

# Permission to Teach (PTT): Reapplications and renewals

## Guide

This guide helps you with what to do when the Permission to Teach (PTT) approval period is about to end.

### Initial approval

The Queensland College of Teachers (QCT) grants PTT where:

- An employer has been unsuccessful in recruiting a registered teacher to teach particular year levels/subjects at a particular school, and
- A person who is not a registered teacher has the knowledge, qualifications, skills or training relevant to those year levels/subjects for which the employer cannot find a registered teacher.

The approval is strictly limited to the parameters stated on the PTT teacher's certificate including:

- the school
- the subjects and year levels the QCT was satisfied the applicant has the knowledge, qualifications, skills or training
- an approval period of up to two years

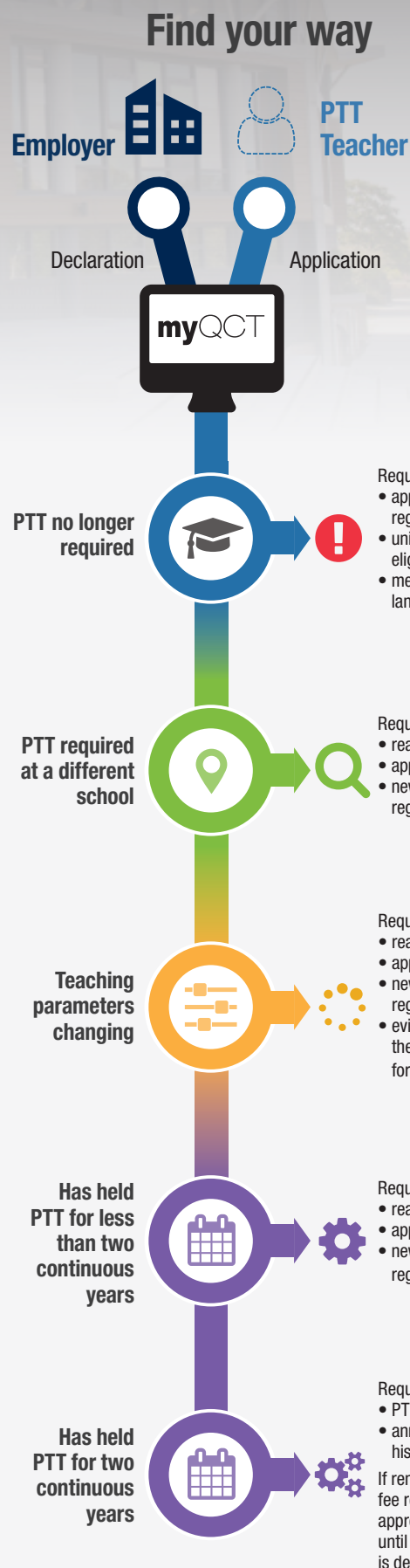
### End of the approval period

Towards the end of the approval period the QCT emails the approved teacher and employer. Both are invited to log in to their respective myQCT accounts and submit an online form to ensure:

- a further approval is considered by the QCT, or
- the approval is appropriately ended.

If either party does not submit their form (and pay the applicable fee), the approval will end on the date stated on the Queensland Register of Teachers and most recent PTT Certificate. After this, if further PTT approval is sought, a new application would be required.

Before submitting their forms in myQCT the teacher and employer should discuss and agree on what is required.



Employer's & Teacher's information – see page 2

## Before you log in to myQCT

Read your guide to understand and ensure the process is streamlined.

	Employer's Guide	Teacher's Guide
Preservice teachers and registration	<p>Registration (not PTT) can only occur after course requirements are complete and the higher education provider (HEP) determines the preservice teacher is eligible to graduate.</p> <p>Seek clarity from the teacher when this is expected to occur. Ensure they submit an application for registration in their final semester.</p>	<p>Your registration (not PTT) can only occur after your course requirements are complete and your higher education provider (HEP) determines you are eligible to graduate.</p> <p>Explore when this is expected to occur, and submit your application for registration in your final semester.</p> <p>If your employer proposes that you continue teaching, and you agree, you would need to either hold registration or they would again need to demonstrate the unavailability of a registered teacher so that you could hold a further PTT.</p> <p>Discuss any proposed PTT continuation with your HEP. You will need declare that if the further PTT is approved:</p> <ul style="list-style-type: none"> <li>• You be able to manage both your study and teaching workload, and</li> <li>• It will be possible to continue to meet all course requirements, including completion of professional experience.</li> </ul>
Keeping or changing the approved parameters	<p>If you are seeking a further approval of PTT, consider the teacher's proposed timetable carefully. It will be a more streamlined process if you do not wish to change the current approved parameters.</p> <p>If you propose subjects or year levels not currently approved, it can require:</p> <ul style="list-style-type: none"> <li>• new evidence of a recruitment process for a registered teacher to teach those subjects or years</li> <li>• new evidence of the teacher's knowledge, qualifications, skills or training considered as relevant to newly proposed subjects or years.</li> </ul>	<p>If your employer proposes approval for you to teach additional subjects or year levels, you are not obligated to accept their proposal. Ensure you are in agreement with them before applying.</p> <p>You can only be approved to teach further subjects/year levels for which you have the knowledge, qualifications, skills or training. Changes to your existing approved PTT parameters, may require you to provide the QCT with new evidence such as:</p> <ul style="list-style-type: none"> <li>• Professional development certificates</li> <li>• Official academic transcripts and testamurs for any completed higher education qualifications</li> <li>• Unofficial and up-to-date academic transcripts of any incomplete studies, and current enrolment status</li> <li>• Trade certificates</li> <li>• Technical and vocational certificates and statements of attainment.</li> </ul>
Application types and fees	<p>In the form you will answer whether you are paying the fees.</p> <p>There is no fee if PTT is to end.</p> <p>Where further PTT approval is required, the fee will vary based on the type of PTT identified. After we receive your form and the teacher's form the fee will be assessed as either a new application or a "renewal". The payer of the fee will be notified of the amount and payment methods.</p> <p>Fee amounts can be found on the QCT website.</p>	<p>Your employer will indicate in their form if they are paying the fees on your behalf.</p> <p>There is no fee if PTT is to end.</p> <p>Where further PTT approval is required, the fee will vary based on the type of PTT identified. After we receive your form and the employer's form the fee will be assessed as either a new application or a "renewal". The payer of the fee will be notified of the amount and payment methods.</p> <p>Fee amounts can be found on the QCT website.</p>

Teacher's guide continued – see page 3

## Teacher's guide continued

## Proof of identity

You are required to declare any other names you have used, even if you believe you have previously advised the QCT.

Note, if your name has changed you can update this in myQCT at any time while an approved teacher. The following accepted documents can be verified online\* in myQCT without you needing to provide a copy to the QCT:

- Australian official full marriage certificate (ceremonial certificates are not verifiable)
- Australian change of name certificate

\*For further information about the QCT's identity document verification provider please visit: [www.qct.edu.au/registration/application-process#DVS](http://www.qct.edu.au/registration/application-process#DVS).

## Criminal history check

If you have been charged with or convicted of any offence in Australia or overseas you must state what offence/s you were charged with and provide details of the charge/s including date of offence/s, where the incident occurred and the outcome. The requirement to disclose criminal history applies to all charges or convictions even if they are spent and even if you believe the history is already known to the QCT.

The QCT will conduct a new Australian criminal history 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 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 international police record check/s. A unique link to their web portal will be on the confirmation submission email you receive when you submit your online application. 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 to the QCT by AIS International.

If you already have an international police record check or prefer/need to apply for one 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
- have an electronically-issued national police record check 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.

Criminal history is defined by the *Education (Queensland College of Teachers) Act 2005* (the Act). It includes every charge and every conviction of a person for an offence, in Queensland or elsewhere, whether before or after the commencement of the Act.

Expanded interstate criminal history means every interstate spent conviction and interstate charge.

Spent or interstate conviction means a conviction for an offence against a law in Queensland or of another state, territory or

the Commonwealth that the person is not required to disclose under Queensland, or an interstate rehabilitation law because a rehabilitation period prescribed under that law for the conviction has expired and the conviction has not been revived under that law.

## Have I been charged?

A charge means a charge in any form and includes a charge brought under Queensland, interstate or Commonwealth legislation, or overseas, for example, where you have been:

- arrested
- issued with a Notice to Appear
- served with a Complaint and Summons
- charged following presentation of an indictment.

Have I been convicted?

You have been convicted of an offence if you have pleaded guilty to, or been found guilty of, a charge. You must disclose this conviction even in circumstances where a magistrate or judge has determined that no conviction be recorded.

## Declaration and agreement

It is an offence under the Act for a person to make or submit false, incomplete or misleading information or documents. A person doing so may be liable to a penalty.

In completing and submitting the application form and any supplementary information required you acknowledge that you have read and understand this fact sheet/document. You also acknowledge and understand that:

- you are the applicant named in the application
- all documents and information provided in support of your application form are true and correct
- you have not omitted any names or aliases that you use or have used in the past.

You acknowledge you have read and understand this fact sheet and you acknowledge and understand:

- if you omit to provide information required in the application or you provide false or misleading information it may be an offence and may result in your application being refused, disciplinary action being undertaken and/or the matter referred to the Queensland Police Service (QPS)
- you consent to the making of inquiries of, and exchange of information with, authorities of any jurisdiction regarding any matter (including your suitability to teach or work with children) relevant to the application, including employers, government agencies and professional registering authorities.

### The QCT is authorised to:

- seek information from the QPS and other police services in Australia for any details of charges, convictions (including findings of guilt or pleas of guilt, whether or not a conviction was recorded) and certain investigative information
- seek additional information from courts, police and prosecuting authorities
- refer information to the QPS to monitor changes in criminal history.