

# Frequently asked questions for VIT- accredited initial teacher education (ITE) providers

## Pre-service teacher Placement Grant (PPG) program

### What is the Pre-service teacher (PST) Placement Grant program?

The Pre-service teacher Placement Grant (PPG) program supports and incentivises pre-service teachers (PSTs) to undertake teaching placements in regional, remote and specialist Victorian government schools.

The program is open to PSTs at any stage of an initial teacher education (ITE) degree which is accredited by the VIT, or an equivalent regulatory State or Territory authority and recognised by the VIT, undertaking their placement in an eligible Victorian government school between 1 July 2023 to 31 December 2025.

The program provides PSTs with a per-day grant payment for the duration of their placement.

See the [PPG Program Guidelines](#) for more information.

### What is the ITE provider's role in the PPG program?

Your role is to work with PSTs as part of your standard teaching placement process and provide advice on where PSTs may be able to undertake a placement in schools eligible for the PPG program. You will play an important role in informing PSTs about the PPG program and seeking their interest in undertaking a placement in a school that may not have been feasible if the PPG program did not exist.

We recommend that you engage with PSTs and encourage them to confirm their placement details in the program portal as early as possible once they have been confirmed.

### How do I know which Victorian government schools are eligible under this program?

The Department of Education has supplied a list of eligible schools to each Victorian course provider. Please contact [PPGprogram@education.vic.gov.au](mailto:PPGprogram@education.vic.gov.au) if you do not have access to this list.

### How do I know if a student is eligible?

To be eligible for the grant a PST must:

- be enrolled in a primary or secondary school ITE degree accredited by the VIT, or an equivalent regulatory State or Territory authority and recognised by the VIT
- The following are VIT accredited Victorian course providers:

- Australian Catholic University
- Deakin University
- Eastern College Australia
- Federation University Australia
- La Trobe University
- Melbourne Polytechnic
- Monash University
- RMIT University
- Swinburne University of Technology
- The University of Melbourne
- Victoria University
- be undertaking a teaching placement in an eligible regional, remote or specialist Victorian government school;
- be commencing a teaching placement from 1 July 2023 and completing it on or prior to 31 December 2025;
- be a domestic student enrolled in degree accredited by the VIT, or an equivalent regulatory State or Territory authority and recognised by the VIT. For the purposes of this Program, domestic student is defined as:
  - an Australian citizen
  - a New Zealand citizen (or dual citizenship holders of either Australia or New Zealand)
  - an Australian permanent resident
  - an Australian permanent humanitarian visa holder; or
- hold an Australian Government-issued visa which permits you to study in Australia, and be enrolled in degree accredited by the VIT, or an equivalent regulatory State or Territory authority and recognised by the VIT; and
- have a valid Victorian Working with Children Check – either an Employee or Volunteer Check.

## Who is NOT eligible to receive a grant?

- PSTs who are undertaking a teaching placement at a non-government school;
- PSTs who are enrolled in degrees that are not accredited by the VIT or recognised by the VIT as accredited by an equivalent Australian regulator;
- PSTs commencing teaching placements before 1 July 2023 or completing placements after 31 December 2025;
- PSTs enrolled in an employment-based teaching degree are ineligible to receive the grant during the employment phase of their degree; and
- PSTs actively employed as a paraprofessional with a 'Permission to Teach' registration required to complete their placements are not eligible to receive the grant while being paid an employee salary.
- PSTs employed as an Education Support employee are not eligible to receive the grant while being paid an employee salary.

## How much are PST grants?

The total grant amount is calculated by adding together the number of teaching placement days the PST completes at the school. Daily rates are as follows:

- \$140 per day for placements in specialist schools in metropolitan Melbourne
- \$140 per day for placements in regional urban centre schools (including specialist schools)
- \$280 per day for placements in inner regional schools (including specialist schools)
- \$420 per day for placements in outer regional and remote schools (including specialist schools)

## How do I approve a PST's placement?

After a PST has successfully applied to the PPG program via the Program Portal:

- you will receive an email from [ppg@grants.vic.gov.au](mailto:ppg@grants.vic.gov.au) providing a link for you to access their application. This will allow you to review placement details for the PST undertaking the placement.
- you will need to click on a link in the email which will take you into the program portal to verify or reject the location and placement dates submitted by the PST.

At the earliest, emails will be automatically generated 4 weeks prior to a teaching placement commencing once details are confirmed by the PST in the portal. Your timely approval of applications will help payments to be made to PSTs.

## How do I approve a PST's application that has multiple placements at the same host school?

If a PST is completing placement at the same host school over several placement blocks, they must submit a separate application for each placement block.

For example, if a PST is to complete a 40-day placement at the same host school over two semesters. The PST must enter the applications as follows:

- Application 1: application submitted for 10-days for the placement block completed in April
- Application 2: application submitted for 30-days for the placement block completed in September

This is to ensure PSTs are receiving the correct grant amounts if there are changes to the placement, and expectations are managed. PSTs should not be submitting an application that includes multiple placement blocks. You must reject any application that includes multiple placements at the same host school over an extended period of time.

## How long does a PST have to apply to the PPG program after they have completed their placement?

PSTs will be able to apply up to 30 days after finishing their placement in an eligible school. Requests for verification may be sent to you prior to, during or after their teaching placement.

### **How do PSTs get paid their first payment?**

For placements completed on or after 1 January 2024, the ITE provider will verify and approve the application and the PST will be paid their first grant payment.

Grant payments will be made into the PST's nominated bank account up to 30 days after confirmation of the placement by the course provider.

PSTs studying with non-Victorian ITE providers are eligible to apply for PPG for placements completed in 2024 and 2025.

PSTs studying with non-Victorian ITE Providers, will be paid the full grant following successful application to the Program, completion of their placement, and approval by their host school.

### **How do PSTs get paid their second payment?**

For placements completed after 1 January 2024, the host school will be responsible for confirming that the PST completed their placement (and this process will not require your input). The PST will then be paid their second grant payment.

Grant payments will be made into the PST's nominated bank account up to 30 days after confirmation of the placement.

### **If a PST leaves before they have completed their placement, can they complete the placement later?**

Yes. The PST will need to amend their original application to reflect the schedule changes.

### **If a PST leaves before they have completed their placement, can we replace them with another PST at the same school and is the new PST eligible for the PPG program?**

Yes. Each PST is required to apply and submit their own application for the PPG program through the Program Portal if they're undertaking a placement at an eligible Victorian government school.

### **What happens if a PST starts a placement but doesn't complete it at all?**

The Department of Education also reserves the right to reject, reclaim or offset (against future applications) the full or partial value of the grant payments to PSTs who do not complete the requirements of their placements.

### **What if the PST did not satisfactorily meet the placement requirements?**

The eligibility criteria for the PPG program do not vary if a PST does not satisfactorily meet the placement requirements. If the placement is completed in the agreed time, you can verify the details in the application and indicate if the placement met the requirements by ticking a box when

you approve or reject the placement as having occurred.

### **Is there a limit on the number of PPG grants one PST can apply for?**

PSTs can apply to the PPG program if they're undertaking placements in an eligible Victorian government school multiple times in line with the degrees teaching placement requirements.

### **Is a PST employed as an Education Support (ES) and completes a teaching placement at an eligible Victorian government school eligible for the grant?**

The PST employed as an ES employee may be eligible to receive a grant as it is an expectation that they are released from their ES duties to undertake the placement requirements.

### **If a PST is employed as a Paraprofessional on a Permission to Teach (PTT) registration and required to complete a teaching placement at an eligible Victorian government school, are they eligible for the grant?**

No. PSTs employed as a paraprofessional with a 'Permission to Teach' registration completing a placement in an eligible Victorian government school are not eligible to receive the grant while being paid a teaching employee salary.

PSTs employed as a paraprofessional with a 'Permission to Teach' registration are not eligible to receive the grant while being paid a teaching employee including paid leave such as long service leave.

PSTs employed as a paraprofessional with a 'Permission to Teach' registration released from duties whilst on unpaid leave of absence to undertake a placement at an eligible Victorian government school will be eligible to apply for the grant.

### **I have a question about the program, who do I contact?**

For queries regarding the PPG program, contact [PPGprogram@education.vic.gov.au](mailto:PPGprogram@education.vic.gov.au).

For technical queries about the Program Portal, contact [ppg@grants.vic.gov.au](mailto:ppg@grants.vic.gov.au).

### **The contact person/people who approves placements at my organisation has changed, who do I tell?**

You will need to advise the Department of Education via [PPGprogram@education.vic.gov.au](mailto:PPGprogram@education.vic.gov.au) if your contact details, including group mailboxes, change.