

# FACT SHEET

## Applying for permission to teach in Victoria

In order to teach at any Victorian school or early childhood service, 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 and exists primarily to address a workforce shortage. This means that schools must always prioritise the employment of qualified, registered teachers to deliver an educational program in a school.

PTT is only granted to teach specific subjects or subject areas at a particular school(s) for a maximum of three years, and it is not a renewable form of registration, making it unsuitable for ongoing positions.

### CATEGORIES OF PTT

The most common PTT categories include

#### PTT (GENERAL)

to teach a particular subject(s) at a specific school

#### PTT (VET)

to teach a Vocational Education and Training (VET) subject(s) in a school

#### PTT (PATHWAY)

to undertake an accredited employment-based pathway to teacher registration, such as the Teach for Australia (TFA) program or the Master of Teaching (Internship) at the University of Melbourne

### WHO CAN I TEACH?

You will only be able to teach the subject(s) you have been approved to teach, at the school(s) you have been approved to teach at.

### WHEN IS PTT REQUIRED?

Employers can endorse a candidate for PTT 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), Victorian Certificate of Applied Learning (VCAL));
  - is authorised by the International Baccalaureate Organisation; or
  - satisfies the Victorian Registration and Qualifications Authority (VRQA) requirements and is approved as the educational program of the school 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
- the program is to be conducted at the school; and
- 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; or
- 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.



Visit our website to watch a 'how to' video on applying for PTT

## APPLYING FOR PTT

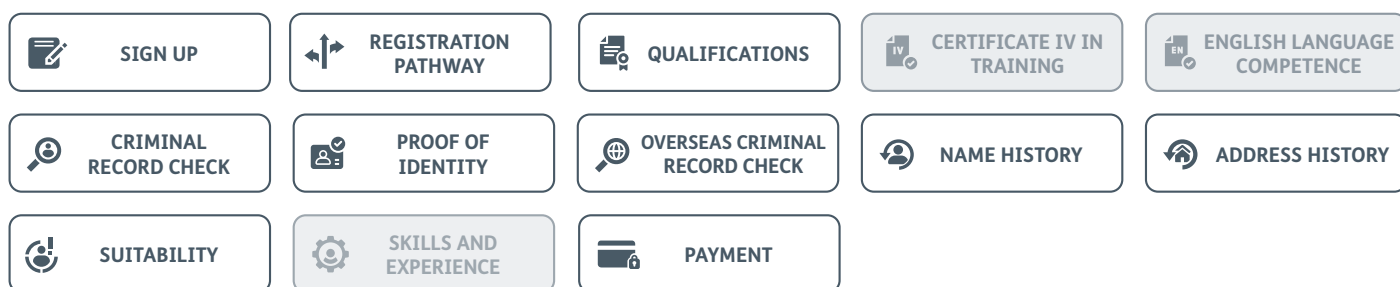


Your employer will start the process by submitting an application through their VIT employer portal endorsing you for the available teaching role.

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

Once your employer'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. 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.

To apply for registration, you will be required to complete all modules highlighted in white below. Depending on the subject and / or PTT category, you may also be required to complete the grey modules. For more information on each module and the supporting documentation you will be required to provide, search '[how to apply for permission to teach](#)' on our website.



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

### TIPS: 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 university student or 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 a Nationally Coordinated Criminal History Check, 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.

### WHEN SHOULD YOU APPLY?

Applications can take up to 6 weeks to process. Your employer should ensure they apply with plenty of time for you to submit your application so that you can commence your teaching position without delay.

### WANT MORE INFORMATION?

Visit [www.vit.vic.edu.au](http://www.vit.vic.edu.au) and use the search function to find information on specific topics

Watch a '[how to](#)' video on applying for PTT

Login to your MyVIT account at [nexus.vit.vic.edu.au/nexus](http://nexus.vit.vic.edu.au/nexus)