



SCHOOL OF EDUCATION

Permission to Teach (PTT) Placement Agreement

Guidance for use

- This form is only to be used where a pre-service teacher (PST) already holds a current Permission to Teach (PTT) contract with a school.
- Ensure all details below are completed accurately and in full before submission.
- Students and schools must be aware of the following requirements for PST placements under a PTT contract:
 - Placement days must be completed within Deakin's existing placement schedule, as set out on the university placement calendar:
<https://www.deakin.edu.au/students/study-support/faculties/artsed/education/professional-experience>
 - PSTs working in a school under Permission to Teach must be supervised by a fully registered teacher at all times while teaching and/or working with students during placement dates.
 - One fully registered teacher must be designated as the mentor, holding primary responsibility for mentoring, assessment, and completion of reports (it is recognised that the same registered teacher may not be available for every placement day).
 - At the school's discretion, PSTs may either remain with the class they teach under their PTT, or be placed in a different classroom.
 - Primary PSTs are expected to remain in the same classroom for all scheduled placement days.
 - Secondary PSTs must teach the same timetabled classes for all of the scheduled placement days and must not teach outside of their Deakin approved methods.
 - We will require a screenshot of your digital PTT registration card including your name, expiry, name of school and teaching method/s, and this be uploaded onto InPlace for verification purposes.



Introductory note from the pre-service teacher

I am writing to request your assistance in facilitating a placement at our school as part of my academic program at Deakin University. Thank you for agreeing to support my Professional Experience requirements — I look forward to commencing the placement in due course.

Where I am completing a Placement Unit in Trimester 1 and Trimester 2, I have listed both sets of dates in the table below

Placement details

Placement unit code	
School name (and campus, if applicable)	
Placement start date	
Placement end date	
Total placement duration (days)	
Year level / method(s) offered by the school for this placement (e.g. Year 10, Humanities)	
Does the PST hold a current Permission to Teach (PTT) contract with this school? (Y/N)	

Acknowledgement

By signing this agreement:

- The pre-service teacher (PST) confirms they hold a current Permission to Teach (PTT) contract with this school.
- The school-based coordinator confirms that the PST will be supervised by a fully registered teacher at all times while teaching and/or working with students during placement dates.
- The school-based coordinator confirms they have arranged this Professional Experience placement on behalf of the school.
- The Principal (or delegate) confirms the school's agreement to host this placement under Permission to Teach (PTT).

Once completed and signed (pen on paper), this form should be uploaded to Deakin University's placement database (InPlace). If approved, a Deakin Professional Experience Officer (PEO) will contact you to confirm placement paperwork.

Signatures

PST Coordinator name: _____.

PST Coordinator signature: _____ **Date:** _____.

Principal (or delegate) signature: _____ **Date:** _____.

Pre-service teacher (PST) name: _____.

Student number: _____.