

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 ptt@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 PTT fees may be found on the QCT website at

www.qct.edu.au/registration/fees. Only part of the fees are refundable if your application is withdrawn or refused.

What documents will you need to provide?

The documents you will need to provide will depend on your particular circumstances. The application form is intuitive and will adjust to your particular circumstances. By submitting the form the checklist you receive by email should clarify the documents required.

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 of the following proof of identity documents:

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

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

If you are unable to provide two of the documents listed above, please contact the QCT for advice.

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:

- Australian official full marriage certificate
- Australian change of name certificate
- Official marriage certificate from any country other than Australia
- Change of name certificate from any country other than Australia
- Statutory declaration of name change where an official name change has not been made.

If you are unable to provide the required documents, as listed above, please contact the QCT for advice.

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 for a test undertaken no more than two years prior to applying for PTT, with a score of at least 7 in the skill areas of Speaking, Listening and Reading, and a score of at least 6.5 in the area of Writing, or
- an International Second Language Proficiency Ratings (ISLPR) - Professional Registration assessment report for an assessment undertaken no more than two years prior to applying for PTT, with a rating of at least 4 in the skill areas of Speaking, Listening and Reading, and a rating of at least 3+ in the area of 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 QCT.

Special Consideration

For a PTT position which does not include English teaching or teaching a Language other than English, applicants who fall slightly short in one or two skill areas may be granted PTT with a condition that ELP requirements are met within a set time period.

For a PTT position for teaching a Language other than English, applicants who fall short in one or more skill areas may be granted PTT with a condition that ELP improves within a set time period.

International police record check

If you have lived in any country other than Australia for a total of 12 months or more in the last 10 years, since the age of 18, you will need to provide a national police record check from that country. The police record check needs to cover the entire time you lived in the country and show ALL names by which you are/ have been known.

The QCT uses AIS International as a preferred supplier for the international police record check. A unique link to their web portal will be on the confirmation submission email you receive when you have submitted your online application form. Click on the link to take you to AIS International where you can submit information and pay a fee directly to the service provider. Results of the check will be made available to you and directly to the QCT by AIS International.

If you already have an international police record check or prefer/need to apply for one directly through the official channels of a particular country the following delivery methods to the QCT are acceptable:

- post the original, or a correctly certified copy of the original document
- electronically-issued national police record checks can be delivered directly to the QCT by the issuing institution.

Please note that the QCT does not accept electronic delivery of a police record check via a third-party, such as the applicant for registration. Exceptions may apply in a minority of cases where it is known that a particular country will only release the document electronically to the applicant.

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** full translations that are prepared and certified as correct by an official translation service or an accredited translator.

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

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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