

Memo

Queensland Curriculum and Assessment Authority

31 January 2023

Senior secondary

Number: 008/23

QCIA student cohorts exiting in 2023 and 2024

Purpose

To update schools about policy and procedures associated with the Queensland Certificate of Individual Achievement (QCIA) for students exiting in 2023 and 2024.

Background

The QCIA records the learning achievements of students who undertake individual learning programs during their senior phase of learning. All students who complete Year 12 in Queensland are issued with a senior education profile (SEP). The QCIA is part of the SEP.

Decisions about learning pathways are a collaborative process between the school, parents/carers and the student, as part of the senior education and training (SET) Plan process. Schools are required to keep documentation about these decisions and follow procedures to enable eligible students to receive a QCIA (see the *QCE and QCIA policy and procedures handbook*: www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook).

What you need to do

Bring this memo to the attention of school staff responsible for QCIA-eligible students, and for entering data into the Student Management application, to ensure the procedures are followed.

Register eligible students for a QCIA

For students exiting in 2024:

1. In the [QCAA Portal](#) Student Management application, search for the student's learning account (LUI) and update the student's demographic details.
2. If no account exists, create a learning account and register the student's intended learning option (ILO) as 'QCIA' by 31 March 2023.
3. If you need help to register the student at your school or enrol them in QCAA subjects (General, Applied or Short Courses), see the Student Management help guides inside the application.

For students in Year 12 that will commence and receive a QCIA in 2023:

1. As the QCIA is a senior pathway over Years 11 and 12, any Year 12 student nominated by the principal to commence and receive a QCIA in Year 12 must have their eligibility approved by the Manager of the QCAA Quality Assurance Unit by 31 March 2023.

Email qcia@qcaa.qld.edu.au providing the explanation for the change in student eligibility.

2. Update the learning account in the Student Management application to register the Intended Learning Outcome (ILO) as 'QCIA' by 31 March 2023.

Create a QCIA curriculum plan

Create and approve QCIA curriculum plans in the [QCAA Portal](#) Student Management application by 31 March 2023:

1. Choose learning goals for eligible students from the *Guideline for individual learning (GIL)*: www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qcia/curriculum-planning-gil.
2. Record QCIA curriculum plans in the Student Management application. For instructions on how to use the Student Management application to develop and approve a curriculum plan, see: *QCIA curriculum plans in Student Management: A guide for schools*: www.qcaa.qld.edu.au/downloads/senior/snr_qcia_curric_plan_sm.pdf.
3. Ensure the school QCIA leader approves all curriculum plans in the Student Management application by 31 March 2023.

Prepare for verification

1. Update student information in the [QCAA Portal](#) Student Management application by the required dates in the [SEP calendar](#).
2. Gather evidence of student achievement and participation.
3. Enter QCIA statements of achievement and participation on the QCIA draft certificate for each exiting student.
4. Collate a digital folio of evidence that supports the statements of achievement and participation on each student's QCIA.
5. Upload draft certificates and a folio/s of evidence by 14 July 2023 in preparation for the QCIA verification meeting.

Please ensure principal's delegate details are up to date, as an Airtable link and instructions for use will be emailed to schools closer to the due date for uploading of folios.

6. A webinar to support schools to prepare for QCIA verification will be available during Term 2, 2023. Register at [PD and events](#) — further details will be available in early Term 2, 2023.
7. Implement advice provided, following QCIA verification and the state review meetings and, where necessary, directives from the QCIA pre-production checking to amend certificate information.

Finding out more

For information about QCIA procedures, see: www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qcia/curriculum-planning-gil. For enquiries about the Student Management application, email certification@qcaa.qld.edu.au. For all other queries, email qcia@qcaa.qld.edu.au or phone (07) 3864 0375.

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