**FREQUENTLY ASKED QUESTIONS –revised March 2017**

**Permission to Teach?**

**Are there differences between Permission to Teach (PTT) requirements if programs are run on school sites versus at the RTO's site (e.g. at a TAFE)?**

Permission to Teach (PTT) is intended for individuals who are not qualified teachers but who have been offered employment to undertake the duties of a teacher in a school. PTT is required where a person is being engaged to deliver and/or assess student participation in an educational program, such as VET in VCE and VCAL, at a school site).

PTT is specific to a particular subject and school.

PTT is not required at an RTO site, however the RTO will be required to ensure personnel comply with the *Standards for Registered Training Organisations(RTOs) 2015* or the *Australian Quality Training Framework Essential Conditions and Standards for Continuing Registration* and the *VRQA Guidelines for VET Providers* (as applicable).

Additionally, all persons responsible for, or involved with, supervising students are required to have undertaken a satisfactory police records check and have a satisfactory Working With Children Check under the *Working With Children Act 2005* (Vic).

For the latest information, applicants should refer to [Permission to Teach](http://www.vit.vic.edu.au/registering-as-a-teacher/how-do-i-register-as-a-teacher/applying-for-permission-to-teach-ptt), or contact the VIT directly on 1300 888 067.

**I'm from an RTO who auspices current VET arrangements with many local schools. At present we develop our own contracts and send to schools. With this new arrangement from DET, are schools supposed to take care of (as in initiate) this contract arrangement?**

All Victorian Government schools entering into purchasing and auspicing arrangements with RTOs must have a valid, signed DET Standard Contract with the RTO for the delivery of VET programs.

**Do we need a contract for each course offered e.g. our students do up to eight different courses at the local TAFE? Do we need a contract for each one?**

Victorian Government schools can use the one Standard VET Purchasing Contract when purchasing from an RTO, and include the relevant details of the different courses and details of the respective students in the schedules attached to the Contract.

**Which contract does a government school we use if we are purchasing VET from a non-government school which is itself being auspiced by an RTO?**

Victorian Government schools entering into purchasing arrangements with a non-government which is itself auspiced for the delivery of VET by an RTO should use the Standard VET Purchasing Contract and note that the auspice arrangement between the host school and the RTO.

**We have a partnership with a TAFE to deliver Hospitality. We deliver some theory based units and the chef (from the TAFE) comes in for specialist units. Which form do we use? Do we need two contracts - One for the auspiced side of this arrangement and one for the purchasing as well?**

Where a Victorian Government school is both purchasing from, and being auspiced by an RTO, the government school should use both the Standard VET Purchasing Contract and Standard VET Auspiced Contract for the different arrangements. Note there are different accountabilities for each party under the different arrangements.

**If a government school has 50 students enrolled in various VET programs through clusters, do the VET Coordinators have to create the Contracts or does the RTO get paperwork organised for us?**

As the purchaser, each government school is required to provide the relevant Standard Contract to the RTOs to complete with the relevant information. However, to streamline the process, the RTO in a cluster arrangement may facilitate the completion of the DET Standard Contracts for the cluster schools (one contract for each school). However, Victorian Government schools must agree to terms and conditions in the Contract and be aware of their roles and responsibilities and the accuracy of what they are signing up to in the Contract.

**Also if we are auspiced by an RTO to run a program and our VIT registered staff run the program do staff need a Certificate IV in Training and Assessment as well?**

Where an RTO auspices the school’s delivery of the VET qualification and/or units of competency, the teachers in the school who will deliver the program must have all of the following:

* hold either registration as a teacher, or Permission to Teach, with the Victorian Institute of Teaching; and
* hold the Certificate IV in Training and Assessment or an approved equivalent; and
* have Occupational Health and Safety knowledge to deliver the particular units of competency (where appropriate); and
* have the relevant vocational competencies at least to the level being delivered or assessed; and
* can demonstrate current industry skills directly relevant to the training/assessment being undertaken; and
* continue to develop their vocational education and training (VET) knowledge and skills as well as their industry currency and trainer/assessor competence (see *National* *Standards for Registered Training Organisations (RTOs), 2015, Section 15.4 or the Australian Quality Training Framework Essential Conditions and Standards for Continuing Registration, Section 1.4*).

**What constitutes a re-engagement program versus VCE VET or VCAL program?**

Re-engagement programs operate outside mainstream school settings and provide tailored education and support for children and young people who are disengaged, or have been identified as at risk of disengaging, from mainstream school.

They provide an opportunity for disengaged or at-risk children and young people to achieve positive education and wellbeing outcomes through engagement in a tailored and supportive learning environment.

Further information about re-engagement programs are available on the DET website on:

<http://www.education.vic.gov.au/school/principals/participation/Pages/reengagement.aspx>