

Memo

Queensland Curriculum and Assessment Authority

29 January 2026

Senior secondary

Number: 008/26

QCIA process for students exiting in 2026 and 2027

Purpose

To inform schools of the procedures for students working towards the Queensland Certificate of Individual Achievement (QCIA) exiting in 2026 and 2027.

Background

The QCIA recognises and reports the achievements of students whose learning is part of an individual learning program during senior secondary schooling. 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 student, parents/carers and school, 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, QCE and QCIA policy and procedures handbook v7.0](#)).

Information

For students exiting in 2027

Register eligible students for the QCIA

1. In the [QCAA Portal](#) > Student Management application (app), search for the student's learning account using their learner unique identifier (LUI), update the student's demographic details and identify the intended learning outcome (ILO) as 'QCIA'.
2. If no account exists for the student, create a learning account and register the student's ILO as 'QCIA' by **2 April 2026**.

For support registering or enrolling students, access the quick step user guides via the Help link in the header of the Student Management app.

Create a QCIA curriculum plan

Create and approve QCIA curriculum plans in the Student Management app by **2 April 2026**. To create a QCIA curriculum plan:

1. use the [Guideline for individual learning \(GIL\)](#) to identify curriculum organisers, learning focuses and learning goals

2. record QCIA curriculum plans in the Student Management app. For instructions on using the Student Management app, see [QCIA data in the Student Management application: A guide for schools](#)
3. ensure the school QCIA leader approves all curriculum plans in the Student Management app by **2 April 2026**.

For students exiting in 2026

For Year 12 students who will start working towards, and receive, a QCIA in 2026

1. As the QCIA is a senior pathway over Years 11 and 12, any Year 12 student nominated by the principal to start working towards, 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 **17 March 2026**.
2. Update the student's learning account in the Student Management app to register the ILO as 'QCIA' and record a curriculum plan by **2 April 2026**.

Prepare for QCIA quality assurance processes

QCIA verification is the quality assurance process that ensures the validity and reliability of QCIA information.

To prepare for verification:

1. check the student's information in the [QCAA Portal](#) > Student Management app, ensuring demographic information is up to date and the curriculum plan status is 'approved'
2. gather evidence of student achievement and participation
3. record QCIA Statements of Achievement and Statements of Participation on the QCIA draft certificate in the Student Management app for each exiting student
4. collate a digital folio of evidence that supports the Statements of Achievement and Statements of Participation on each student's QCIA
5. upload draft certificates and a folio/s of evidence by **29 July 2026** via the link emailed to principal's delegates 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 the submission link and instructions for use will be emailed to schools closer to the due date for verification submissions.

Webinars to support schools to enact QCIA processes and prepare for QCIA verification will be available during Semester 1, 2026. Details and registration will be available via the QCAA website: [PD and events](#).

What you need to do

Principal's delegates must inform the QCIA leader (if the role is delegated) and coordinator, and subject leaders and teachers, of their responsibilities regarding the QCIA.

Staff responsible for implementing the QCIA and entering data in the Student Management app should ensure the procedures are followed by the dates outlined in this memo and the [SEP calendar](#).

Finding out more

For information about QCIA policies and procedures, see [Section 3 of the QCE and QCIA policy and procedures handbook](#).

For questions about:

- QCIA eligibility and processes, email qcia@qcaa.qld.edu.au or phone (07) 3864 0375
- using the Student Management app, email certification@qcaa.qld.edu.au
- access to the QCAA Portal, email clientservices@qcaa.qld.edu.au.

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