School CRT Payment Policy Frequently Asked Questions (FAQs)

1. **Who is eligible to claim a CRT payment?**

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

1. **What are approved VCAA activities?**

Examples of approved VCAA activities include professional development related to curriculum development or assessment, participation in curriculum development panel meetings, and assessment of performance or oral language VCE exams. Approved activities require employees to attend. Schools can contact VCAA for confirmation.

1. **How do I engage a CRT under this arrangement?**

The school is responsible for engaging a qualified CRT to cover the VCAA employee's classes during the approved VCAA activities.

1. **When can I apply for a 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.

1. **What information do I need to include in my CRT payment request?**

The request should include the name of the school, date of the VCAA activity, name of the employee and the approved VCAA activity, classes covered by the CRT and the number of student contact hours.

1. **How long do I need to keep records for CRT payments?**

Schools must keep records to support each claim for CRT payment for a minimum of 2 years. Records should include evidence of the engagement of a CRT to cover the absence claimed.

1. **How is the CRT payment calculated?**

VCAA will calculate a CRT payment based on the information provided by the school. They will use the CRT rates set under the Victorian Government Schools Agreement to calculate payment for the number of student contact hours covered during the approved VCAA activity.

1. **What happens if my CRT payment claim is not approved?**

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

1. **How can I contact VCAA?**

For further inquiries regarding the CRT program or application process, please contact VCAA by phone at 1800 718 320 or by email at: [VCAA.crt.payments@education.vic.gov.au](mailto:VCAA.crt.payments@education.vic.gov.au).

1. **Where can I find more information about this policy?**

This policy document outlines the process for claiming a CRT payment. You can also contact VCAA with any further questions.

1. **What information do I need to provide in support of my claim?**

The following information needs to be provided:

1. Name of the school
2. Date of the VCAA activity
3. Name of the VCAA 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.

The CRT Payment form can be used to record the information required for each claim.

Schools may be asked to provide records in support of any claim, including evidence of CRT payment, timesheets and rosters.