

# 2023 Teacher Relief Scheme (TRS) claim process and rates

## Purpose

To update schools on the process for claiming Teacher Relief Scheme (TRS) reimbursement, and the rates applicable for Semesters 1 and 2, 2023.

## Background

The QCAA reimburses schools for the cost of relief teachers to enable schools to release teachers to undertake particular duties for QCAA.

## Eligibility

### Overview

To be eligible for TRS reimbursement from QCAA, a school needs to have:

- engaged a relief teacher
- released their regular teacher to undertake duties for QCAA for a minimum duration of 3 hours (between 9 am and 3 pm)
- released their regular teacher on a school day (not a pupil free day)
- released their regular teacher for an eligible QCAA activity.

### Eligible activities

These activities are eligible for TRS reimbursement:

- Applied Syllabus Moderation meetings
- Assessor's Conference
- Confirmation
- Endorsement
- External Assessment development (e.g. writing, scrutiny panel meetings)
- External Assessment Marker training
- Grade Boundaries & Standards Setting meetings
- Queensland Certificate of Individual Achievement (QCIA) review meetings

- syllabus review & redevelopment meetings
- any other activity notified by QCAA as being TRS-eligible.

## Rates

The rates applicable for TRS-eligible activities in 2023 are:

Terms	TRS rate (GST excl.)	TRS rate (GST incl.)
1 and 2 — January to June 2023	\$505.21	\$555.73
3 and 4 — July to December 2023	\$535.78	\$589.36

The QCAA TRS rate is applicable across the three schooling sectors in Queensland (State, Catholic and Independent). Therefore, the QCAA rate may not exactly match the rate used internally within your school sector.

## What you need to do

To claim TRS, schools must email a tax invoice to [trs@qcaa.qld.edu.au](mailto:trs@qcaa.qld.edu.au) after the relevant eligible activity has taken place.

The tax invoice must include the following details:

- released teacher's name
- date of the activity
- activity name, e.g. confirmation training, external assessment writing panel
- subject name (if applicable), e.g. Accounting, English

To expedite the verification and payment of claims, schools are encouraged to also include supporting documentation with the emailed tax invoice.

Supporting documentation may include, but is not limited to:

- TRACER (Teacher Relief and Contract Employment Register) auto-generated email received when booking a relief teacher. The email must show the name of the teacher that is being released.
- ClassCover evidence received when booking a relief teacher. The item must show the name of the teacher that is being released.

## Finding out more

Please email [trs@qcaa.qld.edu.au](mailto:trs@qcaa.qld.edu.au), or phone (07) 3864 0201.

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