

Memo

Queensland Curriculum and Assessment Authority

27 May 2025

Senior secondary

Number: 021/25

QCIA verification processes 2025

Purpose

To inform schools of the key dates and critical activities for the QCIA verification process in 2025.

Background

The QCAA facilitates annual verification meetings to ensure the validity and reliability of QCIA information. Reviews are completed during a scheduled meeting by QCIA advisers and facilitated by QCAA officers. All schools with students expected to receive a QCIA at the end of the year are required to submit QCIA draft certificates and a folio/s of student evidence of achievement for QCIA verification.

Information

All staff involved in the QCIA verification process must be familiar with the QCE and QCIA policy and procedures handbook, [Section 3 Queensland Certificate of Individual Achievement \(QCIA\)](#).

To prepare for the verification meeting, schools must:

- check information is reported correctly in the Student Management application (app), including personal details and enrolments. Reports are available in the Student Management app to assist with checking data
- record draft certificates in the Student Management app for all students with a QCIA Intended Learning Outcome (ILO) exiting in 2025
- prepare a digital folio/s of student evidence of achievement
- follow the procedures in an email to be sent by the QCAA to principal's delegates on Tuesday 10 June 2025 to upload the verification submission via Airtable.

To support schools to prepare for QCIA verification:

- online webinars, **QCIA verification preparation 2025**, are now available for [registration](#)
- a list of *QCIA Statements of Achievement and Participation* — see the QCAA website > [QCIA quality assurance processes](#)
- sample folios of evidence and folio template — see the QCAA website > [QCIA resources](#).

New in the Student Management app in 2025

To prepare for verification, schools record draft certificates in the Student Management app. To support internal quality assurance processes, in 2025, schools are required to submit and approve draft certificates in the Student Management app prior to submitting them for review at the verification meeting. This new functionality follows the same process used to record and approve curriculum plans.

Webinar dates

Webinar	Dates	Time
QCIA verification 2025	Thursday 12 June 2025	7:45 am – 8:30 am
QCIA verification 2025	Tuesday 17 June 2025	3:15 pm – 4:00 pm

Key dates

The [Senior Education Profile calendar](#) provides key dates for QCIA quality assurance.

Date	Action
25 July 2025	Final date to upload QCIA verification submissions via Airtable (using the link provided by the QCAA via email on Tuesday 10 June), including: <ul style="list-style-type: none">• draft certificate cohort report (2025 exit)• folio/s of student evidence of achievement<ul style="list-style-type: none">– for one student if fewer than 10 students exitingor– two students if 10 or more students exiting.
31 July – 1 August 2025	Verification meeting
13 August 2025	QCIA verification feedback released to schools
18 – 29 August 2025	QCIA adviser consultation with schools
2 September 2025	Final date to action QCIA verification feedback

What you need to do

Bring this memo to the attention of relevant staff and ensure:

- draft certificates and folio/s of student evidence of achievement are prepared for submission
- the principal's delegate uploads the verification submission to Airtable by Friday 25 July 2025.

Finding out more

Please email the QCE and QCIA Unit at qcia@qcaa.qld.edu.au, or phone (07) 3864 0375.

Jo Butterworth

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