Frequently asked questions for Victorian government host schools

Pre-service teacher Placement Grant (PPG) program

What is the Pre-service teacher Placement Grant (PPG) 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 their initial teacher education (ITE) degree with an accredited Victorian course provider, 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.

You can read the full PPG program guidelines and review the PPG program website to see a map of eligible school regions.

How do I know if my school is an eligible school under this program?

Specialist schools in metropolitan Melbourne and all schools in inner regional and remote locations are eligible. The categories are based on the Australian Bureau of Statistics (ABS) remoteness classification, categorising areas into Major City, Inner Regional, Outer Regional and Remote. Areas. You can review the map of eligible school area on the PPG program website.

Contact PPGprogram@education.vic.gov.au with any queries about program eligibility.

What is the role of the host school under the PPG program?

If your school is hosting a PST who has applied for the PPG program, the standard teaching placement requirements apply. On the final day of completion of the teaching placement, the school contact will receive an email with a link to the program portal to verify, vary or reject the application details. After the school contact has verified the teaching placement, the PST will be eligible to claim and be paid their second grant payment.

Are there limits to how many placements each school can host under this program?

No. Standard placement requirements still need to be met if your school is hosting a PST that has applied for the PPG program. PSTs can undertake multiple teaching placements in eligible schools and can receive the grant with respect to each eligible placement.

If a PST leaves their placement before completion, can we host another PST through this program?

Yes. Schools can host multiple PSTs who have applied for the PPG program.

How do I approve a PST's placement?

On the final day of a PST's teaching placement, you will:

- receive an email from ppg@grants.vic.gov.au providing a link for you to access a program portal. This will allow you to review placement details for PSTs undertaking placements; and
- Verify, vary or reject the placement details submitted by the PST.

After you have verified the teaching placement, the PST will be eligible to claim and be paid their second grant payment. Your timely approval of applications will help minimise payment timeframes for PSTs.

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

For teaching placements commenced on and from 1 January 2024, PSTs will have the ability to apply for an eligible placement up to 30 days after placement completion, so requests for verification may be sent to you after their teaching placement has been completed. You do not need to do anything to facilitate the PST receiving their first payment as this is done by course providers.

What do I do if a PST contacts me about a backdated placement grant?

For teaching placements that were completed between 1 July 2023 and the 15 November 2023, ITE providers will verify the details of the placement and release the full grant payment to eligible PSTs. If you have PSTs asking you about backdated payments, please direct them to speak to their ITE placement officer.

How do I reject a placement and what happens afterwards?

The program portal will provide you with the opportunity to reject a placement and provide a reason for the rejection if any of the details in the application submitted by the PST is not correct. The placement will then be marked as ineligible and the PST will be notified of the rejection and reason provided.

What if I accidentally reject a placement?

Contact the grants team on ppg@grants.vic.gov.au for assistance.

What if the number of placement days the program portal asks me to approve is different from the actual number of placement days the PST undertook?

You reject the placement and the PST will then need to resubmit their placement with the correct details for you to approve.

What if the PST did not meet the placement requirements as a pass?

The eligibility criteria for the PPG program does not vary if a PST does not 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.

What happens if a PST starts a placement but doesn't complete it?

If a PST completes at least 50% of their teaching placement but then varies the duration of their placement they can still claim the second payment.

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

If the PST took leave during the placement, what do I need to do?

You will have the opportunity to review the total number of placement days the PST undertook at your school. As long as the days submitted by the PST match the number of days completed in your school, they will be paid for the days they completed at your school.

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

If a PST is employed as an ES employee, they are not eligible to receive the grant while being paid an employee salary and must take a leave of absence from their ES role.

Is a PST employed as a Paraprofessional on a Permission to Teach (PTT) registration and required to complete a teaching placement at an eligible Victorian government school 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.

Is a PST employed as a Paraprofessional on a Permission to Teach (PTT) registration at an eligible Victorian government school and takes paid leave for the duration of placement eligible for the grant?

No. 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.

Is a PST employed as a Paraprofessional on a Permission to Teach (PTT) registration at an eligible Victorian government school and takes unpaid leave for the duration of placement eligible for the grant?

Yes. 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 overall program queries about eligibility and program policy, rules and processes contact PPGprogram@education.vic.gov.au

For queries regarding technical issues contact ppg@grants.vic.gov.au