

# A guide for preservice teachers on Permission to Teach in Queensland

## Welcome and orientation

### Purpose of this guide

This guide is for preservice teachers studying an initial teacher education (ITE) program and approved with Permission to Teach (PTT). It is intended to help you navigate the PTT process, ask the right questions of your school, and know your rights and responsibilities to feel confident in your role.

### What is Permission to Teach (PTT)?

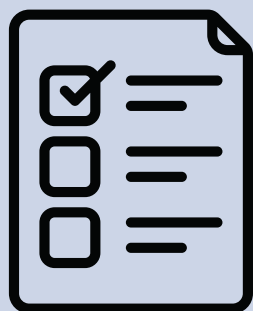
PTT allows individuals who are not yet registered teachers to teach in Queensland schools, under certain conditions. It's an opportunity to gain extended classroom experience in Queensland contemporary school settings, before seeking teacher registration.

As a PTT holder in a school, you are considered an approved Queensland teacher for the period specified in your PTT approval notice. You are a member of a diverse register of more than 120,000 teaching professionals across the state.

### What you need to know early on

- Your PTT is subject to certain parameters, as detailed on your approval notice from the QCT – make sure you understand them. Working outside your approved parameters is a general offence under QCT legislation.
- You should be appointed a mentor or supervisor and be supported by your school while under PTT.
- You're expected to continue your ITE studies to move toward provisional registration.

### Must-do administration tasks



- ☐ Confirm your QCT PTT approval notice and any conditions with your school – have a discussion on your first day about the parameters of your approval, including:
  - the period of your approval
  - your approved subjects and year levels
  - your hours per week (e.g. full or part time)
  - any conditions of approval
- ☐ Provide your details to the school HR/admin team and organise an ID or badge (if applicable).
- ☐ Complete any mandatory induction training (e.g. Code of Conduct, Student Protection) as determined by your employing school.

## Know your role and responsibilities

### Check in with your mentor or supervisor

Your school should appoint you a mentor or supervisor to support you during the length of your PTT position.

Once you have confirmed your teaching timetable with your employer, you might like to ask them the following questions:



- What curriculum or programs do I need to follow?
- Are there existing unit or lesson plans I can use?
- How are students with diverse learning needs supported?
- Will I receive release time for planning, professional development, or mentoring?
- What are the expectations for reporting student progress?
- Are there opportunities for team teaching or collaborative planning?
- Who do I report to?

### Day-to-day expectations

You are expected to carry out the full non-teaching duties of a teacher while undertaking a PTT (discuss these with your school):

- supervision duties (e.g. playground, bus, and before and after school duty)
- communicating with parents including parent-teacher meetings
- attendance at staff meetings and professional development sessions
- adhering to your school's behaviour management and referral processes
- assistance and/or attendance at non-curricular events as directed by your employer (e.g. sports days)

### Who else you can collaborate with

Speak to other professionals and colleagues in your school community and don't be afraid to ask questions – teaching is a team effort.

Observe experienced teachers whenever possible and keep a record of your experiences and feedback.



## Professional practice and support

### Mentoring and support

- Every PTT teacher should have a designated supervisor or mentor.
- Ask about scheduled check-ins, observations, and feedback.
- Use your mentor to understand school culture, policies, and professional expectations.

### Know the standards

- Familiarise yourself with the *Australian Professional Standards for Teachers* (APST) – focussing on the Graduate level.
- Reflect regularly on your development – use the standards as a guide.

### Key areas to focus on

- Classroom management strategies
- Effective lesson planning and assessment
- Cultural responsiveness and inclusion
- Building positive relationships

### Useful resources

#### QCT

- General information about PTT: [www.qct.edu.au/registration/other-approval-permission-to-teach](http://www.qct.edu.au/registration/other-approval-permission-to-teach)
- QCT Position Paper: [Only approved teachers can teach in prescribed schools](#)

#### Department of Education (for PTT positions at State schools)

- QLearn: [education.qld.gov.au/curriculum/qlearn](http://education.qld.gov.au/curriculum/qlearn)
- Expectations of teachers: [teach.qld.gov.au/teach-in-state-schools/working-with-us/expectations-of-teachers](http://teach.qld.gov.au/teach-in-state-schools/working-with-us/expectations-of-teachers)

#### Other

- Australian Curriculum (ACARA): [v9.australiancurriculum.edu.au](http://v9.australiancurriculum.edu.au)
- Queensland Curriculum and Assessment Authority (QCAA): [www.qcaa.qld.edu.au](http://www.qcaa.qld.edu.au)
- Australian Institute for Teaching and School Leadership (AITSL):
  - APST Graduate descriptors: [www.aitsl.edu.au/standards/graduate](http://www.aitsl.edu.au/standards/graduate)
  - Mentoring tips: [Mentoring](#) and [Early career induction and effective mentoring](#)

## Pathway to registration and final tips

### What's next?

- As a preservice teacher your goal is to complete your ITE studies and gain provisional registration with the QCT.
- Stay on track with study or professional learning requirements – be proactive and manage your studies along with your work commitments through discussions with your ITE provider and school.

### Final tips

- **Be proactive:** take initiative, but don't be afraid to ask for help.
- **Be professional:** meet deadlines, communicate clearly, and respect confidentiality.
- **Be reflective:** use feedback to grow and set small goals for improvement.

### Need help?



- Speak to your school's PTT coordinator, HR, or Principal.
- If you are struggling with your ITE coursework or study, contact your university.
- For questions regarding changes to your approved PTT parameters, contact the QCT: [ptt@gct.edu.au](mailto:ptt@gct.edu.au) or (07) 3377 4777.
- Reach out to the QCT for registration enquiries: [enquiries@gct.edu.au](mailto:enquiries@gct.edu.au) or (07) 3377 4777.
- Find a peer or buddy teacher to connect with regularly.