

SLIMS and QCIA data

Recording Queensland Certificate of Individual Achievement
(QCIA) achievements

November 2014

© The State of Queensland (Queensland Curriculum and Assessment Authority) 2014

Queensland Curriculum and Assessment Authority
PO Box 307 Spring Hill QLD 4004 Australia
154 Melbourne Street, South Brisbane

Phone: (07) 3864 0299
Fax: (07) 3221 2553
Email: office@qcaa.qld.edu.au
Website: www.qcaa.qld.edu.au

Contents

1	Recording of QCIA achievements	1
2	SLIMS	1
2.1	Student details.....	1
2.2	Entering achievements	3
2.3	Recording Statements of Achievement	4
	From the comments database.....	4
	Using your own comments	9
2.4	Recording Statement of Participation	11
2.5	Editing certificate information	13
	Statement of Achievement	13
	Statement of Participation	15
2.6	View and print the certificate information.....	17
3	To exit a student	20
3.1	SDCS	20
3.2	SLIMS.....	23
	Statement of Achievement	23
	Statement of Participation	24
	Further assistance	26

1 Recording of QCIA achievements

The Queensland Certificate of Individual Achievement (QCIA) Statements of Achievement and Statements of Participation are recorded in Student Learning Information Management System SLIMS — Registration and Banking System (RABS).

The QCIA Statement of Achievement comments database is incorporated into SLIMS. The comments database is a resource to help schools draft Statements of Achievement. It allows users to search a collection of sample statements using keywords.

However, a free-form text field is also available to enter specific statements on the learning achievements of students with highly individualised learning programs. Free-form statements must follow the guidelines and writing conventions for writing Statements of Achievement outlined in Section 5 of the *QCIA Handbook*, which is located at www.qcaa.qld.edu.au/10359.html.

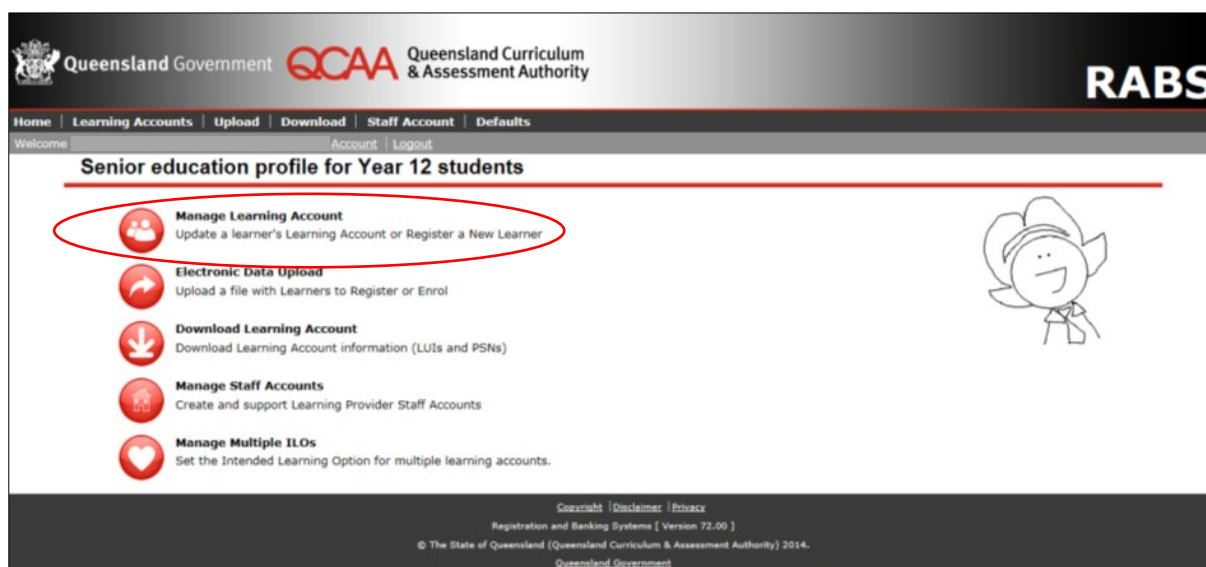
Statements of Participation are incorporated into SLIMS through a dropdown list, where statements can be selected for each student. There is no provision to add individualised statements to this list.

The QCIA is a one-page document, so there is limited space for making comments. SLIMS allows for a maximum of six Statements of Achievement per curriculum organiser and eight Statements of Participation.

2 SLIMS

2.1 Student details

- Log in to SLIMS — Registration and Banking System (RABS).
- To enter the QCIA achievements, select **Manage Learning Account**.



- Search for student by either:
 1. entering Learner Unique Identifier (LUI) number
 2. entering student's **Last Name**, **Given Names** (first name) and **Date of Birth** (dd/mm/yyyy)

3. selecting the **SSEC Year** from the dropdown menu — **SSEC Year** is the year it is anticipated that a learner will complete their secondary studies. A list of students containing the nominated cohort will appear in the lower section of the screen after clicking **Search**.
- Click **Search**.

The screenshot shows the 'Lookup Learning Accounts' form in the RABS system. Red boxes and arrows highlight the following steps:

1. Enter **LUI** number.
2. Enter student's name and **Date of Birth**.
3. Select cohort — list of all students in the selected cohort.
4. Click **Search** to view student/s.

The form includes fields for LUI, Last Name, Given Names, Date of Birth, Gender, and SSEC Year. It also has buttons for 'Register New Learner', 'Bulk Print QCIA', 'Notional Sound Report', 'Cancel', and 'Search'.

- To enter QCIA information for a student, click the **View/Edit** icon (🔍) to the left of the student's **LUI** number.

The screenshot shows the 'Lookup Learning Accounts' form with a list of students. A red box and arrow highlight the **View/Edit** icon (🔍) next to the first student's LUI number.

Click the **View/Edit** icon to view student's account.

Delete	View/Edit	LUI	Last Name	Given Names	Gender	DOB	Main Learning Provider	ILO
		11111111	Bloggs	Joseph	M	11/04/1997	Brisbu	
					F	05/03/1997	Brisbu	
					F	18/11/1996	Brisbu	
					M	16/12/1997	Brisbu	
					F	08/06/1997	Brisbu	
					F	24/11/1997	Brisbu	
					M	01/07/1997	Brisbu	
					F	01/10/1997	Brisbu	
					M	15/05/1997	Brisbu	
					M	23/07/1997	Brisbu	

- A new screen will appear showing the student's **Personal Details, Intended Learning Options, Enrolments & Results** and **OP/FP**.
- Select the **Enrolments & Results** tab.

2.2 Entering achievements

- In the **Enrolments & Results** tab, select **Add IEP/QCIA** to enter QCIA achievements.

Edit	Comp	Code	Learning Option	Full Time	Reporting Organisation	Date Completed	Result	Credit
(Edit)		SP	School Program	Y				
(View)		ICA30111	Certificate III in Information, Digital Media and Technology	Y	50001			4

- The following screen will appear showing the fields for the **Statement of Achievement** and the **Statement of Participation**.
 - For the **Statement of Achievement**, the page defaults to the first **ACHIEVEMENT CATEGORY** (curriculum organiser) and the comment at the beginning of the list for this category.
 - For the **Statement of Participation**, the page defaults to the first participation statement in the dropdown list.

Queensland Government **QCAA** Queensland Curriculum & Assessment Authority **RABS**

Home | Learning Accounts | Upload | Download | Staff Account | Defaults

Welcome | Account | Logout

Delivering Organisation -

STATEMENT OF ACHIEVEMENT

ACHIEVEMENT CATEGORY: Areas of study and learning

Select comment from list: Adds and subtracts numbers up to one hundred and applies this skill to everyday living Add

Enter your comment: Add

Comments: Save

Delete Edit

STATEMENT OF PARTICIPATION

Select participation from list: Active sports program Add

Selected participations: Delete Participation Name

- Statements of Achievement may be entered by either:
 - selecting a comment from the comments database
 or
 - adding your own free-form text statement, which outlines student achievement.

2.3 Recording Statements of Achievement

From the comments database

- To enter the Statements of Achievement, select an **ACHIEVEMENT CATEGORY**.

Home | Learning Accounts | Upload | Download | Staff Account | Defaults

Welcome Account Logout

Delivering Organisation -

STATEMENT OF ACHIEVEMENT

ACHIEVEMENT CATEGORY: **Areas of study and learning**

Select comment from list: **Communication and technologies**

Enter your comment:

Comments:

STATEMENT OF PARTICIPATION

Select participation from list: Active sports program

Selected participations: Delete Participation Name

Preview Back

- In the **Select comment from list** field, open the list by clicking the dropdown arrow near the **Add** button.
 - Click on the statement that matches the learning outcome you wish to include (it will be highlighted).
- Hint:** When the list appears, type in the first letter of the comment you are searching for, e.g. **U** for 'Uses a calculator and measuring tools in a variety of applications to solve problems'.
- Click **Add**.

Home | Learning Accounts | Upload | Download | Staff Account | Defaults

Welcome Account Logout

Delivering Organisation -

STATEMENT OF ACHIEVEMENT

ACHIEVEMENT CATEGORY: Areas of study and learning

Select comment from list: **Add**

Enter your comment:

Comments:

STATEMENT OF PARTICIPATION

Select participation from list:

Selected participations: Delete Participation Name

Preview Back

- The selected statement will appear in the **Comments** field.

- Click the **Save** button to the right of the **Comments** field.
- Continue adding your comments. Remember that SLIMS only allows a **maximum of six statements** of achievement per curriculum organiser (**ACHIEVEMENT CATEGORY**).
- **Save** each comment as you add them to prevent losing data if the system times out.
- After saving, check that a message appears stating the **Record has been updated successfully**.

- The following screen shows the completed **ACHIEVEMENT CATEGORY** (curriculum organiser) with four statements of achievement. The statements in the list will appear on the final certificate.

Queensland Government **QCAA** Queensland Curriculum & Assessment Authority **RABS**

Home | Learning Accounts | Upload | Download | Staff Account | Defaults

Welcome | Account | Logout

Delivering Organisation - Brisbane

STATEMENT OF ACHIEVEMENT

ACHIEVEMENT CATEGORY: Areas of study and learning

Select comment from list: Adds and subtracts numbers up to one hundred and applies this skill to everyday living. Add

Enter your comment: Add

Comments: Adds and subtracts numbers up to one hundred and applies this skill to everyday living. Completes hand-written forms requiring basic personal information. Completes personal information on application forms by hand and word processing. Identifies some differences between imaginative and informative texts. Uses a calculator to solve mathematical problems. Save

Delete Edit

- If you try to enter more than six statements, a warning will appear. Any additional statements cannot be entered or saved.

Queensland Government **QCAA** Queensland Curriculum & Assessment Authority **RABS**

Home | Learning Accounts | Upload | Download | Staff Account | Defaults

Welcome | Account | Logout

Warning: A maximum of 6 statements can be added per achievement category

Delivering Organisation - Brisbane

STATEMENT OF ACHIEVEMENT

ACHIEVEMENT CATEGORY: Areas of study and learning

Select comment from list: Applies fractions and percentages in shopping activities. Add

Enter your comment: Add

Comments: Applies a range of concepts to solve practical problems in living and working environments. Completes hand-written forms requiring basic personal information. Completes personal information on application forms by hand and word processing. Identifies some differences between imaginative and informative texts. Uses a calculator to solve mathematical problems. Applies basic listening and speaking skills across various activities. Save

Delete Edit

Hint: To delete one or more statements, select **Edit**, highlight text and press **Backspace**. If you select **Delete**, it will delete **all** information in the comments field.

Queensland Government **QCAA** Queensland Curriculum & Assessment Authority **RABS**

Home | Learning Accounts | Upload | Download | Staff Account | Defaults
Welcome | Account | Logout

Warning: A maximum of 6 statements can be added per achievement category

Delivering Organisation -

STATEMENT OF ACHIEVEMENT

ACHIEVEMENT CATEGORY: Areas of study and learning

Select comment from list: Applies fractions and percentages in shopping activities. Add

Enter your comment:

Comments:

Applies a range of concepts to solve practical problems in living and working environments.
Completes hand-written forms forms requiring basic personal information.
Completes personal information on application forms by hand and word processing.
Identifies some differences between imaginative and informative texts.
Uses a calculator to solve mathematical problems.

Save as you Add comments to prevent losing data if system times out.

If you click the Delete button, all comments will be deleted.

Save Delete Edit

- A warning **will** appear if you select the same comment (statement) twice within a category (curriculum organiser).
- Note:** A warning **will not** appear if you select the same comment across more than one category.

Queensland Government **QCAA** Queensland Curriculum & Assessment Authority **RABS**

Home | Learning Accounts | Upload | Download | Staff Account | Defaults
Welcome | Account | Logout

Warning: This comment already exists for this category.

A warning appears at the top if you select a comment more than once.

STATEMENT OF ACHIEVEMENT

ACHIEVEMENT CATEGORY: Areas of study and learning

Select comment from list: Identifies the amount of money required to purchase an item and checks the change. Add

Enter your comment:

Comments:

Applies a range of concepts to solve practical problems in living and working environments.
Completes hand-written forms forms requiring basic personal information.
Completes personal information on application forms by hand and word processing.
Identifies some differences between imaginative and informative texts.
Uses a calculator to solve mathematical problems.
Identifies the amount of money required to purchase an item and checks the change.

Delete Edit

- Choose some or all of the **ACHIEVEMENT CATEGORIES** (curriculum organisers).
- Repeat **Section 2.3** for each **ACHIEVEMENT CATEGORY** (curriculum organiser) used.

Using your own comments

- A free-form text statement can be entered in the **Enter your comment** field.
- Statements must follow the guidelines and writing conventions for writing Statements of Achievement in Section 5 of the *QCIA Handbook*, which can be viewed at www.qcaa.qld.edu.au/10359.html.
- Statements should not exceed 56 characters, excluding word spacing. Statements must start with a verb in the present tense. A full stop is to be used at the end of the statement.

STATEMENT OF ACHIEVEMENT

ACHIEVEMENT CATEGORY: Communication and technologies

Select comment from list: Accesses a computer and inputs data for word processing and pictorial presentations

Enter your comment:

Comments:

Type your free-form text statements here. Ensure you follow the writing conventions and guidelines, e.g. start each comment with a verb in the present tense.

Add Add Save Delete Edit

- Guidelines for writing your own statement include:
 - do not use the student's first name in the statement
 - do not use the **Enter** or **Return** key when you have finished typing the statement as it results in a formatting error on the certificate
 - refer to the *Guidelines for writing Statements of Achievement*, in Section 5 of the *QCIA Handbook* to ensure that the statement meets the guidelines
 - refer to **Appendix B**: Spelling of frequently used words in the *QCIA Handbook*
 - proofread the comment because there is **no spellcheck facility** in SLIMS — Registration and Banking program.
- Type the comment and click **Add** next to the field.

Queensland Government QCAA Queensland Curriculum & Assessment Authority

Home | Learning Accounts | Upload | Download | Staff Account | Defaults

Welcome | Account | Logout

Delivering Organisation -

STATEMENT OF ACHIEVEMENT

ACHIEVEMENT CATEGORY: Communication and technologies

Select comment from list: Accesses a computer and inputs data for word processing and pictorial presentation

Enter your comment: Designs and develops multimedia presentations individually as part of a team

Comments: Communicates by email and telephone to meet personal and work requirements.

Type the comment in this field and click the **Add** button when completed.

Add Add Save Delete Edit

- Remember to click **Save** when the comment appears in the **Comments** field.
- Click the **Save** button to the right of the **Comments** field.

- Continue adding your comments; remember SLIMS only allows a **maximum of six statements** of achievement per curriculum organiser (**ACHIEVEMENT CATEGORY**).
- **Save** each comment as you add them to prevent losing data if the system times out.
- After saving, check that a message appears stating the **Record has been updated successfully**.

The screenshot shows the RABS (Queensland Curriculum & Assessment Authority) interface. At the top, there is a header with the Queensland Government logo, QCAA logo, and the text 'Queensland Curriculum & Assessment Authority'. The 'RABS' logo is on the right. Below the header is a navigation bar with links: Home, Learning Accounts, Upload, Download, Staff Account, Defaults. A 'Welcome' message is displayed, followed by a message box that says 'Record has been updated successfully' (highlighted with a red circle). Below this, there is a section titled 'Delivering Organisation -'. The main content area contains two forms: 'STATEMENT OF ACHIEVEMENT' and 'STATEMENT OF PARTICIPATION'. The 'STATEMENT OF ACHIEVEMENT' form has a dropdown for 'ACHIEVEMENT CATEGORY' (set to 'Areas of study and learning'), a 'Select comment from list' dropdown (set to 'Adds and subtracts numbers up to one hundred and applies this skill to everyday living'), an 'Enter your comment' text area, and a 'Comments' text area. There are 'Add', 'Save', 'Delete', and 'Edit' buttons. The 'STATEMENT OF PARTICIPATION' form has a 'Select participation from list' dropdown (set to 'Active sports program'), an 'Add' button, and a 'Selected participations' table with 'Delete' and 'Participation Name' columns. At the bottom right, there are 'Preview' and 'Back' buttons.

2.4 Recording Statement of Participation

To enter a Statement of Participation:

- open the list by clicking the dropdown arrow near the **Add** button. An alphabetical list of statements will be displayed

Queensland Government QCAA Queensland Curriculum & Assessment Authority RABS

Home | Learning Accounts | Upload | Download | Staff Account | Defaults

Welcome | Account | Logout

Delivering Organisation -

STATEMENT OF ACHIEVEMENT

ACHIEVEMENT CATEGORY: [dropdown]

Select comment from list: [dropdown]

Enter your comment: [text area]

Comments: [text area]

to meet personal and work requirements.

Processing and pictorial presentations [dropdown] Add

Add

Save

Click the dropdown arrow to access the list of participation statements.

STATEMENT OF PARTICIPATION

Select participation from list: Active sports program [dropdown] Add

Selected participations: Delete Participation Name

- click on the statement that you wish to add. It will be highlighted
- click **Add** to select the statement of participation.

STATEMENT OF ACHIEVEMENT

ACHIEVEMENT CATEGORY: Communication and technologies [dropdown]

Select comment from list: Accesses a computer and inputs data for word processing and pictorial presentations [dropdown] Add

Enter your comment: [text area] Add

Comments: [text area] Save

Delete Edit

STATEMENT OF PARTICIPATION

Select participation from list: Active sports program [dropdown] Add

Selected participations: Delete Participation Name

Active sports program

Click **Add** to select the statement of participation.

Preview Back

- The selected Statement of Participation will appear in the field below.

Each time you select a statement, a message will confirm that the record has been updated successfully.

Once **Add** is clicked, the selected statement appears in this field.

- Continue adding statements, up to a **maximum of eight** Statements of Participation.
- Note:** There is no facility to add your own statement, you must select from the dropdown list.
- A warning will appear if you select the same Statement of Participation more than once.

A warning appears if a Statement of Participation is selected more than once.

Selected Statements of Participation

- A warning will also appear if you select more than eight Statements of Participation.

Queensland Government QCAA Queensland Curriculum & Assessment Authority RABS

Home | Learning Accounts | Upload | Download | Staff Account | Defaults

Welcome | Logout

Warning: A maximum of 8 participations can be added per certificate

Delivering Organisation -

STATEMENT OF ACHIEVEMENT

ACHIEVEMENT CATEGORY:

Select comment from list:

Enter your comment:

Comments:

STATEMENT OF PARTICIPATION

Select participation from list:

Selected participations:

Delete	Participation Name
<input type="checkbox"/>	Active sports program
<input type="checkbox"/>	Camping
<input type="checkbox"/>	Recycling program
<input type="checkbox"/>	Singing choir
<input type="checkbox"/>	Sport program
<input type="checkbox"/>	Team sport
<input type="checkbox"/>	Walkathon
<input type="checkbox"/>	Work experience

2.5 Editing certificate information

To begin editing, complete processes in **Sections 2.1** and **2.2** to access certificate information.

Statement of Achievement

To edit comments in the Statement of Achievement, click **Edit**. Information can be added or deleted to ensure the accuracy and quality of the statement.

A specific comment from the comment list may also be edited. For example, the qualifier at the end of the statement may not be necessary, and so can be removed.

Within the comment bank, capitalisation and punctuation (including hyphenation) are set to the QCAA style. Do not edit this style. Refer to Appendix B of the *QCIA Handbook* for a list of spelling of frequently used certificate words.

- Edit comments in the **Comments** field. If the **Delete** button is selected it will delete **all** information in this field.
- Click **Save** after changing any information.

Queensland Government **QCAA** Queensland Curriculum & Assessment Authority **RABS**

Home | Learning Accounts | Upload | Download | Staff Account | Defaults

Welcome | Account | Logout

Delivering Organisation -

STATEMENT OF ACHIEVEMENT

ACHIEVEMENT CATEGORY: Areas of study and learning

Select comment from list: Uses a calculator to solve mathematical problems.

Enter your comment:

Comments:

Applies a range of concepts to solve practical problems in living and work environments.
 Completes hand-written forms requiring basic personal information.
 Completes personal information on application forms by hand and word processing.
 Identifies some differences between imaginative and informative texts.
 Uses a calculator to solve mathematical problems.
 Complete basic problem solving tasks in both verbal and written form with support.

Add Save Delete Edit

In this example, the qualifier 'with support' is not required and needs to be deleted. **Save** when completed.

Select participation from list: Active sports program

Selected participations:

Delete	Participation Name
	Active sports program
	Camping

- Do not edit any of the punctuation in the Statement of Achievement derived from the dropdown list.

Queensland Government **QCAA** Queensland Curriculum & Assessment Authority **RABS**

Home | Learning Accounts | Upload | Download | Staff Account | Defaults

Welcome | Account | Logout

Record has been updated successfully

Delivering Organisation -

STATEMENT OF ACHIEVEMENT

ACHIEVEMENT CATEGORY: Areas of study and learning

Select comment from list: Uses a calculator to solve mathematical problems.

Enter your comment:

Comments:

Adds and subtracts numbers up to one hundred and applies this skill to everyday living.
 Completes hand-written forms requiring basic personal information.
 Completes personal information on application forms by hand and word processing.
 Identifies some differences between imaginative and informative texts.
 Uses a calculator to solve mathematical problems.
 Complete basic problem-solving tasks in both verbal and written form.

Add Save Delete Edit

Edited statement with the qualifier 'with support' deleted.

Select participation from list: Active sports program

Selected participations:

Delete	Participation Name
	Active sports program

- Remember that statements must adhere to the guidelines and writing conventions for writing Statements of Achievement in Section 5 of the *QCIA Handbook*, available at www.qcaa.qld.edu.au/10359.html.

Statement of Participation

- To remove a **selected participation** from the **Statement of Participation**, click on the delete icon (🗑️) to the left of the **selected participation**.

The screenshot shows the 'STATEMENT OF PARTICIPATION' section of the RABS form. A red box highlights the 'Delete' icon (🗑️) next to the 'Recycling program' entry in the 'Selected participations' table. A red arrow points from the text 'Click on the delete icon.' to this icon.

Delete	Participation Name
	Active sports program
	Camping
	Recycling program
	Walkathon

- A message will appear to confirm you want to delete the participation category.
- Click **OK** to delete.

This screenshot shows the same 'STATEMENT OF PARTICIPATION' form, but with a 'Message from webpage' dialog box open. The dialog box contains the question 'Are you sure you want to delete this record from this list?' and has 'OK' and 'Cancel' buttons. A red arrow points from the text 'Click OK to confirm you want to delete participation.' to the 'OK' button. The 'Recycling program' entry in the table below is also highlighted with a red arrow.

Message from webpage

Are you sure you want to delete this record from this list?

OK Cancel

Delete	Participation Name
	Active sports program
	Camping
	Recycling program
	Walkathon

Queensland Government

QCAA

Queensland Curriculum & Assessment Authority

RABS

Home | Learning Accounts | Upload | Download | Staff Account | Defaults

Welcome | Account | Logout

Delivering Organisation -

STATEMENT OF ACHIEVEMENT

ACHIEVEMENT CATEGORY: Areas of study and learning

Select comment from list: Adds and subtracts numbers up to one hundred and applies this skill to everyday living

Add

Enter your comment:

Add

Comments:

Adds and subtracts numbers up to one hundred and applies this skill to everyday living.

Completes hand-written forms requiring basic personal information.

Completes personal information on application forms by hand and word processing.

Identifies some differences between imaginative and informative texts.

Uses a calculator to solve mathematical problems.

Complete basic problem-solving tasks in both verbal and written form.

Delete

Edit

STATEMENT OF PARTICIPATION

Select participation from list: Active sports program

Add

Selected participations:

Delete	Participation Name
<input type="checkbox"/>	Active sports program
<input type="checkbox"/>	Camping
<input type="checkbox"/>	Walkathon

Preview

Back

The Recycling program participation is deleted.

- Click **Preview** to check that the edited information is correct.

Queensland Government

QCAA

Queensland Curriculum & Assessment Authority

RABS

Home | Learning Accounts | Upload | Download | Staff Account | Defaults

Welcome | Account | Logout

Preview for:

completing individualised learning in 2014 at

Statement of Achievement

Areas of study and learning

Applies a range of concepts to solve practical problems in living and working environments.

Completes hand-written forms requiring basic personal information.

Completes personal information on application forms by hand and word processing.

Identifies some - differences - between - imaginative and informative texts.

Uses a calculator to solve mathematical problems.

Analyses familiar problems, plans and implements solutions in school.

Statement of Participation

Active sports program

Camping

Walkathon

Date of Preview: 01/08/2014 11:46 AM

This preview is prepared by the Queensland Curriculum and Assessment Authority without alteration or erasure.

This qualification is recognised within the Australian Qualification Framework.

LUI:

Back

Show Print Version

SLIMS and QCIA data

Recording Queensland Certificate of Individual Achievement (QCIA) achievements

Page 16 of 26

Queensland Curriculum & Assessment Authority

November 2014

2.6 View and print the certificate information

To preview the QCIA information in the final certificate format, click **Preview** at the bottom right of the screen.

Queensland Government **QCAA** Queensland Curriculum & Assessment Authority **RABS**

Home | Learning Accounts | Upload | Download | Staff Account | Defaults

Welcome | Account | Logout

Delivering Organisation -

STATEMENT OF ACHIEVEMENT

ACHIEVEMENT CATEGORY: Areas of study and learning

Select comment from list: Adds and subtracts numbers up to one hundred and applies this skill to everyday living. Add

Enter your comment: Add

Comments: Applies a range of concepts to solve practical problems in living and working environments. Completes hand-written forms requiring basic personal information. Completes personal information on application forms by hand and word processing. Identifies some differences between imaginative and informative texts. Uses a calculator to solve mathematical problems. Save

Delete Edit

STATEMENT OF PARTICIPATION

Select participation from list: Active sports program Add

Selected participations:

Delete	Participation Name
<input type="checkbox"/>	Active sports program
<input type="checkbox"/>	Camping
<input type="checkbox"/>	Walkathon

Preview Back

- The QCIA Preview will appear with the student's name, LUI number and school name.

Queensland Government **QCAA** Queensland Curriculum & Assessment Authority **RABS**

Home | Learning Accounts | Upload | Download | Staff Account | Defaults

Welcome | Account | Logout

Preview for:

completing individualised learning in 2014 at

Statement of Achievement

Areas of study and learning
Applies a range of concepts to solve practical problems in living and working environments.
Completes hand-written forms requiring basic personal information.
Completes personal information on application forms by hand and word processing.
Identifies some differences between imaginative and informative texts.
Uses a calculator to solve mathematical problems.

Community, citizenship and the environment
Travels by public transport on a familiar route for school-related programs.
Performs voluntary service for the school community.
Contributes to discussions within a familiar group.

Leisure and recreation
Engages in lunch time activities with peers.
Plays computer and video games for recreation.
Designs and creates a story board with assistance.
Creates stories on a computer using familiar software.

Personal and living dimensions
Identifies personal goals for post-school life and chooses activities to achieve these.
Manages daily routines and uses a timetable to organise materials.

Vocational and transition activities
Composes resume and enters personal data on forms with assistance.
Engages in programs at a range of service providers in preparation for post-school life.

Statement of Participation

Active sports program
Walkathon

Camping

Date of Preview: 01/09/2014 03:15 PM

This preview is prepared by the Queensland Curriculum and Assessment Authority without alteration or erasure.
This qualification is recognised within the Australian Qualification Framework.
LUI:

Back Show Print Version

To print from the preview screen:

- click **Show Print Version** at the bottom left of the screen
- scroll to the bottom of the **QCIA Preview** screen
- click **PRINT** at the bottom left of the screen.

Queensland Government **QCAA** Queensland Curriculum & Assessment Authority

Home | Learning Accounts | Upload | Download | Staff Account | Defaults

Welcome | Account | Logout

Preview for: completing individualised learning in 2014 at

Statement of Achievement

Areas of study and learning

Applies a range of concepts to solve practical problems in living and working environments.
Completes hand-written forms requiring basic personal information.
Completes personal information on application forms by hand and word processing.
Identifies some differences between imaginative and informative texts.
Uses a calculator to solve mathematical problems.

Statement of Participation

Active sports program
Recycling program

Camping
Volunteering

Date of Preview: 01/08/2014 11:20 AM

Back | **Show Print Version**

QCIA Preview

Preview for: completing individualised learning in 2014 at

Statement of Achievement

Areas of study and learning

Applies a range of concepts to solve practical problems in living and working environments.
Completes hand-written forms requiring basic personal information.
Completes personal information on application forms by hand and word processing.
Identifies some differences between imaginative and informative texts.
Uses a calculator to solve mathematical problems.

Statement of Participation

Active sports program
Recycling program

Camping
Volunteering

Date of Preview: 01/08/2014 11:21 AM

PRINT

This preview is prepared by the Queensland Curriculum and Assessment Authority without alteration or omission.
This qualification is recognised within the Australian Qualification Framework.
LUT.

Certificate information can also be printed for all exiting QCIA students.

- Return to the **Manage Learning Accounts** screen.
- Select **Manage Learning Account**.

Queensland Government **QCAA** Queensland Curriculum & Assessment Authority

Home | Learning Accounts | Upload | Download | Staff Account | Defaults

Welcome | Account | Logout

Senior education profile for Year 12 students

Manage Learning Account
Update a learner's Learning Account or Register a New Learner

Electronic Data Upload
Upload a file with Learners to Register or Enrol

Download Learning Account
Download Learning Account information (LUIs and PSNs)

Manage Staff Accounts
Create and support Learning Provider Staff Accounts

Manage Multiple ILOs
Set the Intended Learning Option for multiple learning accounts.

Copyright | Disclaimer | Privacy
Registration and Banking Systems [Version 72.00]
© The State of Queensland (Queensland Curriculum & Assessment Authority) 2014.
Queensland Government

- Click **Bulk Print QCIA**.

Queensland Government **QCAA** Queensland Curriculum & Assessment Authority **RABS**

Home | Learning Accounts | Upload | Download | Staff Account | Defaults

Welcome | Account | Logout

Lookup Learning Accounts

☒ Only Include My Learners
☐ Include previously enrolled learners
☐ Include Learners from Other Providers

LUI: Gender: ☐ Female ☐ Male ☒ Either
 Last Name: SSEC Year: 2014 Senior Secondary Education Completion Year
 Given Names:
 Date of Birth:

Register New Learner Cancel Search
Bulk Print QCIA Notional Sound Report

Delete	View/Edit	LUI	Last Name	Given Names	Gender	DOB	Main Learning Provider	ILO
Showing records 0 - 0 of 0								

- Scroll to the bottom of the **QCIA Preview** screen.

https://slims.qcaa.qld.edu.au/etr/faces/registration/search/qciaBulkPrint.jsp?ss...
 https://slims.qcaa.qld.edu.au/etr/faces/registration/search/qciaBulkPrint.jsp?ssec=2014

QCIA Preview

Statement for: completing individualised learning in 2014 at with null cease date

Statement of Achievement
 Areas of study and learning
 Applies a range of concepts to solve practical problems in living and working environments.
 Completes hand written forms requiring basic personal information
 Completes personal information on application forms by hand and word processing
 Identifies some differences between imaginative and informative texts.
 Uses a calculator to solve mathematical problems.

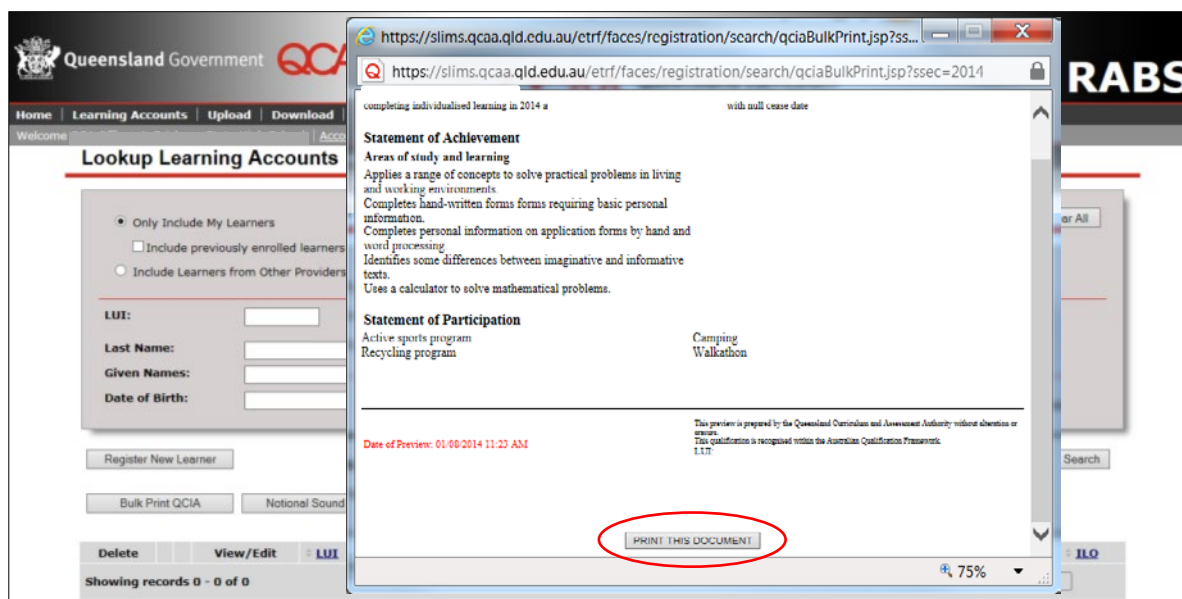
Statement of Participation
 Active sports program Camping
 Recycling program Walkathon

Date of Preview: 01/09/2014 11:23 AEST

This preview is prepared by the Queensland Curriculum and Assessment Authority without alterations or errors.
 This qualification is recognised within the Australian Qualification Framework.
 LUI.

75%

- Click **PRINT THIS DOCUMENT** at the bottom of screen to print a copy of all certificates.



3 To exit a student

In order for a left-early student to be ceased in SLIMS — Registration and Banking System (RABS) and for the appropriate learning and results to be banked into their learning account, all provider enrolments for the student at your school need to be ceased via Student Data Capture System (SDCS). These provider enrolments will cease when the QCAA receives and processes a SDCS data submission that contains:

- an accurate recording of completed semesters for all subjects
- a provisional level of achievement and result for each subject and/or competency enrolments
- a left-early date.

3.1 SDCS

In the **Subjects** tab, enter the following data to cease provider enrolments.

- For Authority and Authority-registered subjects:
 - update the semester units studied to reflect the completed semesters
 - enter the provisional level of achievement (LoA).

Students should not be enrolled in semester units beyond their **Left Early** date.

SDCS Program Version [redacted] - [Student Details]

File View Reports Help

Students Student Details Class Lists Subjects School VET VET Students Cohort Year 12, 2014

Surname: [redacted] Student Nr: [redacted] VPR [redacted] Indigenous Status: [redacted]

Given Names: [redacted] Address: [redacted] Country of Birth: [redacted]

Home Ph: [redacted] Mob Ph: [redacted] Language spoken at home: [redacted]

Home Email: [redacted] School Email: [redacted] QCI: [redacted] Disabilities: [redacted]

Schl Stud ID: [redacted] Validate

Visa [redacted] Gender: [redacted] Date of Birth: [redacted] Cert. Year: [2014] Left Early: [redacted]

Subjects Modules Visa Details Messages School VET QCI

Fast Insert

Subj	Subject Name	Class	1	2	3	4	UoC	EnA	SAI	Provider ID
1	English		1				1	S		
6125	English Communication		2					L		

Enter a provisional level of achievement for each subject.

Match the number of completed semesters.

- For school VET courses and competencies, in the **School VET** tab enter the **Outcome** and **End Date** for each competency studied.
- Enter **Yes** in the **Competency Completed** column for all **Outcomes**.

SDCS Program Version [redacted] - [Student Details]

File View Reports Help

Students Student Details Class Lists Subjects School VET VET Students Cohort Year 12, 2014

Surname: [redacted] Student Nr: [redacted] VPR [redacted] Indigenous Status: [redacted]

Given Names: [redacted] Address: [redacted] Country of Birth: [redacted]

Home Ph: [redacted] Mob Ph: [redacted] Language spoken at home: [redacted]

Home Email: [redacted] School Email: [redacted] QCI: [redacted] Disabilities: [redacted]

Schl Stud ID: [redacted] Validate

Visa [redacted] Gender: [redacted] Date of Birth: [redacted] Cert. Year: [2014] Left Early: [redacted]

Subjects Modules Visa Details Messages School VET QCI

Provider: [redacted] Course Completed: [Yes]

Course: 30971Q1D Certificate I in Work Education

Unit of Competency/VET Competency	Outcome	Provider	Competency Completed	Certificate Issued	Start Date	End Date
GENENP101C Apply an enterprising approach in a team project	SUCC	3	Yes		28/01/2013	15/08/2013
GENIWR101C Develop basic knowledge of workplace relations	SUCC	3	Yes		28/01/2013	15/08/2013
GENJSI101C Apply job search and interview skills	SUCC	3	Yes		20/01/2013	15/08/2013
GENOHS101C Work safely	SUCC	3	Yes		28/01/2013	15/08/2013
GENPAS101C Present a positive image in the workplace	SUCC	3	Yes		28/01/2013	15/08/2013
GENPCD101C Develop career and learning development plan	SUCC	3	Yes		20/01/2013	15/08/2013
GENSWL101C Participate in structured workplace learning	SUCC	3	Yes		28/01/2013	5/09/2013

Enter an outcome for each competency.

Enter Yes for all Outcomes.

For each competency, enter an End Date (the same or earlier than the left early date).

- In the **Course Completed** field, select **Yes** if the student has successfully completed all competencies to receive a full certificate. If competencies are not completed, select **No** for the student to receive a Statement of Attainment.

SDCS Program Version [Student Details]

File View Reports Help

Students Student Details Class Lists Subjects School VET VET Students Cohort Year 12, 2014

Surname: [] Given Names: [] Student Nr: [] VPR []

Address: [] Sat QCS [] Start Sem: 20131

Home Ph: [] Mob Ph: [] Concessional Unit Reason: Normal

Home Email: [] School Email: [] Transferred from another Qld school []

Schl Stud ID: [] Validate [] LUI: []

Indigenous Status: No Country of Birth: Australia Language spoken at home: English

Disabilities: []

QCIA: []

Provider: [] Course: 30971QID Certificate I in Work Education

Course Completed: Yes

This screen is used for entering details about the student. The Left Early Date should be empty.

Select Yes if all competencies have been successfully completed.

Unit of Competency	VET Competency	Outcome	Provider	Competency Completed	Certificate Issued	Start Date	End Date
GENENP101C	Apply an enterprising approach in a team project	SUCC	3	Yes		28/01/2013	15/08/2013
GENIWR101C	Develop basic knowledge of workplace relations	SUCC	3	Yes		28/01/2013	15/08/2013
GENWJ101C	Apply job search and interview skills	SUCC	3	Yes		20/01/2013	15/08/2013
GENOHS101C	Work safely	SUCC	3	Yes		28/01/2013	15/08/2013
GENPAS101C	Present a positive image in the workplace	SUCC	3	Yes		28/01/2013	15/08/2013
GENPCD101C	Develop career and learning development plan	SUCC	3	Yes		20/01/2013	15/08/2013
GENSWL101C	Participate in structured workplace learning	SUCC	3	Yes		28/01/2013	5/09/2013

- Enter a **Left Early** date once a Provisional Level of Achievement and result for each subject and/or competency is entered.

SDCS Program Version [Student Details]

File View Reports Help

Students Student Details Class Lists Subjects School VET VET Students Cohort Year 12, 2014

Surname: [] Given Names: [] Student Nr: [] VPR []

Address: [] Sat QCS [] Start Sem: 20131

Home Ph: [] Mob Ph: [] Concessional Unit Reason: Normal

Home Email: [] School Email: [] Transferred from another Qld school []

Schl Stud ID: [] Validate [] LUI: []

Indigenous Status: No Country of Birth: Australia Language spoken at home: English

Disabilities: []

QCIA: []

Provider: [] Course: 30971QID Certificate I in Work Education

Course Completed: Yes

This screen is used for entering details about the student. The Left Early Date should be empty unless the student left school before receiving a Student Education Profile or moved to another school.

Left Early: 02/05/2014

Enter a Left Early date.

Subj	Subject Name	Class	1	2	3	4	UoC	LoA	SAI	Provider ID
1	English		1					S		
6125	English Communication		2					L		

- The competency **End Dates** must be the same or earlier than the general **Left Early** date for the student.
- Failure to enter the **Left Early** date and cease all enrolments will prevent any transfer of data for a student who enrolls at another school. This will also result in a student being assigned an incorrect Main Learning Provider (MLP).

3.2 SLIMS

All comments from the **Statement of Achievement** and all selected participations from the **Statement of Participation** must be deleted.

To begin deleting comments/selected participations, complete **Sections 2.1** and **2.2** to access certificate information.

- Print a copy of the student's QCIA statement for your school's record before deleting any comments/selected participations. Refer to Section 2.6 to view and print the certificate information.

The screenshot shows a 'QCIA Preview' window. At the top, it says 'Preview for: completing individualised learning in 2014 at'. Below this are two main sections: 'Statement of Achievement' and 'Statement of Participation'. The 'Statement of Achievement' section lists 'Areas of study and learning' with several bullet points: 'Applies a range of concepts to solve practical problems in living and working environments.', 'Completes hand-written forms forms requiring basic personal information.', 'Completes personal information on application forms by hand and word processing.', 'Identifies some differences between imaginative and informative texts.', and 'Uses a calculator to solve mathematical problems.' The 'Statement of Participation' section lists 'Active sports program' and 'Recycling program' on the left, and 'Camping' and 'Walkathon' on the right. At the bottom left, it says 'Date of Preview: 01/08/2014 11:21 AM' and has a 'PRINT' button. At the bottom right, there is a disclaimer: 'This preview is prepared by the Queensland Curriculum and Assessment Authority without alteration or erasure. This qualification is recognised within the Australian Qualification Framework. LUI.'

Statement of Achievement

- To delete the comments for **Statements of Achievement**, select an **ACHIEVEMENT CATEGORY**. You may refer to the printout of which **ACHIEVEMENT CATEGORY** to delete.
- Click **Delete**. All comments for the selected category will be deleted.

The screenshot shows the RABS (Queensland Curriculum & Assessment Authority) web interface. The top navigation bar includes 'Home', 'Learning Accounts', 'Upload', 'Download', 'Staff Account', and 'Defaults'. Below this is a 'Welcome' message and 'Account | Logout' links. The main content area is titled 'Delivering Organisation -' and 'STATEMENT OF ACHIEVEMENT'. It features a dropdown menu for 'ACHIEVEMENT CATEGORY:' with 'Areas of study and learning' selected. Below this is a 'Select comment from list:' section with a text input field and an 'Add' button. The 'Comments:' section displays a list of comments, with the first one selected: 'Applies a range of concepts to solve practical problems in living and working environments. Completes hand-written forms forms requiring basic personal information.' To the right of the comments list are 'Add', 'Save', and 'Delete' buttons. Red circles and arrows highlight the 'Areas of study and learning' dropdown, the selected comment, and the 'Delete' button. A red box with text 'Select the category to display the comments.' points to the dropdown. Another red box with text 'Click Delete to remove all comments.' points to the 'Delete' button.

- Once the comment is deleted, a message will appear stating the **Record has been updated successfully**.

Queensland Government **QCAA** Queensland Curriculum & Assessment Authority **RABS**

Home | Learning Accounts | Upload | Download | Staff Account | Defaults

Welcome | Account | Logout

Record has been updated successfully

Delivering Organisation -

STATEMENT OF ACHIEVEMENT

ACHIEVEMENT CATEGORY: Areas of study and learning

Select comment from list: Adds the value of two different coins and recognises when change is required. Add

Enter your comment: Add

Comments: Save

Delete Edit

Each time comments are deleted, a message will confirm that the record has been updated successfully.

All comments for the selected category are deleted.

- Repeat the above steps until all comments in each **ACHIEVEMENT CATEGORY** have been deleted.

Statement of Participation

- To delete **selected participations** from the **Statement of Participation**, click on the delete icon (🗑️) to the left of the **selected participation**.

Queensland Government **QCAA** Queensland Curriculum & Assessment Authority **RABS**

Home | Learning Accounts | Upload | Download | Staff Account | Defaults

Welcome | Account | Logout

Delivering Organisation -

STATEMENT OF ACHIEVEMENT

ACHIEVEMENT CATEGORY: Areas of study and learning

Select comment from list: Adds and subtracts numbers up to one hundred and applies this skill to everyday living. Add

Enter your comment: Add





Comments: Save

Delete Edit

STATEMENT OF PARTICIPATION

Select participation from list: Active sports program Add

Selected participations:

Delete	Participation Name
	Active sports program
	Camping
	Recycling program
	Walkathon

Click on the delete icon.

A message will appear to confirm you want to delete the participation category.

- Click **OK** to delete.

Queensland Government **QCAA** Queensland Curriculum & Assessment Authority **RABS**

Home | Learning Accounts | Upload | Download | Staff Account | Defaults

Welcome Account Logout

Delivering Organisation -

STATEMENT OF ACHIEVEMENT

ACHIEVEMENT CATEGORY: Areas of study and learning

Select comment from list: Adds and subtracts numbers up to one hundred and applies this skill to everyday living. Add

Enter your comment: Add

Comments: Adds and subtracts numbers up to one hundred and applies this skill to everyday living. Completes hand-written forms requiring basic personal information. Identifies some differences between imaginative and informative texts. Uses a calculator to solve mathematical problems. Complete basic problem-solving tasks in both verbal and written form. Save

Message from webpage: Are you sure you want to delete this record from this list? OK Cancel

STATEMENT OF PARTICIPATION

Select participation from list: Active sports program Add

Selected participations:

Delete	Participation Name
<input type="checkbox"/>	Active sports program
<input type="checkbox"/>	Camping
<input type="checkbox"/>	Recycling program
<input type="checkbox"/>	Walkathon

Click **OK** to confirm you want to delete participation.

Preview Back

Queensland Government **QCAA** Queensland Curriculum & Assessment Authority **RABS**

Home | Learning Accounts | Upload | Download | Staff Account | Defaults

Welcome Account Logout

Delivering Organisation -

STATEMENT OF ACHIEVEMENT

ACHIEVEMENT CATEGORY: Areas of study and learning

Select comment from list: Adds and subtracts numbers up to one hundred and applies this skill to everyday living. Add

Enter your comment: Add

Comments: Adds and subtracts numbers up to one hundred and applies this skill to everyday living. Completes hand-written forms requiring basic personal information. Identifies some differences between imaginative and informative texts. Uses a calculator to solve mathematical problems. Complete basic problem-solving tasks in both verbal and written form. Save

STATEMENT OF PARTICIPATION

Select participation from list: Active sports program Add

Selected participations:

Delete	Participation Name
<input type="checkbox"/>	Active sports program
<input type="checkbox"/>	Camping
<input type="checkbox"/>	Walkathon

The **Recycling program** participation has been deleted.

Preview Back

- Repeat the above steps until all **selected participations** have been deleted.
- Click **Preview** to check that all **comments** and **selected participations** have been deleted.

Delivering Organisation -

STATEMENT OF ACHIEVEMENT

ACHIEVEMENT CATEGORY:

Select comment from list:

Enter your comment:

Comments:

STATEMENT OF PARTICIPATION

Select participation from list:

Selected participations:

- The following screen will be displayed if the **Statement of Achievement** and the **Statement of Participation** are empty.

Delivering Organisation -

STATEMENT OF ACHIEVEMENT

STATEMENT OF PARTICIPATION

Once the QCIA student has been exited in SDCS and after the next SDCS data submission, the student will be successfully ceased in SLIMS.

Further assistance

For assistance, email the SLIMS Help Desk at slims@qcaa.qld.edu.au or telephone (07) 3864 0269.