Purpose

The Provisional certificate feedback and Summary of advice to schools are the official documents used to provide advice to schools following the state review meeting for the Queensland Certificate of Individual Achievement (QCIA). They are records of the written communication from the QCAA regarding the quality of the QCIA information. It is important that the Provisional certificate feedback and Summary of school advice forms are completed in the proper fashion and that advice offered by district advisers and officers of the QCAA adheres to certain principles and guidelines.

Scope

This protocol applies to the nature of written advice to schools by district advisers and officers of the QCAA, on the Provisional certificate feedback and Summary of school advice forms.

Principles

- Written advice concerns the quality of the free-form text Statements of Achievement.
- Written advice concerns any duplication issues with contributing studies for the Queensland Certificate of Education (QCE).
- Written advice is clear, concise, constructive, factual, relevant and respectful.
- Written advice on the quality of the Statement of Achievement is based on the information provided by the provisional certificate information.
- Written advice on duplication issues between the Statements of Achievement and Statements of Participation is based on the provisional certificate information.

Guidelines

The state review process is the next phase of the quality assurance for the QCIA.

- Advice should not be student focused but refer to school decisions about the information provided by the provisional Statements of Achievement.
- Comments should address:
  - the quality of the Statements of Achievement that follow the guidelines and writing conventions outlined in the QCIA Handbook
  - duplication issues between the Statements of Achievement and Statements of Participation
  - school judgments on the skill and/or knowledge and level of complexity demonstrated
  - contributing studies for the QCE indicated on the QS1296A report, and
• Information provided for the Statements of Achievement that would be outside the scope of an individual learning program developed by the school.

• Comments should reflect the principles above and be couched in formal terms relevant to moderation processes and curriculum plan and certificate requirements.

• District advisers and officers of the QCAA will review the provisional certificate information and complete the QCAA triplicate Provisional certificate feedback and Summary of advice forms.

• All feedback and advice should be couched in supportive terms in the spirit of cooperation and professional respect.

• Any concerns about duplication issues with contributing studies for the Queensland Certificate of Education (QCE) will be brought to the attention of the school administration by the PEO responsible for the QCIA.

**Strategies**

Attributes of a successful process:

• Confidentiality
  - not discussing an individual's certificate information outside of the meeting
  - discussions inside the meeting take into account that quality assurance is a collegial process
  - the discussion should focus on the individual achievement.

• Flexibility
  - each school has unique cohorts of students, contexts and resources
  - each school may have students with a range in their level of support.

• Constructive and diplomatic approach
  - the focus of the process is supporting schools in the goal of continual improvement
  - advice should be given so that schools can achieve the goal of continual improvement
  - advice should be guided by the review notes and the guidelines for the certificate outlined in the QCIA Handbook.