

# Permission to Teach Policy

## POLICIES

In Queensland, only approved teachers can undertake the duties of a teacher in a prescribed school. However, it is recognised that sometimes schools are challenged to find an appropriately qualified, registered teacher in certain subject areas and geographical locations. The Permission to Teach (PTT) process enables a person who is not registered to teach to be approved by the Queensland College of Teachers (QCT) to teach in a school under strict limitations. The QCT applies the following policies to PTT.

### Purpose and measures

Purpose	To clarify for employing authorities the information they must provide to support an application for PTT, to ensure that PTT is granted only in circumstances where an appropriate registered teacher is not available.
Rationale	It is recognised that sometimes schools are challenged to find an appropriate registered teacher in certain subjects, discipline areas and geographical locations. This policy establishes the requirements for employing authorities to provide information to the QCT to support an application for PTT for the QCT to rely on in making a decision on a PTT application.
Performance measures	Number of applications processed by outcome for PTT.
Scope	This policy applies to all applications for PTT.

An employing authority must declare that all recruitment strategies, including advertising, to find an appropriate registered teacher have been exhausted and confirm either that:

- no registered teachers were identified or responded to recruitment strategies, or
- registered teachers were identified but were unavailable or declined for other reasons, or
- registered teachers were identified or responded to recruitment strategies, but were determined to be not 'appropriate' for the particular vacancy.

In declaring one of these scenarios to be the case, the employing authority will provide the QCT with supporting information and/or documents as required by the QCT for it to be reasonably satisfied that an appropriate registered teacher is not available.

Provided the QCT is reasonably satisfied that an appropriate registered teacher is not available for the position, determination of eligibility for PTT is based on the applicant for PTT being suitable to teach and demonstrating that they have the knowledge, qualifications, skills or training considered by the QCT to be relevant to the teaching position for which the permission is sought.

The person who has been offered the position must apply to the QCT online using the relevant approved PTT application form and provide required information and documents and other information and documents relevant to the particular position. The relevant fee must be paid.

### Policy statement

The *Education (Queensland College of Teachers) Act 2005* (the Act) provides for employing authorities that are unable to find an appropriate registered teacher for a vacant position to offer the position to another person with the knowledge, qualifications, skills or training reasonably considered to be relevant to the teaching position. The employing authority may not employ a person to undertake the duties of a teacher unless that person has been approved by the QCT.

The employing authority must provide the QCT with full details of the teaching position for which the PTT is being sought. These details must include:

- the name and contact details of the person to whom the teaching position has been offered
- the name of the school
- the subject area/s and year levels the person will be expected to teach, and the full-time equivalent hours for each subject and year level
- the period for which the PTT is being sought.

### Two-yearly renewal of PTT

PTT may be renewed for a period of up to two years if it has been held continuously for at least two years, providing the PTT teaching position is substantially unchanged.

The application for renewal of PTT must be:

- on the approved form,
- supported by a declaration from the employing authority, and
- accompanied by the relevant fees and any other documents reasonably required to decide the application.

The QCT may renew a person's PTT if it is satisfied that:

- the person is suitable to teach, and
- each condition on their PTT has been fulfilled or is being complied with at the time.

## Monitoring and compliance

Monitoring of compliance with the relevant sections of the Act will be undertaken periodically by the QCT by means of an audit.

In order to effect this policy the QCT may, from time to time, enter into memorandums of understanding with employing authorities.

## Legislation

*Education (Queensland College of Teachers) Act 2005*

Section 10 – Eligibility for permission to teach

Section 20 – Conditions

Section 28 – Application for renewal

Part 3 Division 1 - Period and renewal of full registration and permission to teach

# English language proficiency policy

## Purpose and measures

Purpose	To ensure applicants for PTT meet all professional practice requirements for PTT.
Rationale	Under the Education (Queensland College of Teachers) Regulation 2016, to be eligible for PTT in Queensland a person must, in addition to meeting the eligibility requirements specified in section 10(1)(a) to (c), be able to satisfy the QCT that they can communicate in spoken and written English at a professional level with students, parents, teachers and others.
Performance measures	Number of PTT applications processed by outcome with English language proficiency required
Scope	This policy applies only to applicants for PTT whose higher education study, or other study, including school education, qualifications or training relevant to the vacant position has been undertaken in a non-exempt country.

## Policy statement

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.

## Definitions

Exempt countries - Australia, New Zealand, United Kingdom, United States of America, Canada, the Republic of Ireland.

## Legislation

*Education (Queensland College of Teachers) Regulation 2016*

Section 10 – Additional requirement for professional practice for permission to teach

*Education (Queensland College of Teachers) Act 2005*

Section 10 – Eligibility for permission to teach

Section 20 – How college may decide application

Contact us

07 3377 4777

2150 | PG03 | 0723

or call 1300 720 944

GPO Box 702  
Brisbane Qld 4001 Australia

Email: [enquiries@qct.edu.au](mailto:enquiries@qct.edu.au)



[www.qct.edu.au](http://www.qct.edu.au)