

Guidance note

Supporting PTT holders

Effective date: 1/04/2023

Background

Permission to teach (PTT) is an alternative authorisation to teach that exists primarily to address a workforce shortage within Victorian schools.

PTT is granted to teach specific subjects or subject areas at a particular school and PTT holders cannot undertake casual relief teaching outside of the areas specified in their PTT grant.

Schools must prioritise the employment of qualified, registered teachers.

A PTT holder carries the same professional and legal obligations as a registered teacher, including those related to suitability to teach, ensuring child safety and wellbeing, maintaining professional boundaries, and complying with the Victorian Teaching Profession's Code of Conduct and Ethics.

Principals and school leadership should understand PTT holders are not qualified teachers and therefore require a higher level of support and oversight.

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

The following information is designed to support principals and school leaders that employ PTT holders.



Advice for induction

Principals and school leaders should provide a thorough induction for all PTT holders. This should include, but is not limited to

- Child Safe Standards
- behaviour management processes and procedures
- student wellbeing policies and procedures
- avenues for professional support
- workplace policies and procedures
- occupational health and safety
- areas of school focus (e.g. strategic plans / annual implementation plan)
- relevant pedagogical model(s) / approaches
- guidance regarding assessment, reporting and feedback
- administrative requirements.

Advice for ongoing support / oversight

All individuals holding PTT must be supported by a registered teacher. This support 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.

While this does not mean that a registered teacher has to be present in the classroom with the PTT holder at all times, it is important that every PTT holder is closely supported to develop their classroom practice and this is a requirement under [VIT's PTT policy](#).

Pre-service teachers who hold PTT

There are a number of PTT categories that may be available to pre-service teachers (PSTs). There are specific requirements for PSTs that hold PTT depending on whether they are completing their supervised teaching practice (STP) as part of the initial teacher education (ITE) program or not.

The VIT has developed a [fact sheet](#) that provides guidance for ITE providers and PSTs about the relationship between PTT practice and supervised teaching practice. Principals and school leaders will find this helpful to understand the requirements for PSTs working under PTT in your schools and / or completing their STP.

Principals and school leaders should understand that a PST's priority is the completion of their Initial ITE program, and must take this into consideration when determining the workload of a PST who holds PTT.

Professional learning resources

Supporting classroom practice workshops

The VIT delivers [free workshops](#) specifically for PTT holders. Participants learn effective and easy-to-implement classroom management techniques that build their teaching practice repertoire through the discussion and modelling of effective instructional practices; and will be provided with a take home resource pack.

Victorian Teaching Profession's Code of Conduct seminars

The VIT delivers [free webinars](#) designed to support all registered teachers (including PTT holders) and educational leaders in understanding the Code, and help reflect on their personal and professional conduct to ensure it is aligned with the expectations of the Code.

Mandatory reporting modules

All registered teachers (including PTT holders) in Victoria are mandated to report to the Department of Families, Fairness and Housing. Registered teachers must report if they form a reasonable belief that a child or young person is in need of protection from physical injury or sexual abuse and the child's parents are unable or unwilling to protect the child from that abuse. [Free mandatory reporting modules](#) can be accessed on the Victorian Government website.



Want more information?

- visit the [Support my teachers page](#) to find out more about your obligations as an employer
- explore our wide range of [employer resources](#)
- search our wide range of [FAQs](#) designed specifically for employers
- Login to your [Employer portal](#).