

RELIEF CLAIM GUIDELINES – TASC SESSIONAL STAFF

The purpose of this document is to explain when and how much TASC will contribute towards the costs of employing relief teachers to teach the timetabled classes when employees engaged as Sessional Staff [Setting Examiners, Critics, Markers and Marking Coordinators] are attending compulsory meetings for TASC, and includes details on how to claim this contribution.

These payments are in addition to the amounts TASC directly pays Sessional Staff for their work in line with the Office of Tasmanian Assessment, Standards and Certification (Fees) Regulation 2013 (The Regulations).

Why does TASC make this contribution?

Many Sessional Staff are registered teachers employed in independent, Catholic and Department of Education schools and colleges in Tasmania. Some of the work undertaken by Sessional Staff is scheduled during school hours on teaching days requiring them to miss timetabled classes.

This contribution is designed to offset the cost of relief teachers employed to cover the timetabled classes only.

What claims will TASC pay?

TASC will pay a claim when a school or college has employed a relief teacher to allow Sessional Staff to participate in:

- Marking Coordinator meetings
- Marker meetings
- Supervisor Coordinator meetings
- Discrepancy Panel meetings for folio, oral and practical assessments
- Assessment Panel meetings for written exams
- Panel Marking for practical, oral and folio assessments
- Critic and Setting Examiner meetings at TASC
- External Assessment Specifications Advisory Panel meetings

TASC will not pay claims when a school or college has employed a relief teacher:

- to allow Sessional Staff to participate in setting, critiquing or marking written exams or individual folios (whether at an official marking centre or not)
- for non-timetabled classes or activities, such as recess and lunchtimes
- for days or times when the Sessional Staff were not normally employed

TASC will not pay claims directly to individual teachers or when the sessional staff did not attend the scheduled training or meeting.

How much will TASC reimburse?

TASC will pay the hourly rate for a Band 1 Level 13 Relief Teacher according to the [Department of Education Salary Scales](#) on the day of employment, to the maximum claimable hours for relief of five hours per day per teacher.

How to make a claim

To make a relief claim, schools and colleges must:

- complete the TASC Relief Claim Form
- include a copy of each Sessional Staff's teaching timetable
- issue a Tax Invoice to TASC or raise a Journal Transfer Request Form (if DOE) for the amount calculated on the Relief Claim Form
- email all documents to accounts@tasc.tas.gov.au

Claims are to be submitted within 60 days of the compulsory meeting. Claims received after this date will be subject to a further approval process and may be delayed.

Completing the TASC Relief Claim Form

The [TASC Relief Claim Form](#) is available on the TASC website. To complete the form, you will require:

- the date of the relief claim
- the sessional staff name
- the reason for the claim (what compulsory activity was undertaken)
- the number of timetabled hours to be claimed
- the total amount claimed

Instructions for completing the form are included on it. Any other queries about Relief claims can be directed to TASC accounts at accounts@tasc.tas.gov.au or via phone at 03 6165 6000.

Associated Documents

- [TASC Relief Claim Form](#)
- [Department of Education Salary Scales](#)

Version History

Authorised by	Jane Fricker, Acting Manager Governance and Business Services
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