM/YYYY	/ / to / /

Key duties of the position

☐ I have attached a copy of the position description. (**note:** this is a requirement)

10.3 REQUIREMENT TO PROVIDE EVIDENCE OF FIRST SEEKING A REGISTERED TEACHER

Was the position advertised or otherwise made available to qualified and suitable registered teachers?

☐ Yes ☐ No

Provide a statement of exceptional circumstances for an exemption to be considered.

Provide the reason for the workforce shortage / vacancy (e.g. new position, incumbent is on leave).

Provide the means by which the school / RTO sought to fill the position with a registered teacher (e.g. by advertising).

Provide a list of applicants who applied for the position, and the reasons they were not considered to have suitable skills and experience to fulfil the role.

10.4 STATEMENT OF SUITABILITY OF APPLICANT

Provide an assessment of the applicant's skills and experience to teach and a statement as to why these skills and experience to teach are appropriate to the position.

Provide details of the professional support to be provided to the applicant during the period of the permission, how the school will support the applicant to develop their pedagogical and classroom management skills and progress towards teacher registration according to their plan.

Provide details of how the applicant will be supervised for the duration of the grant.

10.5 PRINCIPAL / HEAD OF DEPARTMENT'S DECLARATION

- ☐ I have read this endorsement for permission to teach and confirm the information provided on behalf of the school / RTO is true and correct.

Signature		Date DDMMYYYY	/	/
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11.0 CHECKLIST OF SUPPORTING DOCUMENTATION

Include all documentation to support the answers you have provided in this application
(if you have listed qualifications, provide the evidence of this)

- ☐ ID documentation*
- ☐ Change of name evidence*
- ☐ Qualifications (include transcript and evidence of completion)
- ☐ Statement from your employer confirming your experience
- ☐ English language test results
- ☐ Evidence of professional development / industry engagement since previous grant of PTT
- ☐ Explanatory [statutory declaration](#) if answered 'yes' to any question in Section 7
- ☐ Evidence of workforce shortage
- ☐ Progress plan for moving towards teacher registration
- ☐ Position description
- ☐ Professional references and / or letters of support
- ☐ Job advertisement
- ☐ Evidence of current industry skills / industrial experience

*certified copies required