

OFFICE OF TASMANIAN ASSESSMENT, STANDARDS AND CERTIFICATION

RELIEF CLAIM GUIDELINES

TASC Sessional Staff

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1. SCOPE

These guidelines are applicable to the Office of Tasmanian Assessment, Standards and Certification (TASC) Setting Examiners, Critics, Markers and Marking Coordinators.

2. PURPOSE

The purpose of these guidelines is to outline the circumstances under which TASC will reimburse schools for relief teaching costs, and to provide information on how to make a Relief Claim.

3. POLICY

TASC employs Setting Examiners, Critics, Markers and Marking Coordinators to set, critique and mark external examinations. Many of these staff are current teachers in independent, Catholic and Department of Education Schools in Tasmania. TASC acknowledges that whilst these teachers are undertaking duties for TASC, Schools may be required to employ relief teachers to teach their timetabled classes.

Although not a requirement under the *Office of Tasmanian Assessment, Standards and Certification Act 2003*, TASC will provide Schools with a **contribution** towards relief costs when these sessional staff are working for TASC. The amount of reimbursement is designed to offset the costs, rather than fully reimburse Schools for the cost of the relief teacher.

TASC will pay relief claims when a relief teacher has been employed by a school to allow Setting Examiners, Critics, Markers and/or Marking Coordinators to participate in:

- Formal compulsory training sessions (organised by TASC)
- Discrepancy (for folio/oral/practical meeting) and assessment panel (for written) meetings
- Panel marking for practicals, orals and folios
- Critic and Setting Examiner meetings at TASC
- External Assessment Advisory Specifications panel meetings

TASC does not pay relief:

- For sessional staff while they are setting, critiquing or marking written exams or individual folios (whether at an official marking centre or not)
- Directly to individuals (e.g. to cover travel time or to attend compulsory meetings on scheduled days off teaching)
- For non-timetabled classes, for example for recess and lunch

HOW MUCH WILL TASC PAY?

TASC will pay up to \$102.16 per hour based on the current Department of Education Salary Scales for a Band 1 Level 13 Relief Teacher with full TRB registration and 12 months at Band 1 Level 12 (this rate is current as at March 2020). This pay rate will be updated from time to time to reflect the current Department of Education Salary Scales.

TASC will pay for *up to* five (5) hours per day per teacher to cover teaching relief. The amount of reimbursement will be based on actual timetabled hours for the sessional staff member (not on the amount of hours that the relief teacher was employed for).

TASC will only pay reasonable requests for relief reimbursement (based on the teacher's timetable, travel times and meeting duration).

4. PROCEDURE

To make a Relief Claim, schools must complete the TASC Relief Claim Form and send this form, together with a tax invoice to accounts@tasc.tas.gov.au. Claim forms must be received by TASC within 60 days of the last date of the claim.

The TASC Relief Claim form is available on the TASC website (under Relief Reimbursements on the [Employment](#) page).

Schools must indicate:

- The date of the relief claim
- The sessional staff name
- The reason for the claim (what work the sessional staff was undertaking for TASC)
- The number of timetabled hours to be claimed
- The total amount claimed

Queries about Relief claims can be directed to TASC accounts at accounts@tasc.tas.gov.au or 03 6165 6001.

5. ASSOCIATED DOCUMENTS AND RESOURCES

TASC Relief Claim Form

Department of Education Salary Scales

6. VERSION HISTORY

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