School casual relief teacher payment policy

**Acknowledgement**

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We acknowledge Aboriginal and Torres Strait Islander people as Australia’s first peoples and as the Traditional Owners and custodians of the lands and waters on which we rely. We pay respect to Elders past and present of the lands where we conduct our work and recognise their ongoing contributions as the first educators on the land now known as Victoria.

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Contents

[1. Overview 1](#_Toc179964227)

[2. Objectives 1](#_Toc179964228)

[3. Eligibility 1](#_Toc179964229)

[3.1 Approved VCAA activities 1](#_Toc179964230)

[3.2 Engaging a CRT 1](#_Toc179964231)

[3.3 Applying to VCAA for CRT payment 1](#_Toc179964232)

[3.4 Record keeping 2](#_Toc179964233)

[4. Payments 2](#_Toc179964234)

[5. Enquires 2](#_Toc179964235)

[6. Managing this policy 2](#_Toc179964236)

1. Overview

The Victorian Curriculum and Assessment Authority (VCAA) is dedicated to providing high-quality curriculum for Victorian students. To support this mission, from time to time, some VCAA employees need to perform duties during Victorian school hours. This policy outlines the process for Victorian schools to claim a payment for the cost of employing a Casual Relief Teacher (CRT) when a VCAA employee who is also employed by the school works during these hours.

1. Objectives
* **Fairness and equity:** ensure that the CRT payment process is conducted in a fair, unbiased, and consistent manner, maintaining impartiality and integrity in all dealings
* **Confidentiality and transparency:** safeguard the privacy of all involved parties while providing a clear, understandable, and transparent process for claiming CRT payments
* **Timeliness and accessibility:** process CRT payment claims promptly to minimise disruption for schools, ensuring the application process is easily accessible to schools
* **Support and continuous improvement:** offer support to schools throughout the CRT payment claim process and utilise feedback to identify areas for improvement
1. Eligibility

Victorian schools that release their employees to participate in approved VCAA activities are eligible to claim a CRT payment.

3.1 Approved VCAA activities

Schools are eligible for payment when they release a VCAA employee who is required to undertake approved VCAA activities during ordinary school hours. Examples include:

* professional development related to curriculum development or assessment
* participation in curriculum development panel meetings
* assessment of performance or oral language VCE exams.

Schools can contact VCAA on 1800 718 320 or by email VCAA.crt.payments@education.vic.gov.au to confirm whether an employee is due to participate in an approved VCAA activity.

3.2 Engaging a CRT

A school is eligible for payment where a qualified CRT is engaged by the school to cover the VCAA employee’s classes during the time they are performing approved VCAA activities.

The payment will be calculated by the number of student contact hours covered by the CRT.

3.3 Applying to VCAA for CRT payment

Claims can be made after a CRT has been engaged to cover the VCAA employee’s classes. The school is responsible for paying the CRT directly. The VCAA CRT payment is intended to offset the cost of the school’s engagement of the CRT.

Schools must email VCAA their request for CRT payment, including these details in their request:

1. Name of the school
2. Date of the VCAA activity
3. Name of the employee and the approved VCAA activity (e.g. Exam Development, Vietnamese Oral Language Assessment)
4. Classes covered by the CRT and the number of student contact hours.

3.4 Record keeping

Schools must keep records to support each claim for CRT payment. Records should include evidence of the engagement of a CRT to cover the absence claimed. It is a condition of payment that schools release these records if requested to the VCAA or to an agency on behalf of the VCAA for audit purposes. Records must be kept for a minimum of 2 years.

4. Payments

VCAA will calculate a CRT payment based on the information provided by the school. VCAA will use the CRT rate set by the Victorian Government Schools Agreement, identified [here](https://www2.education.vic.gov.au/pal/salary-rates/overview), to calculate payment for the number of student contact hours covered during the approved VCAA activity. The minimum payment will be for 3 hours.

A VCAA officer will review the claim information and may seek further information from the school, including banking details where they are not already recorded in the VCAA’s procurement system.

If the claim is eligible, VCAA will disburse the CRT payment for the eligible claim to the school's nominated bank account and confirm this via email to the school.

Schools will be notified if their claim does not meet eligibility criteria.

1. Enquires

For further inquiries regarding the CRT program or application process, please contact the VCAA:

Phone: 1800 718 320

Email: VCAA.crt.payments@education.vic.gov.au

If a school has any concerns about the way a claim has been managed by the VCAA, they can write to the VCAA at

Level 7, 200 Victoria Parade

East Melbourne

Victoria 3002

1. Managing this policy
	1. Authorisation

This policy is issued under the authority of the Chief Executive Officer.

* 1. Accountability for the policy

The owner for this policy is VCAA Human Resources Unit. The owner reports to the Chief Executive Officer on the management of this policy.

The owner is responsible for:

* development and regular review of this policy and any resources that support implementation
* monitoring compliance with the policy
	1. Important dates

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| Date of adoption: | October 2024 |
| Date of last amendment: | October 2024 |
| Date of next review: | October 2025 |