

How to manage an application for PTT in your employer portal

After logging into your employer portal, here is the portal home page. You can see that there are a few PTT positions that have been applied for previously. But if you want to apply for a new PTT position you click on 'apply for PTT'.

Here is some information before you start the application to remind you of the principles that apply to PTT and you can view the policy by clicking this link which will take you to our website where you can view the policy.

If you are ready to proceed, click next.

You will be asked a series of pre-application questions to determine the type of PTT that your school is applying for.

If you are applying for PTT VET click Yes and enter the VET subjects you are applying for.

If no, click next.

If you are applying for PTT exchange? Click yes, if no, then click next.

If you click no to both pre-applications, the application pathway you will be applying for will be PTT General.

These are the modules that are now displayed as part of the pathway you just chose. Different modules will be displayed for different types of PTT applications depending on policy requirements.

Modules that require completion will have a blue 'update' button. You can not submit an application until all modules have been completed and the blue button replaced with a green review button.

You can see here the pre application has been completed because the box is green and says 'review'.

If you need to edit information in a completed module, click review and you can go back to change to 'yes'

For the purpose of this demonstration, this application is an application for PTT General, the modules that are completed in this application do not apply to all types of PTT.

Let's go through the modules one by one. The first module is contact details. This module requires you to enter contact details for the person in your school or organisation who will be the primary contact for VIT to liaise with regarding this position.

To complete this module enter the details and click next

You can see the module has been updated to review. You can revise what you've entered by clicking the review button.

Next module is the position details. Click update.

This module requires you to enter the position details of the position that you are seeking to fill. The 'position from' date is the day the role commences – and the 'position to' is the day the role finishes. You can apply for a grant of permission to teach for a maximum of three years.

All individuals holding PTT must be supervised by a registered teacher. You will need to outline how the applicant will be supervised during the grant of PTT.

If you need more information about supervision requirements click the information icon.

Next you need to outline the professional support that will be provided to the applicant, and again click the information icon if you need more information.

Then click next.

You'll see the position details have now been completed.

Next we look at the position subjects to be taught. Click update.

Here we see a table. When you add a subject it will appear in this table. Note each PTT is granted for specific subjects. You must provide information about all subjects that will be taught under this position. If there are multiple subjects you'll need to provide each one.

Click 'add subjects'.

Search for the types of subjects you're looking for.

If you can't find the subject you're looking for, you can tick 'the subject is not listed' and type in the subject.

You then need to provide the year level. If you need to choose multiple levels, press control and click.

Click next - and we can see it has appeared in the table.

If you have made an error, you can click the arrow and delete that information, and then add another subject if you need to. Once you've updated all subjects, click continue.

We see that position subjects now displays a green 'review' button.

Next you need to enter the preferred applicant details.

Click 'update', and provide all the required information about the applicant.

If the applicant has a VIT registration number please complete that here. Then click 'next'.

The preferred applicant details are now entered. PTT is an alternative authority to teach that exists to address workforce shortage. To support the application you will need to provide information about the workforce shortage that the school is seeking to address.

Click 'update'.

You need to provide the date of the position being advertised. Next you need to indicate whether there were any unsuccessful applicants for this position.

If you select yes, a separate module named "Unsuccessful Applicant Details" will appear on the application and you will be required to provide the details of all unsuccessful applicant(s).

You also need to outline why you have not been able to fill this position with a qualified teacher.

Click next.

You will be required upload files that support your information.

If you upload a file in error, you can always delete that file and upload another one. Click next.

As you advised there were unsuccessful applicants, you can see that the 'unsuccessful applicant details' module has appeared. Click 'update'. Click 'add applicant'. Fill in the details of each applicant name, registration number (if any), skills and experience, and reason the applicant was not considered appropriate for the position. Click 'next'.

You can see that these details have appeared in the table. You can always delete and add another applicant if needed.

Click continue.

The last module to complete is 'skills and experience'. Click 'update'.

Here you need to outline the applicant's skills and experience and why these are appropriate for the position. You will also need to provide information about how the school will support the applicant to progress towards teacher registration.

If you need more information about this, click the information icon.

So now you have completed all the modules to apply for this position. You can click submit or click save if you want to save the application and come back to it.

Now click 'finish'

Read the information here. You are not required to provide anything further at this stage. You can check the status of the application at any time in this portal. If your submission is assessed as meeting the requirements, VIT will notify your preferred applicant that they may commence an application for PTT. The applicant may be required to upload supporting documentation and make payment.

Click the home button to return to your portal home page.

Now you can see that the position has been added.

