

Memo

QCIA students exiting in 2025 and 2026

Purpose

To update schools about policy and procedures associated with the Queensland Certificate of Individual Achievement (QCIA) for students exiting in 2025 and 2026.

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 2026:

1. In the [QCAA Portal](#) Student Management app, search for the student's learning account using their learner unique identifier (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 4 April 2025.

For support registering or enrolling students, access the quick step guides from the Help section in the Student Management app.

For students in Year 12 that will commence and receive a QCIA in 2025:

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. Schools should email qcia@qcaa.qld.edu.au, providing the explanation for the change in student eligibility by 18 March 2025.
2. Update the learning account in the Student Management app to register the intended learning option (ILO) as 'QCIA' by 4 April 2025.

Create a QCIA curriculum plan

Create and approve QCIA curriculum plans in the [QCAA Portal](#) Student Management app by 4 April 2025 for students exiting in 2026 and Year 12 students commencing the QCIA in 2025. To create a QCIA curriculum plan:

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 4 April 2025.

Prepare for verification

QCIA verification is the quality assurance process that ensures the validity and reliability of QCIA information. To 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 25 July 2025 in preparation for the QCIA verification meeting
6. 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
7. 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.

A webinar to support schools to prepare for QCIA verification will be available during Term 2, 2025. Register at [PD and events](#) — further details will be available in Term 2, 2025.

Finding out more

Information about QCIA procedures can be found at 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 further information and support, email the QCE and QCIA Unit at qcia@qcaa.qld.edu.au or phone (07) 3864 0375.

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