

Memo

Queensland Curriculum and Assessment Authority

6 January 2026

All schools

Number: 001/26

2026 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, 2026.

Background

The QCAA reimburses schools for the cost of relief teachers to enable schools to 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 on the day of the activity
- released their regular teacher to undertake duties for the QCAA for a minimum duration of 3 hours (between 9 am and 3 pm)
- released their regular teacher on a school day (**not** a student-free day, regional public holiday or school holidays)
- released their regular teacher for an eligible QCAA activity

Eligible activities

The following activities are eligible for TRS reimbursement:

- Applied syllabus moderation meetings (Years 11–12 only)
- Assessors' conference
- Australian Curriculum implementation workshops (Prep–Year 6 only)
- confirmation and endorsement
- external assessment development, e.g. writing, scrutiny panel meetings
- external assessment marking training and script selection
- grade boundaries and standards-setting meetings

- Queensland Certificate of Individual Achievement (QCIA) review meetings
- syllabus review and redevelopment meetings
- online assessment
- any other activity notified by the QCAA as being TRS eligible. (**Note:** Please include email notification from the QCAA advising that the activity is eligible when claiming TRS.)

Rates

The rates applicable for TRS-eligible activities in 2026 are:

Terms	TRS rate (GST incl.)
Term 1 and Term 2 (January to June 2026)	\$635.29
Term 3 and Term 4 (July to December 2026)	\$635.29

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 after the relevant eligible activity has taken place. Each invoice may include a maximum of five individual teachers.

The tax invoice must be submitted within three months of the activity date to ensure prompt processing and include the following details:

- released teacher's full name
- date of the activity
- activity name, e.g. confirmation training, external assessment marker training
- 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 and ensure the QCAA details in their systems are current and accurate, as shown in the following table.

Business Name:	Queensland Curriculum and Assessment Authority (QCAA)
Australian Business Number (ABN):	27 109 986 719
Registered for GST:	Yes
Postal address:	PO Box 307, Spring Hill Qld 4004
Physical address:	400 George Street, Brisbane Qld 4004
Phone:	07 3074 7541
Email:	trs@qcaa.qld.edu.au
Contact:	Administration Officer, Program Workforce Unit

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

Finding out more

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

Alison Smith
Executive Director, Strategy, Planning and Corporate Support Division



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