

Memo

Queensland Curriculum and Assessment Authority

30 January 2024

Senior secondary

Number: 006/24

QCIA students exiting in 2024 and 2025

Purpose

To update schools about policy and procedures associated with the Queensland Certificate of Individual Achievement (QCIA) for students exiting in 2024 and 2025.

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 Section 3 of the *QCE and QCIA policy and procedures handbook*: www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook/3-qcia).

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 (app), to ensure the procedures are followed.

Register eligible students for a QCIA

For students exiting in 2025:

1. In the [QCAA Portal](#) Student Management app, 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 19 March 2024.
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 in the app.

For students in Year 12 that will commence and receive a QCIA in 2024:

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, QCE and QCIA Unit by 19 March 2024.

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

2. Update the learning account in the Student Management app to register the intended learning option (ILO) as 'QCIA' by 28 March 2024.

Create a QCIA curriculum plan

Create and approve QCIA curriculum plans in the [QCAA Portal](#) Student Management app by 28 March 2024:

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 app. For instructions on how to use the Student Management app 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 app by 28 March 2024.

Prepare for verification

1. Update student information in the [QCAA Portal](#) Student Management app 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 12 July 2024 in preparation for the QCIA verification meeting.
6. 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.
7. A webinar to support schools to prepare for QCIA verification will be available during Term 2, 2024. Register at [PD and events](#) — further details will be available in Term 2, 2024.
8. 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 app, 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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