

How to apply for permission to teach

To apply for a grant of permission to teach, you must first be endorsed by a school or RTO for a specific position. This is an online process initiated by the employer. Once this is completed, an application will be made available in your MyVIT account

This video is for a permission to teach applicant applying for an initial grant of permission to teach. If you have not held registration with VIT before you will need to create a MyVIT account and provide some basic contact information. Once you have completed this initial process you will have access to your MyVIT account.

To begin, go to the VIT's homepage. Make sure you use a Chrome or Firefox browser, because other browsers may not be compatible.

Click the blue 'Sign in' button

Select 'MyVIT Login', then select the 'sign up' option at the bottom right hand corner.

Fill in your details – your email will be your username so make sure it's an email address you will have access to ongoing. The password you enter will remain your password unless you change it, make sure it is at least 8 characters with a minimum of one letter, one number, and one special character.

Click 'sign up'.

You'll receive an email with your verification code. The email may take up to 2 hours to receive – ensure you check your junk mail folder.

Enter this code to verify your new account.

On the home screen you will find all of the menu options relevant to you depending on your application or registration status.

You will be able to see any current or previous registrations, view your application history and apply for registration or permission to teach.

If you have been endorsed by an employer for permission to teach you can complete your application by clicking the 'Apply for PTT' module or by scrolling down, clicking on the down arrow next to the pending application, and clicking 'continue application'.

Let's click 'Apply for PTT'.

The first thing you see is the position that you have been endorsed for. The table below will show the permission to teach positions for which you are eligible to apply. You may have one position or you may have many. You will have to apply for each one of these positions independently.

Click on the drop down arrow and click 'continue application'.

On this page you are provided information about the school, subject and duration of the position you are applying for. If granted permission to teach you will only be able to undertake the duties of a teacher in this context.

You will then be asked whether you have completed any higher education qualifications and whether you have any teaching, trade or industry experience.

Once you have confirmed you understand the position you are applying for and answered these pathway questions you will be presented with a list of modules to complete. The modules available to you will depend on the type of PTT that you are applying for and your answers to the pathway questions. For example, here you can see that there is a module called 'VET certificate 4' this is because this applicant is applying for PTT VET. The blue update buttons on the right indicate that module needs to be completed. The green review button indicates that module has been completed, but you can change or add information if you wish.

We'll go through the modules you might see on your application.

Registration pathway is the one you have just gone through.

VET Certificate 4 is specific to a permission to teach for a VET subject and you are required to upload evidence of a Certificate IV in training and assessment.

The qualifications module will be present if you indicated that you have completed higher education qualifications. You can add or review qualifications in this table.

For all permission to teach application types you will be required to provide information to enable VIT to verify your identity and conduct a criminal record check. – To do this you will need to complete the criminal record check module, provide proof of identity documentation and provide information about your name and address history. All applicants for PTT are also required to answer questions relating to their suitability to teach.

Depending on the type of registration you are applying for you also need to complete one or both of these modules at the bottom – to demonstrate your skills and experience relevant to the position you are applying for.

We'll go through each of these in turn, noting that you may not see the qualifications, VET or skills and experience or experience modules, depending on the position you have been endorsed for. You'll complete each of these modules until they turn from blue update to green review before you can submit your application.

Let's go through and see how it works. Click update.

To demonstrate eligibility for PTT VET, you must supply evidence of completion of your Cert 4 in training and assessment. You won't be asked to provide this if your application is for PTT general or PTT pathway.

In this application, we'll click 'upload files' to demonstrate that we have the Cert 4 that has been requested. Upload the file containing your evidence of completion and an academic transcript and click 'done', then 'next'.

Notice how that module has changed to green review.

Qualifications will appear if you have answered yes to the pathway questions. Click add qualification and provide information such as name, duration, start and completion date, education institute and country of completion. You will also need to update an academic transcript and evidence of completion for each of the qualifications you add. Once you have uploaded a qualification the module will update to green. You can always review or add information in the module.

Next is Criminal Record Check. Click 'update'. VIT conducts a Nationally Coordinated Criminal History Check through the Australian Criminal Intelligence Commission. Here you're asked to provide your consent for VIT to undertake a Nationally Coordinated Criminal History Check on your behalf. Click your consent, and then 'next'.

You're asked to provide your country, state and town of birth. Then click 'next'

Next you will need to complete the proof of identity module. Click 'update'.

As part of your application, you need to confirm your identity. You must provide 5 different types of evidence: 1 commencement of identity document to confirm your birth or arrival in Australia, 1

primary use in the community document t2 secondary use in the in the community documents and evidence that links you to your documents by verifying your identity through an authorised third party.

For each document, you'll need to click 'add document'

Here you select one of the documents from the list. If you don't have of the listed documents, you can select the last option 'I don't have one of the above documents' and click 'next'

You can now choose from the alternate list provided. Click the document and 'next', then upload the relevant document.

Click 'next' and then 'finish'.

You need to continue adding records until you have uploaded all four ID document types. . If at any stage you can't find the document you require from the lists provided, please contact VIT.

Finally, VIT is required to link you to the proof of identity documents you have provided. To do this your identity must be verified by an authorised third party.

Click 'download the verification of identity form'. Complete the form according to the instructions and have it witnessed by an authorised third party.

When the form has been completed, it can be uploaded to the proof of identity module. Click next and then click finish.

You can see here that all five documents have been uploaded. Click 'continue'.

The proof of identity module now displays a green review button.

Now we complete proof of identity name history. Click update.

This page explains that you need to disclose all the names you have been known by throughout your life.

Here we see the applicant's name displayed. If you have been known by another formal or alias name you need to provide that information to VIT. You can do this by clicking 'add name' and providing information about your name change, including uploading sufficient evidence. '. If you have not been known by any other names click 'continue'

Next we complete proof of identity address history. Click 'update'.

To conduct a Nationally Coordinated Criminal History Check, VIT requires your residential address history without any gaps for the past five years.

You check the address displayed, and if you need to add any further addresses, click 'add address'. If the details displayed are correct, click the continue button.

Next is suitability. Click 'update'.

VIT is required to assess your suitability to teach. Please note: answering 'yes' to any of the questions will not automatically result in. Rejection of your application. VIT may ask you to provide further information, in order to assess your suitability to teach.

In this example, we'll answer 'no' to each question, and then click 'next'.

You may or may not see the remaining two modules depending on the type of PTT you are endorsed for. If these modules appear, click 'update'.

Here you outline your relevant skills and experience to teach the subject you've been endorsed for, and upload files to support your answers if you choose.

Each of these are mandatory. You can answer in a few sentences, or a few paragraphs if you wish.

Most PTT holders are required to progress to teacher registration. For more information on PTT progression towards registration you can click [here](#). This provides you supporting information to help you with your answers.

Click next.

Here you can upload relevant files to support your answers. VIT will assess your eligibility to teach based on the information you have supplied.

Click the drop down arrow next to 'select file purpose'. You can choose to add documentation for the following purposes:

Subject knowledge

Skills and experience in teaching

Plan to progress towards teacher registration

Plan for professional development, industry engagement and professional practice

Progress made in previous PTT grant

And other.

And you can upload multiple files if you choose.

If you want to go back in and amend any information, you can click into any of the modules and amend accordingly.

Finally we complete the experience module by clicking update.

Here you add teaching or professional experience details relevant to your application for a grant of PTT registration. Click 'add experience'.

The type of experience can be teaching, trade or industry. Then you complete the employer and the 'from date' when you started that period of experience. If you're no longer engaged in this role, you can complete the finish or 'to date', or you can tick 'this is my current employer'. Then click 'next'.

Upload any supporting files here.

Your experience will now be displayed in this table. You can add multiple periods or types of experience if you need to.

Click 'continue'.

Now you can see that all the modules are green and marked 'review', and the 'submit' button has turned blue, which means you can progress to the payment stage.

Click 'submit'

Her you're asked to provide declarations relating to the information you have just provided in your application.

Click 'next'

Here you're required to provide payment. The components of the fee are displayed here. Please note these amounts are for the purpose of this example only.

Fill in your details then click 'make payment'.

At this point you can click to download or print a copy of this receipt, and then click 'finish'.

Your application has been submitted. You can log into your portal and view the status of your application at any time. VIT will now assess your application and may request additional information. Please note, you are not yet registered and not permitted to undertake the duties of a teacher in a Victorian school.

VIT will advise you of the outcome. You are not required to do anything further at this stage.

To return to the home page of your portal, click 'home' and click 'view applications' to view the status of your application.

If you want to obtain a copy of your receipt, click the drop down arrow and 'view receipt'