

# P–10 Planning app

## Process guide

## Purpose

The P–10 Planning app has been developed to support efficient planning of teaching, learning and assessment aligned to the Australian Curriculum Version 9.0 (AC v9.0).

This resource provides a brief overview of the steps to set up and use the P–10 Planning app.

## Setting up the P–10 planning app

Table 1: School organisation administrator responsibilities

	School organisation administrator (Org admin)
Initially	<p><b>Within the QCAA Portal</b>, an Org admin uses Access Management to to:</p> <ol style="list-style-type: none"><li>1. ensure all relevant staff have QCAA Portal access</li><li>2. upload the school logo into the app if desired</li><li>3. allocate roles to staff within the P–10 Planning app, selecting from:<ul style="list-style-type: none"><li>• Application administrator role (at least two staff per school to manage the administration processes within the app)</li><li>• Teacher role (staff who develop curriculum plans)</li><li>• Data summaries viewer role (allocated as an additional role for those who also use data to inform school planning).</li></ul></li></ol> <p>Once these tasks have been completed, an Application administrator can enter the school details within the app.</p>
Annually	Assign roles to new staff, change roles for existing staff as required and revoke roles of staff who have left the school.

Table 2: Application administrator responsibilities by adding term dates

	Application administrator (App admin)
Initially	<p><b>Within the P–10 Planning app</b>, an App admin uses the Home page ribbon tabs to:</p> <ul style="list-style-type: none"><li>• add term start and finish weeks</li><li>• select the year levels taught at the school</li><li>• select the learning areas and subjects offered by the school</li><li>• allocate teachers to year levels, learning areas and subjects. This is optional as teachers may allocate these using their My subjects tab.</li></ul>
Annually	Add term start and finish weeks and adjust school offerings if required.

## Using the P–10 Planning app

Figure 1: Overview of generation of assessment and unit plan templates

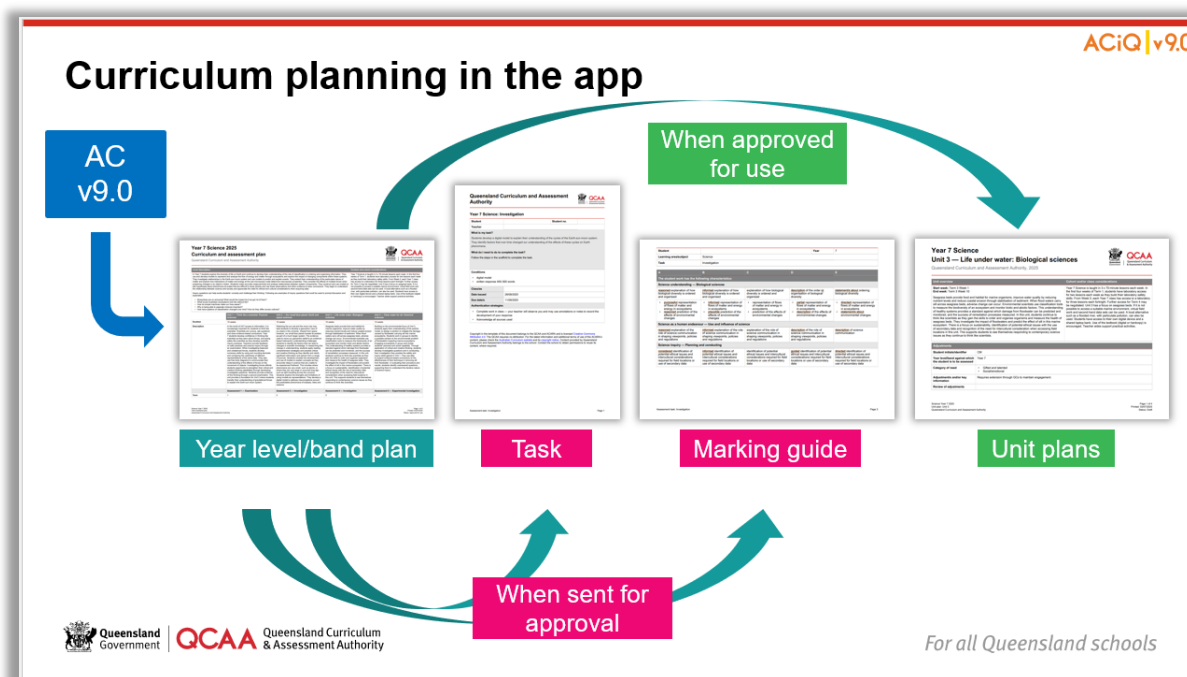


Table 3: Steps to creating year level/band plans including multiage plans

### Creating year level/band plans

1. Select:
  - Year level/band plan (Home page ribbon)
  - Create new year level/band plan (green button)
2. Follow prompts to choose:
  - single or multiage plan
  - Learning area/subjects
  - year or band
  - implementation year
3. Create the plan by:
  - reading all information text when offered
  - adding text and making selections as they are presented
  - using the navigation side bar to move through the plan
  - highlighting the aspects of the achievement standard being assessed in each unit
  - using the Summaries tab to check for coverage of the achievement standard and content descriptions across the year or band.
4. Save and move the plan through the following stages:
  - Draft to Draft validated (Consider warnings and action errors)
  - Review (Optional process to gather feedback from colleagues)
  - For approval (Sends to colleague, generates assessment task templates)
  - Approved for use (Locks plan to prevent further changes, generates unit plan templates)
5. Access unit plan templates through Home page or links within the parent year level/band plan and either Distribute as is to the teaching team or edit as required then distribute.

**Table 4: Steps to completing assessment tasks and task specific marking guides**

Completing assessment tasks and task specific marking guides
<ul style="list-style-type: none"><li>• Access assessment task template through the Home page ribbon or links within the parent year level/band plan.</li><li>• Follow prompts to complete task and task specific marking guide. Read Tips for constructing supervised assessments and examinations in P–10 Planning app Help section if required.</li><li>• Validate task (consider warnings and action errors).</li><li>• Send for Approval.</li></ul>

**Table 5: Steps to completing unit plans**

Completing unit plans
<ul style="list-style-type: none"><li>• Access unit plan templates through the Home page ribbon or links within parent year level/band plan.</li><li>• As the owner of an Initial unit plan, add details that all teachers in the team should have then select Distribute to class teachers. If further changes are required after distribution, make the changes and select Communicate updates and follow the prompts.</li><li>• As the owner of a distributed plan, add details to customise the plan for your class. Export the plan as needed, following the prompts.</li></ul>

**Table 6: Viewing data summaries**

Viewing data summaries
<ol style="list-style-type: none"><li>1. Use the Home page ribbon to select Data summaries.</li><li>2. Select Dashboard for:<ul style="list-style-type: none"><li>• Year level/band plans<ul style="list-style-type: none"><li>– Count</li><li>– General Capability and Cross Curriculum Priority coverage</li><li>– Focus area coverage</li><li>– Whole school curriculum plan</li></ul></li><li>• Assessment<ul style="list-style-type: none"><li>– Count</li><li>– Calendar</li><li>– Techniques</li></ul></li></ul></li><li>3. Select PDF/CSV data summaries for achievement standard coverage.</li></ol>

## More information

Supporting resources for P–10 Planning app
<a href="#">FAQs</a>
<a href="#">Planning for teaching learning and assessment</a>
<a href="#">QCAA Portal Access Management assign and revoke roles</a>
<a href="#">Tips for constructing supervised assessments and examinations</a>
<a href="#">User guides</a>

If you would like more information, please visit the QCAA website [www.qcaa.qld.edu.au](http://www.qcaa.qld.edu.au).  
Alternatively, email the K–10 Curriculum and Assessment Branch at [australiancurriculum@qcaa.qld.edu.au](mailto:australiancurriculum@qcaa.qld.edu.au).



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