

## Fact sheet

# Permission to teach (PTT)

In order to teach at any Victorian school, a person must hold current registration or permission to teach (PTT) with the Victorian Institute of Teaching (VIT).

PTT is an alternative authorisation to teach that exists primarily to address workforce shortages.



### What is PTT?

PTT is an alternative authorisation to teach that exists primarily to address workforce shortages.

Schools must always prioritise the employment of qualified, registered teachers to deliver an educational program within the school.

Schools may apply for PTT if they are unable to recruit a qualified teacher for a specific position, and they have an alternative candidate with teaching and subject matter expertise.

By applying for PTT, schools acknowledge that they will provide targeted support and supervision to the PTT holder for the duration of their grant, recognising that the PTT holder is not qualified and will require more support than a graduate teacher.

PTT is restricted to specific subjects and schools, and therefore cannot be used to undertake casual relief teaching. Grants are not transferrable across schools and PTT holders cannot teach additional subjects. The school and subject are listed in the [Employer portal](#) and on the PTT holder's registration card.

PTT can be granted for a maximum of three years. It is not a renewable form of registration, and therefore unsuitable for ongoing positions.

PTT holders are subject to the same professional obligations as teachers.

PTT holders are expected to [progress toward teacher registration](#), and schools should consider how they can support the PTT holder to study while working.

### How do schools demonstrate workforce shortage?

- unless otherwise exempt, schools must provide evidence that they attempted to recruit a qualified teacher to the role
- schools must provide evidence that
  - the role or subjects were advertised in [state-wide media](#) or a well-known online recruitment platform
  - the role was advertised within the last three months
  - no qualified applicants applied / the applicants were not suitable\*

\*schools must provide information about why qualified and / or registered applicants were not found suitable and would be unable to fulfill the requirements of the role.

## When is PTT required?

PTT is required if

- the role is responsible for the delivery and / or assessment of student participation in an educational program
- the program is part of a curriculum that
  - is authorised by the Victorian Curriculum and Assessment Authority [e.g. Victorian Curriculum F-10, Victorian Certificate of Education (VCE)];
  - is authorised by the International Baccalaureate Organisation; or
  - satisfies the Victorian Registration and Qualifications Authority requirements and is approved as an educational program by the school's governing body (applies to non-government schools only).
- the program is part of the required curriculum for students in that school, and the program is to be conducted at the school
- the candidate is being employed because of their skills and experience in a particular subject or discipline, and is required to deliver and / or assess student participation based on those specific skills and experience.



### When is PTT not required?

A role does not require PTT if it is

- an extra-curricular or co-curricular activity
- a support program outside of the required curriculum / education program
- a supplementary instructional program.

The following roles do not require PTT

- special needs support officer
- chaplain or faith community leader
- guidance officer
- career counsellor
- sports coach
- instrumental music instructor
- integration aide.

## How schools support PTT holders

PTT holders are not fully qualified teachers, and they will require additional support. They do not need to be supervised one-on-one.

Support could include

- access to mentoring
- regular feedback and wellbeing check-ins
- access to team teaching
- support with curriculum planning and assessment
- access to professional development and staff meetings
- access to professional conversations
- access to employee assistance programs or similar
- reduced teaching load to support study and administrative commitments.

Read the [Guidance for supporting PTT holders](#) for more information.



Zylkade Zekirija (registered teacher) with learners  
Brighton Grammar School

## PTT categories and how they can be used

### School initiated PTT

#### PTT (General)

This category of PTT is used to fill fixed term or ongoing roles made vacant through general workforce shortages. Schools must demonstrate workforce shortage, and the PTT grant is subject and school specific.

#### PTT (Aboriginal languages)

Granted to applicants delivering an Aboriginal language program in any Victorian school.

#### PTT (VET)

Allows holders to teach a Vocational Education and Training (VET) subject(s) in a school. Holders of PTT (VET) are able to teach a particular subject(s) in any Victorian school. Schools are not required to demonstrate workforce shortage, however applicants must hold a completed Certificate IV in Training and Assessment.

### PTT program / initiative based PTT

#### PTT (Internship)

Applies to applicants undertaking an accredited employment-based initial teacher education (ITE) Internship program towards teacher registration, such as the Innovative ITE programs that are [employment-based degrees](#).

This category only applies to Initial Teacher Education (ITE) programs accredited by VIT as an Internship ITE program. PTT (Internship) cannot be granted to an individual for two or more schools concurrently. PTT (Internship) is granted for the duration of the ITE program (max 3 years), and applies to a particular subject(s) at a particular school.

#### PTT (Higher Education Studies) [PTT (HES)]

Applies to applicants seeking to teach one or more higher education studies subjects to school aged learners in a Victorian school setting. PTT (HES) only applies to currently practising academic staff from Victorian higher education providers employed in an approved school setting, such as the Centre for Higher Education Studies (CHES).

#### PTT (Exchange)

Applies to the Victorian International Teaching Fellowship (VITF) coordinated by the Department of Education and Training. PTT (Exchange) holders cannot be granted PTT to teach a specific subject, as the teachers engaged through the VITF have exchanged roles with Victorian registered teachers.

PTT (Exchange) is granted only for a maximum period of 12 months. Those who wish to continue to teach beyond the 12-month grant are required to make an application for registration or PTT.

#### PTT (Teacher Tutor)

Is granted to individuals employed under the Victorian Government's Tutor Learning Initiative to deliver targeted small group learning support with a focus on literacy and numeracy. Holders of PTT (Teacher Tutor) are able to tutor in one or more subject areas / key learning areas at a particular school.

### Location based PTT

#### PTT (JSM)

Applies only to those teachers appointed by the Japanese Government to teach the Japanese curriculum at the Japanese School of Melbourne (JSM). PTT (JSM) holders cannot be granted PTT to teach a specific subject, as the teachers are engaged as generalist teachers within the school.

#### PTT (VCASS)

Only applies to individuals seeking to teach dance and music at the Victorian College of the Arts Secondary School (VCASS).





Peta Gleeson (registered teacher) with learners  
Caledonian Primary School

## How can a school apply for permission to teach?

Applying for school initiated or location based PTT is a [two-step process](#).

### 1. the school endorsement

The school must start the process by submitting an application through their [Employer portal](#) endorsing a candidate for the available teaching role. This will be assessed by VIT to ensure the application meets the criteria for a PTT grant.

Schools will be asked to provide the following information

- evidence of workforce shortage (if applicable)
- details of unsuccessful applicants
- details of preferred candidate
- details of the subject(s) and year level(s) to be taught
- details of school contact (usually the principal or assistant principal).

### 2. the applicant's submission

Once approved, the endorsed candidate will be able to commence an application for a grant of PTT through their [MyVIT account](#).

In most cases, candidates will need to provide

- proof of identity and name history
- evidence of qualifications and relevant industrial / teaching experience
- information about how they will progress toward teacher registration
- information about their suitability and fitness to teach.

In some cases, applicants will be required to provide evidence of their English language competency and overseas criminal history. The VIT encourages candidates to apply early for these documents (where required) as they may take some time to procure.

***Both parts of the application must be approved by VIT before the applicant can undertake the [duties of a teacher](#).***

Applications can take between [4-6 weeks to assess](#) from the time a complete application is received.

The length of time taken to assess an application depends on the type of application and each applicant's circumstances. Schools can support this process by ensuring their candidates complete all the application requirements before submission.