

College of Arts, Society & Education

Victorian/International Pay Claim Guide

Instructions

At the **end** of the professional experience, please complete the Victorian/International Pay Claim Form.

1. School/Centre Details

All fields are mandatory.

2. Claim Details

Enter the Preservice Teachers full name, Preservice Teacher year level, placement dates

SBTE (School Based Teacher Educator) enters the hours of supervision. *Note: the maximum allowance is 5 hrs per day.*

Site Coordinator enters the number of coordination days, and the number of group talks held (in hours).

3. Total

Enter a total in each section.

4. Certification

Site Coordinator/Centre Director to sign.

5. Submit Form

Email claim form and Tax Invoice to DTESPlacements@jcu.edu.au

Pay Rate

Supervision Payment rate: \$6.00 per hour (max \$30.00 per day) from 1st Jan 2020.

Coordination Days rate: \$1.44 per PST per day

Group Talks payment rate: \$12.28 per hour

College of Arts, Society and Education Victorian/International Pay Claim Form

School Details

| | |
|--------------------------|----------------|
| Tax Invoice/Claim Number | ABN |
| Claimant's Surname | Contact Person |
| Claimant's First Name | Contact Phone |

Claim Details

| Name of Pre-Service Teacher | Pre-Service Teacher Year Level | Placement Dates | SBTE | SITE COORDINATOR | |
|-----------------------------|--------------------------------|-----------------|---|-----------------------------|-------------------------------|
| | | | Hours of Supervision (Max 5 hrs per day) | Number of Coordination Days | Number of Group Talks (hours) |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| TOTAL | | | | | |

Certification

Site Coordinator/Centre Director:

Name

Date

I certify that the above details are correct

Signature

JCU CASE – Education USE ONLY

| | | |
|--|---------------------------|------|
| FUNDING ACCOUNT: 2221.11102.0001.7050 | Certified by (Signature): | Date |
|--|---------------------------|------|

HR OFFICE USE ONLY

| | | | | |
|---------------------------|----------------------|--------------------|---------------|----------|
| Personal Record Processed | Timesheet Processed: | Timesheet Checked: | Employee No.: | Job No.: |
| | | | | |