



Permit to Teach

ITE permit to teach agreements checklist

*PLEASE NOTE

- Catholic Education principals seek the request for PTT via People and Culture.
- Education Directorate principals seek the request for PTT via HR Recruitment.
- Independent principals as the employers make this request directly to TQI.

Only the employer can submit Permit to Teach (PTT) requests to TQI.



Prerequisites

- TQI must** have received a 'Request for Permit to Teach' from an employer* seeking to offer a teaching position under an endorsed agreement between the Initial Teacher Education (ITE) provider and the employer. *(Pre-service teachers cannot apply directly to TQI)*
- Pre-service Teachers (PST) must** be in the final year of their initial teacher education program and have been identified as eligible by the ITE provider.



Apply

- On receipt of a request from an employer** TQI will email the prospective teacher a secure link to the online checklist and application form.
- The pre-service teacher **must be registered on the TQI pre-service teacher register** prior to applying for a Permit to Teach.



Send Documents

- The applicant will be required to upload scans** of original supporting documents*, including:
 - 100 points of ID
 - academic transcripts to date
 - evidence of eligibility to work if not an Australian citizen
 - copy of a current WWVP Registration Card.

* Original supporting documents are to be scanned in colour and uploaded in PDF format. Uploaded photos or photocopies will not be accepted. If you have previously provided these documents this will not be required.



Pay Application Fee

- Full payment must be received by TQI before the PTT application can be processed.
- The applicant can pay online at the end of the application process or choose one of the payment options on the tax invoice.



Check Emails

- TQI will make contact (at the email address provided in the application) if further information is required.
- Providing all supporting documentation has been received and payment has been processed, applicants should allow at least ten working days for application processing and assessment.



Approval to Teach

- Approval to teach exists once the applicant has received an email confirming approval from TQI.
- Approval of a PTT allows the holder to accept work in a school in the ACT under the conditions specified between the employer, ITE provider and TQI.
- A PTT card will be posted to the address provided in the application.



Permit to Teach final semester of ITE program

- Once the PTT holder is in the final semester of their ITE program, and has successfully completed all professional experience placements and TPA, they can be issued with a Permit to Teach that allows them to accept (casual/temporary) work in any school in the ACT.
- The employer makes the request for the Permit to Teach in the final semester.