

Frequently asked questions

This document outlines the frequently asked questions (FAQs) for the Trade to Teach Internship Program (T2T Program) and is subject to change at the department's discretion. The T2T Program is available for people who will commence study in 2024.

If, after reviewing this FAQ document your question isn't answered, please contact the T2T Program team by email at TradetoTeach@qed.qld.gov.au.

Information about becoming a teacher with the department is available on the [Teach Queensland Website](#).

Eligibility for the T2T Program

- **I have already started an Initial Teacher Education (ITE) degree. Am I eligible to apply?**
You are not eligible for the T2T Program if you have already commenced an ITE course.
- **Can I commence mid-year?**
No, the T2T Program is only accepting applications for those people who intend to commence at the start of 2024.
- **My trade qualification is not in an ITD area. Will I be accepted into the program?**
No, you should have a trade qualification (apprenticeship and Trade Certificate III) in an Industrial Technology and Design (ITD) area. For example, fitting and turning/machining, metals engineering, carpentry, joinery, plumbing, electrical or mechanics. Similar ITD trades may be considered.
- **Do I have to be an Australian citizen to be eligible?**
You must be an Australian citizen or have permanent residency in Australia to be eligible for the T2T Program, and you will be required to provide evidence of this.

Applying for the T2T Program

- **How do I apply for the program?**
Visit the Teach Queensland website (www.qld.gov.au/tradetoteach) and press the Apply button to be redirected to the SmartJobs Government website to complete your application.
- **What documents do I need to provide?**
 - Resume (including names and contact details of 2 referees)

- Maximum 2-page response to selection criteria
 - Copy of trade qualification(s)
 - Statement of industry service
 - Copy of Birth Certificate
 - Evidence of Australian Citizenship/Permanent Residency
- **Do the documents need to be certified by a JP?**
No, however certified copies of relevant documents are preferred.

- **Will my referees be contacted?**

Yes. At least one, if not both, of your referees will be contacted if you are shortlisted as part of the application process.

Your resume should include two referees who can attest to your performance and conduct in the workplace. Referees should not be family members and should have a thorough knowledge of your capabilities, work performance and conduct within the previous two years, and it is preferable to include your current/immediate/past supervisor. By providing the names and contact details of your referee/s you consent for these people to be contacted by the selection panel. If you do not wish for a referee to be contacted, please indicate this on your resume.

Year 1 – Fulltime study

- **How do I enrol in the Initial Teacher Education (secondary) (ITE) course?**

When you apply for the T2T Program, you should also enrol in the Bachelor of Education (secondary), at one of the T2T Program partner universities – [Central Queensland University](#) (CQU) or [University of Southern Queensland](#) (UniSQ).

You must choose to specialise in Industrial Technology and Design (CQU)/Design and Technology (UniSQ). Contact the university directly to understand their entry requirements and enrolment process. Also talk to them about recognition of prior learning (RPL) based on your trade qualification and industry experience, and a possible trade-entry pathway.

If you are a successful with your T2T Program application, you will receive a conditional offer in the T2T Program, pending evidence of your enrolment with a partner university.

- **How will I know if I will be accepted into the ITE course?**

An offer of placement will be sent to you from one of the partner universities. Please contact the partner university with enquiries.

- **How do I choose a university?**

You must enrol at one of the T2T Program partner universities. It is up to you to choose which one best suits your situation. Universities offer some courses online, but still may have a practical component where you need to attend face to face. Universities also differ in their course structure and offerings. It is recommended that you talk to both partner universities.

- **Do I need to complete the ITE course on campus or can I complete the ITE course online?**

The department does not have a preference how you complete your ITE course as long as all requirements of the course are met and you graduate in a maximum of four years.

- **If I am accepted into the ITE course, what teaching areas can/should I enrol in?**

You must enrol in the Industrial Technology and Design (CQU)/Design and Technologies (UniSQ) teaching area as part of the undergraduate ITE course. The T2T Program targets people who are eligible to teach in the high demand area of Technologies (ITD).

- **Who will pay for my course fees?**

You will be responsible for payment of any course fees (including tuition). Information regarding assistance with course fees is available on the university website/s.

- **I want to study at another university. Do I have to study at a university the department chooses?**

To be eligible for the T2T Program you must be enrolled in an eligible ITE course at one of the universities partnering with the T2T Program.

- **Do I have to enrol full-time?**

Yes, the T2T Program is only accepting full-time applications with the intention to graduate by the end of 2027. Please note that RPL may make it possible to complete the degree in a shorter time, or reduce your study load. This needs to be discussed with the university, and agreed with the T2T project team.

- **I have a condition which requires support. How will this be provided?**

It is recommended that at the time you apply for enrolment in the undergraduate ITE course, you contact your university to discuss what student supports are in place. Also advise the T2T project team of your support needs at the time of application.

- **I have previously commenced an ITE course but couldn't complete it due to circumstances. Am I eligible to apply?**

You are eligible to apply for the T2T Program if you have not commenced an ITE course recently. If there has been a significant break in time since you ceased your study, your situation will be considered.

- **I have a trade qualification from a non-English speaking country. Can I apply?**
Yes, however you will need to contact the university as you may be required to complete an International English Language Testing System (IELTS) test or complete an English Bridging Course to be eligible for enrolment.
- **What if I do not meet the minimum entry requirements for the university as my trade qualification is not suitable?**
If you are not eligible for enrolment due to your trade qualification not being suitable, a bridging course at university may bring your qualification up to a sufficient standard to be accepted into the university. Please consult with the relevant university early to confirm requirements.
- **If I have not studied for a long time, what can I do to prepare?**
The partner universities offer free courses to prepare you for tertiary study. It is recommended that you complete these. You should complete these preparation courses in the year prior to commencing study (2023). The T2T Program partner universities offer the following:
 - UniSQ - [Tertiary Preparation Pathway](#) (TPP)
 - CQU - [Skills for Tertiary Education Preparatory Studies](#) (STEPS)
- **What if my trade qualification is not recognised by the university to give me RPL?**
You can still apply to the university to commence the ITE course, however you will be required to meet minimum entry requirements and complete the full requirements of the ITE undergraduate degree. Please contact the university for more information.
- **Do I complete a Teaching Performance Assessment (TPA) in the final-year of my ITE program?**
Yes, you are required to complete all ITE program requirements including a TPA. Please see your university for further information on graduation requirements.
- **Do I have to successfully complete Literacy and Numeracy Test for Initial Teacher Education (LANTITE)?**
Yes, you are required to complete all ITE program requirements including LANTITE. Please see your university for further information on graduation requirements.
- **What are the dates of the ITE course offerings?**
Please refer to the partner university websites for information.

- **Will I need to complete Professional Experience (PEX) placements in a school in the first year?**

Yes, you will need to complete PEX as per the requirements of your enrolled ITE program.

See the relevant ITE course for dates and duration of PEX.

- **Where will I be placed for my PEX during my first year of study?**

Placements for PEX in your first year of study will be arranged by the university.

- **Am I eligible for any other financial support to help me with this?**

The PEX in your first year of study will be unpaid.

- **Can I continue to work in my first year of study?**

There is no restriction on working in the first year, however the ITE course is full-time and may require up to 40 hours a week to successfully complete the coursework.

- **Is there a way to directly connect with our study colleagues?**

Universities will set up communication channels and ways for T2T participants to connect with each other and with the key contacts at the university. Please talk to your university. The department will also hold drop-in sessions and communities of practice where you will connect with each other, and with the project team.

Year 1 - Scholarship

- **What can I spend the \$20,000 on? Do I need to keep receipts?**

The \$20,000 scholarship payment is provided to reduce the financial impacts of undertaking a career change. There are no requirements on how you spend the funds and you do not need to keep receipts for departmental purposes.

- **Is the program payment (scholarship) taxed?**

Yes, the payment is taxed in accordance with Australian Taxation Office tax rates. It will be paid in 4 instalments across 2024. All payments are taxed and may affect your annual income and/or benefits received, and will impact the take home pay in the fortnight in which it is paid (this includes additional contributions to tax (e.g. HECS/HELP). Please seek financial advice.

- **How will I receive the program payment?**

Payments will be made in four instalments (March, June, August, November) and will be paid directly to your nominated bank account.

Year 2, 3 and 4 - Internship

- **Where will I be placed during the internship?**

Your internship placement will be determined based on the needs of the department at the time, however personal circumstances and preferences will be strongly considered.

- **Will I be required to move? If yes, is teacher accommodation available? Can my family come with me? Will it be the same school in which I will complete my minimum service period when I graduate my ITE program?**

If you are required to relocate, your family will be able to relocate with you. Teacher accommodation cannot be guaranteed. Accommodation can be discussed with your Regional Human Resources team once a position has been determined. Your preference to stay in the same school for your entire internship and your minimum service period will be considered once you graduate from your ITE course, however this cannot be guaranteed.

- **What will the expectations and workload be?**

You will commence employment as an intern “teaching” at a 0.5FTE (25 hours a fortnight) from the second year of your ITE course. University programs are designed to be flexible which will allow interns to complete their study while also working in their internship positions with the department.

- **How will the teaching load be structured across the academic year?**

The half teaching load will be for the whole of the academic year for a maximum of three years from 2025. The department will work with universities and schools in determining the flexibility of the 0.5 workload arrangement. Interns will have an opportunity to provide input into this, as they may prefer how they manage their internship and coursework.

- **What subjects will I teach on my internship?**

During your internship you will teach 0.5 teaching load in the Technologies (Industrial Technology and Design) subject area. The specific subjects that you will teach will be dependent on the subject offering of your host school, and also the subjects you are approved to teach on your Permission to Teach (PTT). Your PTT is approved by the Queensland College of Teachers (QCT).

- **What is a Permission to Teach?**

A [Permission to Teach](#) (PTT) process enables a person who is not registered to teach, to be approved by the Queensland College of Teachers (QCT) to teach in a school under strict limitations.

An approved PTT enables T2T Program interns to teach a half load in a school as part of their T2T internship under T2T Program guidelines, while completing their undergraduate teaching degree.

Only approved teachers may undertake the duties of a teacher in a state or non-state school in Queensland. Approved teachers include registered teachers and persons approved to teach under Permission to teach (PTT).

- **Will I have a criminal history check?**

Yes. A *Queensland Working with Children Check* (Blue card) will be completed prior to the commencement of your first school-based Professional Experience Placement (Pex) and a more rigorous criminal history check will occur as part of the PTT application process with QCT.

- **What subjects are considered ITD for the purposes of the T2T Program?**

The following subjects are suitable to teach as part of the T2T Program internship.

- Years 7-10 Design and Technologies: Industrial Design Contexts and/or Materials and Technologies Specialisations (ACARA curriculum)
- Years 11-12 Building and Construction Skills (QCAA applied curriculum)
- Years 11-12 Engineering Skills (QCAA applied curriculum)
- Years 11-12 Furnishing Skills (QCAA applied curriculum)
- Years 11-12 Industrial Graphics Skills (QCAA applied curriculum)
- Years 11-12 Industrial Technology Skills (QCAA applied curriculum)

- **Can I teach VET on my internship?**

No. You can only teach the subjects approved on your PTT, and the QCT will not approve Vocational Education and Training (VET) subjects as part of a PTT.

- **If I study two teaching areas as part of my undergraduate teaching degree, how do I get experience in my second non-ITD teaching area?**

You must only teach ITD subjects as part of your paid internship. You will get experience in your second teaching area as part of your professional experience placements (PEX) which are organised by your university.

Internship salary

- **What will I be paid during the internship?**

Interns will be paid at Band 1, Step 1 of the [Teachers' Salary Schedule](#) (\$2,759.20 per fortnight) for the first year of the internship. This amount is as at 1 July 2023 and is subject to change in line with annual enterprise bargaining increases. Amounts provided above are Gross amounts (before tax) and do not include Superannuation.

- **Will I receive the same conditions as a state school teacher? i.e. accrual of leave**

Yes, as an intern you will be employed on a temporary contract and you will accrue leave entitlements (sick leave, long service leave) and will be entitled to payment across vacation periods during your internship.

Year 5 – Permanent offer of employment (post program completion)

- **Where will I teach when I graduate from my ITE program?**

Positions will be determined based on the needs of the department however, personal circumstances and preferences will be considered.

- **Do I have a say in where I teach?**

You can nominate your preferred location and the department will consider your request. Positions will be determined based on the needs of the department, however, personal circumstances and preferences will be considered.

- **Where are the priority locations?**

Priority locations are rural, remote and regional schools in Central Queensland, Far North Queensland, North Queensland and Darling Downs South West Regions.

- **Is there a requirement to work full-time upon completion of the internship?**

At the completion of the internship, participants are required to complete a T2T Program minimum period of service with the department, however it is not specified that it is required to be at full-time.

- **What happens if I complete the internship and realise teaching is not for me? Do I have to repay the funds?**

You may be required to repay the full amount of the scholarship funds and any additional costs (e.g. relocation costs) paid by the department. The department will assess circumstances on a case-by-case basis, exercising discretion for applicants who are unable to complete the full T2T Program minimum service commitment due to compassionate or extenuating circumstances.

Minimum Service Period

- **Is there a minimum service period (bonding) to the Department of Education?**

Yes, if you are placed in a school that has a transfer rating (TR) of TR1-6, you will be required to teach for the department for a minimum service period of 4 years, and if you are placed in a school with a transfer rating of TR7, the minimum service period is 3 years.

- **When does my T2T Program minimum service period commitment start?**

The T2T Program minimum service period commences from when you start your permanent employment in a Queensland state school following successful completion of the T2T Program requirements (graduation from the ITE degree) and when you are provisionally registered with the Queensland College of Teachers.

- **Is bonding to the department or to a school?**

The minimum service period upon successful completion of the T2T Program requires T2T teachers to remain teaching with the department, not a particular school. If you cannot remain in the school in which you are placed, the department will support the teacher to find a suitable transfer. This would not be a breach of the minimum service period.

- **What are transfer ratings?**

Each school is assigned a transfer rating from 1–7, which is determined by:

- remoteness – basis of distance from Brisbane and/or either distance from Toowoomba or coastal centres with a population of over 8,000
- access to and the level of community services – calculated by the distance from, and size of designated service centres
- complexity of the school environment
- organisational staffing requirements.

Transfer ratings are used by the department as the basis for determining:

- accrual of individual transfer points which are used to determine the priority order of teacher transfer requests, and
- eligibility for incentives and benefits offered to teachers under the Rural and Remote Incentive Scheme and arrangements relating to departmental accommodation and rental subsidies.

- **What happens if I don't meet the T2T Program minimum service period commitment? Do I have to repay the funds?**

If you are unable to complete the full T2T Program minimum service period, you may be required to repay part or all of the scholarship funds. The department will assess this on a case-by-case basis, exercising discretion for applicants who are unable to complete the full T2T Program minimum service commitment due to compassionate or extenuating circumstances.

- **When I have finished the internship and am required to work for 4 years do I get to choose from a selection of places or do I have to go where the department asks me?**

Upon successful completion of the T2T Program, graduation from the undergraduate teaching degree and granting of provisional registration with the Queensland College of Teachers (QCT), you will be offered permanent employment with the department in a Queensland state school (teaching secondary).

The department's vacancy data and knowledge from local HR teams will be used to identify the school in which you will be offered a place. As with the internship placement, the department will check with interns their preferred location/region and personal circumstances to help inform a suitable permanent placement.

Working with the department

- **What are the benefits of teaching in a rural or remote location?**

There are many benefits to teaching in a priority location:

- A chance to immerse yourself and become a valued member of the community
- Subsidised housing is available in many rural and remote locations
- Access to Centres for Learning and Wellbeing (CLaW)
- Financial allowances may be available:
 - o Locality Allowance
 - o Recognition of Rural and Remote Service (RoRRS) Scheme.

- **How do I find out about what it's like to work for the department?**

The department will invite a range of speakers to attend the community of practice events to share their experiences with working with the department across a range of topics. The Department's [Working With Us](#) page on our website, includes up to date information about teaching in Queensland state schools, salary and benefits, induction, inclusion and diversity, and professional development.

Withdrawal from the T2T Program

- **If there are circumstances where I have to withdraw and terminate my contract, how do I communicate that? What is the consequence for the termination such as paying the funds back?**

If you are unable to continue with the T2T Program and need to terminate the contract, you should email the Trade to Teach Team on tradetoteach@qed.qld.gov.au as early as possible. There will be a conversation between you and the project team (and potentially the university where relevant) to understand the situation and your circumstances preventing you from completing the T2T Program.

You may be required to repay the scholarship money, or part thereof. This will be based on individual circumstances. The project team will consider extenuating circumstances.

- **If I am unable to continue in the T2T Program and have worked as a T2T intern in a school, there will be a requirement to pay back the salary paid?**

During the internship, you are paid a salary for teaching a half load, so this will not be requested to be repaid.