

# Permission to Teach

Information for employing authorities and school principals about supporting a person's Permission to Teach (PTT) application to the Queensland College of Teachers (QCT).

## Approved teacher requirement

Only approved teachers may undertake the duties of a teacher in a state or non-state school in Queensland. Approved teachers include registered teachers and persons approved to teach under PTT. Holders of PTT are not registered teachers. Approval must be granted by the QCT prior to commencing teaching duties.

## Circumstances where a PTT application may apply

An application for PTT is required where the school or employer:

- has a vacant teaching position and are unable to find an 'appropriate' registered teacher for the position and wish to employ in the position a person who is not eligible for registration as a teacher
- considers that the person has the knowledge, qualifications, skills or training relevant to the teaching position the person has been offered
- wishes to engage the person for the delivery and/or assessment of student participation in an educational program which either:
  - is based on the national curriculum developed and administered by the Australian Curriculum, Assessment and Reporting Authority; or
  - is a syllabus developed, revised or purchased for a senior subject or P-10 subjects by the Queensland Curriculum and Assessment Authority.

A robust process of recruitment and an exploration of other management options within the school must occur prior to initiating a permission to teach application. PTT will be granted only where a school or employing authority has demonstrated that no 'appropriate' registered teacher is available.

An 'appropriate' registered teacher means suitable or proper in the circumstances and the appropriateness should be linked back to knowledge, qualifications, skills or training relevant to the specific vacancy.

## Determining the eligibility of a person for PTT

To determine a person's eligibility for PTT the QCT needs to be reasonably satisfied that the applicant has demonstrated they meet the following legislative requirements -

- the person has the knowledge, qualifications, skills or training reasonably considered by the QCT to be relevant to the teaching position the person has been offered,
- the person is suitable to teach, and
- the person has the ability to communicate in spoken and written English at a professional level with students, parents, teachers and other persons.

The QCT will also consider whether the school or employing authority has evidenced reasonable grounds to approve a person to teach if a registered teacher is available.

## Initiating a PTT application

To initiate an application for PTT a school or employing authority needs to complete an online employer declaration in the following way -

- the principal of a non-state school will log in to the school's myQCT account to complete the employer declaration available under the PTT tab, or
- an authorised signatory of the Department of Education and Training will log in to their myQCT account to complete an employer declaration available under the PTT tab.

On receipt of an electronically submitted employer declaration the online application process begins, including a series of emails with information about the next steps for the school or employing authority and the applicant.

## PTT approval

If approved, the applicant and employer will be notified by email. The applicant will also receive an Approval Notice and PTT Certificate by mail. The email, Approval Notice and certificate specify the school approval timeframe, teaching subject areas and hours. A PTT cannot be used outside these specified parameters and is not transferable to another school. The PTT ends on the date specified. The legislation does not provide for extensions of time. A new application form for a PTT may be required.

## Renewal of PTT

The *Education (Queensland College of Teachers) Act 2005* provides for renewal of a PTT only where a holder has held the permission continuously for at least two years.

## Monitoring compliance with the Act

The QCT's functions and powers include monitoring compliance with and enforcing the Act. In carrying out this function the QCT may from time to time conduct an audit of a school to ensure compliance of the Act.

The QCT has published a position paper *Only approved teachers can teach in prescribed schools in Queensland*, to assist employing authorities and school principals to follow requirements to employ only approved teachers in schools.

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