

# Memo

Queensland Curriculum and Assessment Authority

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6 January 2025

All schools

Number: 001/25

## 2025 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, 2025.

### 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 on the day of the activity
- 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, regional public holiday or school holidays)
- released their regular teacher for an eligible QCAA activity

#### Eligible activities

These activities are eligible for TRS reimbursement:

- Applied syllabus moderation meetings (11-12 only)
- Assessor's conference
- Australian curriculum implementation workshops (P-6 only)
- confirmation and endorsement
- external assessment development (e.g. writing, scrutiny panel meetings)
- external assessment marking training and script selection
- 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 (*please include email notification from QCAA advising that the activity is eligible when claiming TRS*)

## Rates

The rates applicable for TRS-eligible activities in 2025 are:

Terms	TRS rate (GST incl.)
1 and 2 — January to June 2025	\$619.81
3 and 4 — July to December 2025	\$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](mailto:trs@qcaa.qld.edu.au) after the relevant eligible activity has taken place containing a maximum of 5 individual teachers per invoice.

The tax invoice must be submitted within three (3) 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 that the QCAA details are current and accurate in your system, as per table below.

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 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 the [trs@qcaa.qld.edu.au](mailto:trs@qcaa.qld.edu.au), or phone (07) 3074 7541.

Alison Smith

Executive Director, Strategy, Planning and Corporate Support



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