

Permission to Teach (COVID-19 Pre-service Teacher Workforce Shortage Relief)

1. PURPOSE AND CONTEXT

The purpose of this policy is to state eligibility requirements for Permission to Teach (COVID-19 Pre-service Teacher Workforce Shortage Relief).

This policy supports the Victorian Government's initiative 'Keeping Education Safe and Open in 2022', and will ensure education in Victorian schools is as safe as possible in 2022 and has minimal disruption to learning.

2. SCOPE

This policy applies to individuals currently enrolled in their final year of study in an accredited Victorian Initial Teacher Education (ITE) program who are seeking to obtain PTT (COVID-19 Pre-service Teacher Workforce Shortage Relief) in response to the 'Keeping Education Safe and Open in 2022' initiative, and to support Victorian Schools to stay open and provide for onsite learning.

3. DEFINITIONS

TERM	DEFINITION
Pre-service teacher	A student enrolled in an accredited Victorian initial teacher education program.
Initial Teacher Education (ITE) Program	An undergraduate or postgraduate level program that has been accredited by VIT to ensure they meet the requirements set out in the Accreditation of initial teacher education programs in Australia: Standards and Procedure and upon completion qualifies a person for teacher registration in Australia.
Supervised Teaching Practice	Supervised teaching practice (STP) is the compulsory component of an initial teacher education (ITE) program during which time a pre-service teacher is on a school placement, and engaged in the teaching and learning process with school students. The component of an accredited initial teacher education program that comprises workplace learning in a school / site relevant to the program.

ABBREVIATION	EXPANSION
The Act	The <i>Education and Training Reform Act 2006</i> (Vic)
DET	The Department of Education and Training
ELC	English Language Competency
ITE program	Initial Teacher Education program
PST	Pre-service teacher
PTT	Permission to Teach
STP	Supervised Teaching Practice

4. STATEMENT OF POLICY

The introduction of PTT (COVID-19 Pre-service Teacher Workforce Shortage Relief) is a temporary policy measure to address workforce shortages within Victorian Government and Catholic Sector schools resulting from COVID-19 related absenteeism (due to illness or isolation requirements).

PTT (COVID-19 Pre-service Teacher Workforce Shortage Relief) will only be used by schools to fill vacancies created as a result of COVID-19. This means that holders of PTT (COVID-19 Pre-service Teacher Workforce Shortage Relief) can only be used to replace teachers that are unable to attend work due to:

- contracting COVID-19 and requiring to isolate; or
- requiring to isolate due to being a close contact.

Schools utilising PTT (COVID-19 Pre-service Teacher Workforce Shortage Relief) acknowledge that the period of employment is limited to the period of illness or isolation only. This PTT category cannot be used to fill fulltime ongoing or fixed term roles; in these instances schools will refer to the Permission to Teach Policy.

5. RELATED LEGISLATION AND POLICY

5.1. LEGISLATION

The application requirements for PTT are specified by the *Education and Training Reform Act 2006* (Vic) (the Act) and contained in

- Section 2.6.13 Application for permission to teach; and
- Section 2.6.14 permission to teach.

5.2. RELATED POLICY

Relevant regulatory policies, including VIT's

- Permission to Teach Policy
- ELC Policy
- Suitability to Teach Policy
- Qualifications Policy
- Refund Policy

Other relevant policies, including

- [Accreditation of initial teacher education programs in Australia: Standards and Procedures \(AITSL\)](#)
- [Guidelines for the accreditation of initial teacher education programs in Australia \(AITSL\)](#)

6. POLICY

6.1. DURATION

PTT (COVID-19 Pre-service Teacher Workforce Shortage Relief) will be granted for the duration of the accredited Victorian ITE program student's final year of study or to 31 December 2022, whichever is sooner.

6.2. REGISTRATION REQUIREMENTS

Grants of PTT (COVID-19 Pre-service Teacher Workforce Shortage Relief) are for a specific subject, and may be granted at a specific school or for a specific sector of the education system.

Holders of PTT (COVID-19 Pre-service Teacher Workforce Shortage Relief) who are enrolled in secondary teaching cannot teach outside their authorised teaching methods.

Holders of PTT (COVID-19 Pre-service Teacher Workforce Shortage Relief) who are enrolled in primary teaching will be able to teach generalist primary subjects.

PTT (COVID-19 Pre-service Teacher Workforce Shortage Relief) can only be used to replace teachers who are unable to attend work due to

- contracting COVID-19 and being required to isolate; or
- being required to isolate (as a close contact).

6.3. POLICY BREACHES

Employment of PTT (COVID-19 Pre-service Teacher Workforce Shortage Relief) is limited to the following conditions

- holders must only be employed to teach the subjects authorised by VIT in their grant of PTT;
- holders must only be employed to fill short term non-ongoing positions made vacant directly as a result of COVID-19 illness or isolation requirements - employment is limited to the period of time the incumbent teacher is absent due to COVID-19 illness or isolation requirements; and
- holders cannot undertake pastoral care classes.

Employers or PTT (COVID-19 Pre-service Teacher Workforce Shortage Relief) holders in breach of the conditions, restrictions or limitations placed upon this grant may result in a finding of unregistered practice under section 2.6.56 of the Act.

6.4. ELIGIBILITY CRITERIA

6.4.1. SKILLS AND EXPERIENCE

Applicants for PTT (COVID-19 Pre-service Teacher Workforce Shortage Relief) will demonstrate the appropriate skills by providing evidence they are in their final year of study of a

- Victorian accredited Primary ITE program; or
- Victorian accredited Secondary ITE program, including evidence of the secondary teaching methods they are currently undertaking.

Applicants endorsed to teach in special school settings will be required to demonstrate additional professional / academic experience relevant to the role. Examples include disability support work, health or community service experience.

Applicants must have completed online [Mandatory Reporting modules](#) . Evidence of successful completion of the modules must be provided to VIT with their application.

6.4.2. ENGLISH LANGUAGE COMPETENCE

Applicants for PTT (COVID-19 Pre-service Teacher Workforce Shortage Relief) are exempt from demonstrating [English language competence requirements](#).

This exemption will not extend beyond the grant of PTT (COVID-19 Pre-service Teacher Workforce Shortage Relief), and applicants will be required to demonstrate English language competence when applying for teacher registration.

6.4.3. WORKFORCE SHORTAGES

PTT (COVID-19 Pre-service Teacher Workforce Shortage Relief) exists to support Victorian Government and Catholic sector schools manage significant workforce shortages due to the impacts of the COVID-19 pandemic in 2022. For this reason, when filling short term vacancies

created due to COVID-19 related absenteeism, schools are exempt from being required to advertise teaching positions in order to demonstrate workforce shortages.

6.4.4. PROGRESS TOWARD TEACHER REGISTRATION

Applicants for PTT (COVID-19 Pre-service Teacher Workforce Shortage Relief) must be in their final 12 months of an accredited Victorian ITE program. An academic transcript / academic statement may be required for VIT to assess an application for PTT (COVID-19 Pre-service Teacher Workforce Shortage Relief).

Applicants will demonstrate progression to teacher registration through completion of their final year of study.

6.4.5. SUBSEQUENT APPLICATIONS

PTT (COVID-19 Pre-service Teacher Workforce Shortage Relief) is a temporary category of PTT that addresses significant workforce shortages due to the COVID-19 pandemic in 2022. Subsequent applications will not be granted.

6.4.6. SCHOOL OR EMPLOYER ENDORSEMENT

Applicants for PTT (COVID-19 Pre-service Teacher Workforce Shortage Relief) must be endorsed by the DET or a diocese of the Catholic Education system.

Employers must provide the following information to VIT

- duties to be undertaken, including the subject/s to be taught;
- details of the professional support to be provided to the applicant during the period they hold PTT (COVID-19 Pre-service Teacher Workforce Shortage Relief), including how the school will support the applicant to develop their pedagogical and classroom management skills, and progress towards teacher registration according to their plan; and
- details of how the applicant will be supervised for the duration of the grant.

6.4.7. SUITABILITY

All applicants for PTT (COVID-19 Pre-service Teacher Workforce Shortage Relief) must be suitable to teach. This requirement is articulated in VIT's [Suitability to Teach Policy](#) approved by the Minister for Education.

All holders of PTT (COVID-19 Pre-service Teacher Workforce Shortage Relief) must meet expectations outlined in the [Victorian Teaching Profession's Codes of Conduct and Ethics](#).

6.4.8. SUPERVISION

All individuals holding PTT (COVID-19 Pre-service Teacher Workforce Shortage Relief) must be supervised by a registered teacher.

Supervision includes oversight of the planning and implementation of class programs, and professional support with regard to

- teaching methods / practices;
- student welfare; and
- assessment procedures and related matters.

Supervision does not mean that a registered teacher must be present in the classroom with the PTT holder at all times.

The employer will ensure that holders of PTT (COVID-19 Pre-service Teacher Workforce Shortage Relief) are adequately supervised, provided with mentoring, and appropriately inducted in relation to providing for child safety and wellbeing.

In addition, where a holder of PTT (COVID-19 Pre-service Teacher Workforce Shortage Relief) moves among Victorian schools, the employer must provide them with appropriate local induction.

Holders of PTT (COVID-19 Pre-service Teacher Workforce Shortage Relief) must not undertake any pastoral care and are limited to direct instruction only.

6.4.9. SUPERVISED TEACHING PRACTICE

Where an ITE provider determines that all other requirements of the accredited ITE program can be met – including assessment against the Australian Professional Standards for Teachers at the Graduate Teacher level, PTT (COVID-19 Pre-service Teacher Workforce Shortage Relief) experience can contribute towards supervised teaching practice (STP) requirements at the discretion of the ITE provider.

To ensure PSTs are provided with adequate opportunity to be mentored, supervised and gain feedback on their practice, PTT (COVID-19 Pre-service Teacher Workforce Shortage Relief) experience can only contribute towards STP days where a PST has / will complete

- 45 days of directly supervised practice - for undergraduate students
- 35 days of directly supervised practice - for post-graduate students

The Teacher Performance Assessment cannot be completed under PTT (COVID-19 Pre-service Teacher Workforce Shortage Relief).

6.4.10. PRINCIPALS HOLDING PTT

PTT (COVID-19 Pre-service Teacher Workforce Shortage Relief) is only available for classroom teaching duties.

PTT (COVID-19 Pre-service Teacher Workforce Shortage Relief) holders are not eligible to undertake leadership duties within a school.

7. FEES

[Application fees](#) apply in line with the *Education Training and Reform Act 2006*. Application fees are [non-refundable](#).

8. EMPLOYMENT

Employment in a school is limited to duration of the incumbent teachers absence COVID-19 illness or isolation requirement. PTT (COVID-19 Pre-service Teacher Workforce Shortage Relief) cannot be used to fill ongoing vacancies in a school.

Being granted PTT (COVID-19 Pre-service Teacher Workforce Shortage Relief) does not guarantee employment.

For information about employment within a Victorian Government Schools or the Catholic Education system, PSTs should contact DET Schools Recruitment Unit on 1800 641 943 (select option 2) or at schools.recruitment@education.vic.gov.au.

For information about employment within the independent schools network, PSTs should contact the school directly.

9. TEACHER REGISTRATION

Being granted PTT (COVID-19 Pre-service Teacher Workforce Shortage Relief) does not automatically ensure eligibility for teacher registration. PSTs must meet [eligibility requirements](#) upon application at the completion of their ITE program.