

# Memo

Queensland Curriculum and Assessment Authority

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15 January 2024

Senior secondary

Number: 002/24

## Principal's delegate professional learning series

### Purpose

To notify schools of the release of the first two modules in the principal's delegate professional learning series in the [QCAA Portal](#).

### Background

The QCAA is committed to supporting principal's delegates as they oversee the implementation of policies and procedures applicable to the Queensland Certificate of Education (QCE) and Queensland Certificate of Individual Achievement (QCIA) in their school.

### Information

The principal's delegate professional learning series of online, self-paced, interactive modules complements the *QCE and QCIA policy and procedures handbook v5.0* to provide principal's delegates with key information, best practices and links to QCAA resources.

The modules are suitable for:

- aspiring principal's delegates
- new and experienced principal's delegates.

The modules' design and composition are based on requests and feedback from principal's delegates across Queensland. They can be completed in any order, depending on professional learning needs. Sections and resources within the modules can be revisited as often as needed.

The first two modules are now available in Learning Hub application (app) in the [QCAA Portal](#). They are:

- Role and responsibilities of the principal's delegate including the school quality management system
- Quality assurance and the principal's delegate.

## What you need to do

Inform relevant staff of the availability of the principal's delegate professional learning series (first two modules) in the Learning Hub application in the [QCAA Portal](#).

Encourage principal's delegates, and aspiring principal's delegates, to complete the modules.

Ensure appropriate staff have access to the modules via the Learning Hub application. The school's Access Management Organisation Administrator can assign the role of Principal's Delegate (QCE) Training Participant to relevant school staff.

## Finding out more

For questions about accessing the modules, please email the Professional Learning Programs Unit at [professionallearning@qcaa.qld.edu.au](mailto:professionallearning@qcaa.qld.edu.au).

For questions about content, please email the Quality Assurance Unit at [qau@qcaa.qld.edu.au](mailto:qau@qcaa.qld.edu.au).

Jo Butterworth  
Executive Director, Curriculum Services Branch

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