

2024 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, 2024.

Background

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

Eligibility

Overview

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

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

Eligible activities

These activities are eligible for TRS reimbursement:

- Applied syllabus moderation meetings
- Assessor's conference
- Australian Curriculum implementation workshops (P–6 only)
- confirmation and endorsement
- external assessment (EA) development (e.g. writing, scrutiny panel meetings)
- EA marker training
- grade boundaries and standards setting meetings

- Queensland Certificate of Individual Achievement (QCIA) review meetings
- syllabus review and redevelopment meetings
- any other activity notified by the QCAA as being TRS-eligible.

Rates

The rates applicable for TRS-eligible activities in 2024 are:

Terms	TRS rate (GST excl.)	TRS rate (GST incl.)
1 and 2 — January to June 2024	\$536.76	\$590.44
3 and 4 — July to December 2024	\$552.86	\$608.15

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 within your school sector.

What you need to do

To claim TRS, schools must email a tax invoice to trs@qcaa.qld.edu.au after the relevant eligible activity has taken place, with a maximum of five individual teachers per invoice.

The tax invoice must include the:

- 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 being released.
- ClassCover evidence received when booking a relief teacher. The item must show the name of the teacher being released.

Finding out more

Please email trs@qcaa.qld.edu.au or phone (07) 3074 7541.

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