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## **PERMISSION TO TEACH POLICY 2007**

### **1. PREAMBLE**

Throughout this document references are made to the applicable sections of the *Education and Training Reform Act 2006* (the Act).

One of the purposes of the Act is to provide for the registration of teachers in schools in Victoria. Under the Act there are two categories of registration. The first category is as a person who is qualified to be registered as a teacher and the second category is as a person with appropriate skills and experience to teach who is eligible to be granted permission to teach (PTT). To be registered as a teacher the person must satisfy the requirement of Sections 2.6.8 and 2.6.9. To be granted PTT the person must satisfy the requirements of Sections 2.6.13 and 2.6.14.

In recognising the profession of teaching [s.2.6.3 (1)] the Institute promotes the view that wherever possible a teacher employed to undertake the duties of a teacher in a school in Victoria should be a qualified teacher registered pursuant to Section 2.6.9 of the Act.

Only a person who is registered or has PTT can undertake the duties of a teacher in a school (s.2.6.56). The duties of a “teacher” include the delivery of an educational program or the assessment of student participation in an educational program (s.2.6.1).

Therefore, in particular circumstances, the Institute may grant permission to teach to a person who is not fully qualified as a teacher. This enables a school to employ that person to undertake some, or all of the duties of a teacher. For this category of registration the person must have the appropriate skills and experience to teach [s.2.6.14 (1)].

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## **1.1 Where does permission to teach apply?**

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Under Section (2.6.1) of the Act, a “teacher”:

- (a) *means a person who in a school, undertakes duties that include the delivery of an educational program or the assessment of student participation in an educational program; and*
- (b) *includes a person employed as the principal or the head of a school whether or not that person undertakes the duties of a teacher if the person has been employed as a teacher in any school prior to being employed as the principal or the head of a school;*
- (c) *does not include a teacher’s aide, a teacher’s assistant or a student teacher.*

Where a school intends to employ a person who is not a qualified teacher, the following advice is provided to assist schools in determining the requirement for a PTT application and endorsement.

1. An application for PTT is required where the following criteria apply:
  - where the engagement of a person is for the delivery and/or assessment of student participation in an educational program; and
  - the educational program is one that is approved by the school council/board, or is consistent with their policy, and is part of the curriculum program (the school program); and
  - the person is being engaged because of their specific skills and experience, eg in a particular subject or discipline and is required to instruct and/or assess the student’s participation in the school program; and
  - the program is to be conducted at a school (*as defined under the Education and Training Reform Act 2006*).
2. An application for PTT is not required if the duties to be undertaken by the person are those of a teacher’s aide or teacher’s assistant.

## **2. LEGISLATIVE REQUIREMENTS**

Sections (2.6.13) and (2.6.14) of the Act provide the requirements under which the Institute may grant an applicant PTT.

In order to be granted PTT the person:

- must have the appropriate skills and experience to teach [s.2.6.14(1)(a)];
- must provide the information required in the form and any further information required by the Institute in respect of their application [s.2.6.13(3)];
- must have the application for permission to teach endorsed by the principal of the employing school [s.2.6.13(2)(a)];
- must satisfy the Institute that they are fit to teach [s.2.6.14(1)(a) and s.2.6.8(b)(i)];
- must satisfy the Institute that they are competent in speaking and communicating in English [s.2.6.14(1)(a) and s.2.6.8(b)(ii)];
- must not be precluded under Section 2.6.9(2) in that they must satisfy the Institute that they are of suitable character (s.2.6.14(1)(b); and
- must pay the required fee [s.2.6.14 (d)].

In addition, under Section 2.6.14(2):

The Institute may impose any condition, limitation or restriction it thinks appropriate on the permission to teach including –

- the period the PTT is in force
- any subject the person is permitted to teach
- the school/s where a person is permitted to be employed or engaged.

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### **3. POLICY**

To meet the legislative requirements of PTT, the Institute will implement the following policy:

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#### **3.1 Appropriate Skills and Experience to Teach**

All applicants for PTT must be able to demonstrate that they have the appropriate skills and experience to teach relevant to the teaching role for which the PTT is being sought.

3.1.1 An applicant for PTT is required to have the appropriate skills and experience to teach and must be able to meet the following standards, in that the applicant will:

- have the appropriate subject/discipline knowledge that they will be required to teach;
- have strategies to build positive relationships with students;
- be able to maintain safe learning environments; and
- be able to use a range of teaching practices and resources to engage students in effective learning.

3.1.2 The applicant will need to provide evidence of any education or training to be a teacher, experience as a teacher either generally or in a particular subject, and/or expertise in a particular subject or discipline in support of their claims to meet the standards. The evidence might include but not be limited to academic transcripts, trade or other qualifications, records of employment or statements of service, voluntary experience and relevant references.

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#### **3.2 Application Form**

Applicants for PTT must apply on the form approved by the Institute. It is the responsibility of the applicant to ensure that all relevant sections of the application form are completed.

3.2.1 Completing the application includes obtaining the endorsement of a school. The endorsing principal should provide the following information.

- Details of the teaching position for which the PTT is being sought, including the duties to be undertaken; the key selection criteria and the duration of the position.
- An assessment of the applicant's skills and experience to teach and a statement as to why these skills and experience to teach are appropriate to the position.

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- 3.2.2 If the applicant intends to teach in more than one school this should be indicated on the application. In certain circumstances the PTT approval may not be limited to a particular school.
- 3.2.3 The applicant must also complete the following sections of the application.
- Consent for the Institute to obtain an Australian National Criminal History Record Check (NCHRC) from the CrimTrac Agency. If the applicant does not consent to Institute obtaining an NCHRC, the Institute will not process the application.
  - English language competence information.
  - Declarations concerning criminal charges, conviction or finding of guilt, disciplinary proceedings and other matters which might indicate that it may not be in the public interest for the applicant to be a teacher.
  - A statutory declaration regarding the information supplied in the application which is witnessed by a person authorised to certify documents under the *Victorian Evidence Act 1958*.
- 3.2.4 The applicant is required to obtain a character reference in support of their application for PTT.

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### **3.3 Fitness to Teach**

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All applicants for PTT must satisfy the Institute that they are fit to teach. This requirement is articulated in the criteria of the Fitness to Teach Policy approved by the Minister (2006). The key criteria are as follows:

- 3.3.1 The NCHRC obtained for the applicant will be assessed by the Institute to ensure that there are no grounds to prevent registration under the Fitness to Teach Policy.
- 3.3.2 An applicant who has resided in any country other than Australia for a continuous period of 12 months or more during the 10 years prior to the date of lodgement of the application, and who was 18 years of age or older when they resided in that country, must provide a certified copy of a criminal record check from that country.
- 3.3.3 The applicant must also be physically and mentally fit to carry out the duties of a teacher.

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### **3.4 English Language Competence**

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Applicants for PTT must satisfy the Institute that they are competent in speaking and communicating in the English language. This requirement is articulated in the criteria of the English Language Competence Policy approved by the Minister (2006). The key criteria are as follows:

- 3.4.1 An applicant is required to provide evidence that they can meet one of the following:
- completed their teacher education qualifications at an Australian institution or at an institution in a country where English is the national language of instruction;
  - undertaken an English language test that is recognised by the Institute and achieved the required standard; or
  - English is the applicant's first or primary language.
- 3.4.2 In exceptional circumstances PTT may be granted to an applicant at a lesser level of English language competence than the required standard for an English language test. To be considered under this clause, the applicant will need to provide:
- evidence of the English language test level achieved;
  - the reasons why an exceptional circumstance applies to the PTT application;
  - evidence of what they are prepared to do to improve their English language competence over a specific period of time; and where applicable
  - obtain the support of the principal who is endorsing the application as to the assistance the school will put in place to help improve the applicant's English language competence in the context of the particular teaching position.
- 3.4.3 Should an applicant, who has been granted PTT under exceptional circumstances for English language competence, re-apply for PTT in the future they will be required to:
- complete the approved application form
  - produce evidence that they meet the standard for English language competence or
  - provide evidence of exceptional circumstances.

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### **3.5 Conditions, limitations or restrictions**

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- 3.5.1 The Institute will impose a condition on all grants of PTT with regard to the length of the grant. The following applies:
- permission to teach will usually be granted for up to one year
  - no grant of PTT will be longer than five years
  - in general an Instrumental Music teacher would be granted PTT for five years to teach in one or more schools
  - other applicants seeking a period of PTT longer than one year will be required to provide reasons.
- 3.5.2 The Institute may impose conditions on a grant of PTT with regard to any subject or discipline the person is permitted to teach and the school/s where a person is permitted to be employed or engaged.
- 3.5.3 Unless otherwise specified, persons who have PTT will be under the general supervision of a registered teacher. General supervision includes oversight of the planning and implementation of class programs, and professional support with regard to:
- teaching methods/practices
  - student welfare
  - assessment procedures and related matters.
- 3.5.4 The Institute will only grant PTT where it is intended that the applicant will be in sole charge of a school, after the consideration of the applicant's qualifications, skills and experience and the general supervision arrangements to be provided.

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### **3.6 General Policy Guidelines**

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- 3.6.1 Applicants must meet all of the policy requirements for PTT.
- 3.6.2 The Institute will not finalise processing applications until the application fee has been paid.
- 3.6.3 The person must be approved for PTT by the Institute prior to the commencement of duties as a teacher (s.2.6.56).

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### **3.7. CATEGORIES OF PERMISSION TO TEACH**

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3.7.1 The Institute will recognise two PTT categories:

- PTT casual relief teacher (CRT) and
- PTT

3.7.2 The PTT (CRT) teacher category applies to teachers who are less than fully qualified as a teacher but have completed at least three years of tertiary education, including at least one year of approved teacher education.

3.7.3 The PTT category applies to persons who have the appropriate skills and experience to teach relevant to the duties as specified by the endorsing school.

This category also applies to teachers approved as PTT (CRT) who seek to undertake a short-term appointment of up to 12 months duration in a particular school.

The Permission to Teach Policy 2007 was adopted by the Council of the Victorian Institute of Teaching on March 28 2007, to be implemented from 1 July 2007.

This Policy replaces the Permission to Teach Policy 2005