

Applying for Permission to Teach in Queensland

FACT SHEET

This fact sheet provides an overview of the process of applying for Permission to Teach (PTT), and information about the documentation required by the Queensland College of Teachers (QCT).

Steps in the application process

1. Check you have ready access to documents outlined in this fact sheet that you may be required to provide.
2. Complete the online application for Permission to Teach.
3. Submit the application to the QCT online.
4. Pay the fee if your prospective employer has not offered to pay.
5. Print out, read, sign and date the Confirmation Page that will be emailed to you after you submit your application online.
6. Prepare the documents listed on the checklist that will be emailed to you after you submit your application online.
7. Email the completed Confirmation Page and required documents to ppt@qct.edu.au.
8. The QCT will contact you by email or telephone if you need to post certified copies of any documents (e.g. completed higher education qualifications and identity documents that cannot be verified online).

General information

- You may be asked to provide certified copies of some documents. Information on document certification may be found on the last page of this fact sheet.
- Assessment of an application does not commence until the required documentation and fees have been received by the QCT.
- The policies governing eligibility for PTT are available on the QCT website.

What fees will you need to pay?

Details of the current application for permission to teach fees may be found on the QCT website at <http://www.qct.edu.au/registration/fees>

What documents will you need to provide?

The documents you will need to provide will depend on your particular circumstances.

A checklist of required documentation will be emailed to you after you have submitted your application online.

The following pages provide a list of documents that you may be required to provide. ►

Proof of identity

As part of your application, you are required to either provide or verify online, documents which enable the QCT to confirm your identity.

Ensure you have two (2) of the following proof of identity documents:

- Full birth certificate
- Current passport (Australian passports up to to three years past expiry)
- Current driver's licence
- Australian citizenship certificate
- Australian visa
- Australian Government ImmiCard
- Proof of age card or identity card issued by an Australian State or Territory Government authority or the Australian Government
- Any official identification card issued by a foreign government that displays full name and date of birth
- Extract of birth certificate, if full birth certificate is not being provided

If your name has changed since birth, you are required to provide your full birth certificate or extract of birth certificate, plus one of the other documents listed above.

Other names

As part of your application, you are required to either provide or verify online, documents which enable the QCT to confirm all name changes.

Documents accepted as evidence of a name change are:

- Full marriage certificate
- Change of name certificate
- Statutory declaration (if it was not an official name change)

Online identity document verification

For further information about the QCT's identity verification provider please visit:

www.qct.edu.au/registration/application-process#DVS

Knowledge, qualifications, skills or training

You will need to provide evidence of any knowledge, qualifications, skills or training considered as relevant to the vacant teaching position. Evidence may include

- Professional development certificates
- Official academic transcripts and testamurs for any completed higher education qualifications
- Unofficial and up-to-date academic transcripts of any incomplete studies, and current enrolment status
- Trade certificates
- Technical and vocational certificates and statements of attainment

Experience

A written professional reference is required from any school where you have taught in the last five years. A professional reference proforma will be attached to an email sent to you after submission of your online application. Professional references are not required where the experience was:

- Relief/supply teaching
- Contracts of less than three months
- Supervised teaching experience or internships while enrolled in a initial teacher education program
- In New South Wales government schools

English language proficiency

An applicant for PTT is required to provide evidence of English language proficiency with their application unless they have completed higher education study, or other study, including school education, qualifications or training relevant to the vacant position in an exempt country*. Applicants must provide either –

- An International English Language Testing System (IELTS) – Academic module test report form no more than two years old prior to applying for PTT, with a score of at least 7.0 in each of the four skill areas of Speaking, Listening, Reading and Writing, or
- An International Second Language Proficiency Ratings (ISLPR) assessment report no more than two years old prior to applying for PTT, with a rating of at least 4 in Speaking, Listening and Reading, and at least 3+ in Writing, or
- Other evidence, including information, qualifications, training or experience, supported by professional references, that demonstrates English language proficiency in the four skill areas of Speaking, Listening, Reading and Writing at a professional level, to the satisfaction of the Queensland College of Teachers.

Special Consideration

Where the vacant position is for teaching of languages other than English (LOTE), in exceptional circumstances, a PTT may be granted to an applicant with a lower level of English language proficiency than that indicated above. For consideration, the applicant needs to provide:

- An IELTS (Academic) test report form or an ISLPR assessment report, or evidence of a test booking in the imminent future, and
- The reason/s why an exceptional circumstance applies to the PTT, and
- A statement, including a detailed plan, explaining how they are planning to work towards improving their English language proficiency over the period of time requested for the permission, and
- A statement of support from the principal who is endorsing the application as to the assistance the school will provide to help improve the applicant's English language proficiency during the period of time requested for the PTT.

Provided these requirements are met, and all other aspects of eligibility for PTT have been satisfied, the applicant may be granted PTT with a condition. The condition may vary according to individual situations, but would generally include a requirement for the holder of PTT to demonstrate (e.g. through the results of further English language proficiency testing) improvement in English language proficiency within a specified time-frame.

*Exempt countries are Australia, New Zealand, United Kingdom, United States of America, Canada, Republic of Ireland.

Overseas police record check

If you have lived in any country other than Australia for more than 12 months in the last 10 years, you will need to provide a national police record check from that country that covers the whole time you lived in the country.

The check must be issued by the national police service of the country, not by local/state/provincial/county police services. The check needs to include screening for working with vulnerable persons.

You should ensure that you apply sufficiently early for any required overseas police record checks, as it often takes some time to receive an overseas check.

If you have applied for a check but not yet received it by the time you are sending your application documents to the QCT, you will need to:

- Provide evidence of your application for the check; and
- Provide a statutory declaration that outlines any criminal history or states that you have never been charged or convicted of any criminal offence, and also indicates that you will post the relevant police record check to the QCT when received.

Translations

If any of your documents are in a language other than English, you will need to provide the documents in the original language **plus** translations that are prepared and certified as correct by an official translation service or an accredited translator.

Document certification

Some documentation supplied to the QCT to support an application for permission to teach may need to be posted as certified copies of the original documents. The QCT will inform you by email if this is required once your documents arrive by email.

Who can certify a document?

Only documents certified by one of the following **authorised persons** will be accepted by the QCT:

- Justice of Peace
- Commissioner for Oaths
- Notary Public
- Magistrate
- Registered Medical Doctor
- Australian Embassy and High Commission Staff
- Solicitor
- Commissioner for Declarations
- Judge of the Court
- School Principal/Headmaster
- Certified Practising Accountant
- Chartered Accountant

How to certify a document

To have a document certified:

- Photocopy the original document.
- Take both the original document and the photocopy to one of the authorised persons.
- The person must make the following written statement **on the front of every page**.

I have sighted the original document and certify this to be a true copy of the original.

- The person must then sign and date the statement, and provide their full name, designation (e.g. Justice of the Peace), registration number where applicable, and contact telephone number.

What else do I need to know?

Please note the following:

- The QCT will not accept certified copies of electronic/scanned documents or downloads from the internet.
- Certified copies must bear original signatures. Faxes, scans or copies of certified copies are not acceptable.
- The certification must be on the actual copy, not on another page attached to the copy.
- If a document consists of more than one page, each page must be certified separately.
- Certified documents supplied to the QCT as part of an application will not be returned to an applicant.



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