

Permission to teach (Internship) guide – skills and experience

Permission to Teach – Background

The Victorian Institute of Teaching (VIT) may grant an individual permission to teach in accordance with section 2.6.14 of the Education and Training Reform Act 2006 (the Act). [VIT's Permission to teach \(PTT\) policy](#) outlines the categories of PTT, and all eligibility requirements.

Permission to Teach (Internship)

PTT (Internship) is a recognised category of PTT that provides an employment-based Internship to teacher registration. This category of PTT applies to pre-service teachers undertaking employment-based Initial Teacher Education (ITE) programs accredited by VIT.

PTT (Internship) may be granted for the duration of the ITE program – up to a maximum of a 3-year period.

It is granted to teach a specific subject(s) (or subject areas) at a specific school.

Assessment of skills and experience

Under Section A of the PTT policy, all applicants must be able to demonstrate that they have the appropriate content knowledge of the subject(s) (or subject areas) that they will be teaching. Typically, applicants would demonstrate they have the appropriate skills and experience to teach subjects via qualifications they have completed, with a minimum of a minor study in a subject discipline.

ITE program providers supporting an application for PTT (Internship) are responsible for ensuring that applicants meet the minimum required standard to teach a subject discipline. By endorsing an applicant to teach a specific subject(s) (or subject areas), ITE program providers acknowledge that they have undertaken an assessment of an applicant's academic history and confirm that they have the required content knowledge to teach the endorsed subject.

VIT accepts the ITE provider's assessment that the applicant has met the minimum standard of having either a minor or major study to demonstrate the requisite skills and experience for the subject(s) (or subject areas). VIT may request further information as required to approve an application for PTT (Internship).

VIT accepts the definition of major and minor study set out in Schedule 1 of the Australian Institute for Teaching and School Leadership (AITSL) ['Guidelines for the accreditation of initial teacher education programs in Australia'](#) (the Guidelines).

- Under these guidelines, a major study will be equivalent to a total of three-quarters of a year of successful equivalent full time study load, usually comprising sequential discipline study taken over three years. In most programs, this equates to six units, with no more than two units at first-year level and no fewer than two units at third-year level.
- Under these guidelines, a minor study is defined as being equivalent to half a year of successful equivalent full time study load. In most programs, this equates to four units, with no more than two units at first-year level and should comprise sequential study over a two-year period.

- A major or minor study may be completed as part of any higher education qualification completed by the applicant.

ITE providers should use the same approach as they would for admission to discipline areas in their ITE programs to determine the skills and experience of the PTT applicant.

How to apply for Permission to Teach (Internship)

Initial Teacher Education providers

Each ITE provider has two portals; one for the management of program submissions (provider portal) and another for PTT applications called the [employer portal](#). ITE providers must use their employer portal to initiate an application for PTT.

1. ITE provider submits a PTT application through their employer portal. In this application they will be required to provide details of
 - a. the pre-service teacher (PST)
 - b. the school where the PST will teach
 - c. the ITE program the PST is completing
 - d. the supervision and professional support provided to the PST
 - e. the subject(s) (or subject areas) the PST will work in and an overview of the providers assessment of their skills / experience.

Once the application is received, VIT will undertake its assessment and may request further information if required.

For any questions relating to an application for PTT (Internship), please contact your VIT case manager.

Pre-service teacher

Once the assessment is complete, the PST will be sent an e-mail advising them to apply for PTT and to set up an account with VIT (if required).

1. PSTs will need to complete an application for PTT, including providing details relating to
 - qualifications used for entry into an ITE program
 - providing consent for a Nationally Coordinated Criminal History Check to be undertaken on the PSTs behalf
 - proof of identity (including name history and address history)
 - suitability and fitness to teach
2. Depending on their individual circumstances, PSTs may also need to provide details relating to
 - [English language competency](#) – if their undergraduate qualification was undertaken outside of Australia, New Zealand, the UK, Ireland, the USA or Canada, an English language test will be required
 - [overseas residency](#) – if the applicant has resided outside of Australia for 12 continuous months in the past ten years (while over the age of 18), an overseas criminal record check will be required.
3. Pay an [application fee](#)

Allow up to 6 weeks for an application for registration to be processed, providers are encouraged to submit an application as soon as possible to prevent delays. Applications may take longer depending on individual circumstances.

For any questions relating to an application for PTT (Internship), please contact vit@vit.vic.edu.au

Resources

- A [fact sheet](#) providing high level guidance to applicants
- A [video](#) (with a [transcript](#)) which outlines the application process in detail
- [Step-by-step guide](#) on how to register (and associated documentation requirements)