QCIA data in the Student Management application

A guide for schools

May 2025

Contents

Overview

The Queensland Certificate of Individual Achievement (QCIA) recognises and reports the learning achievements of students whose learning is part of an individual learning program during senior secondary schooling.

The Student Management application (app) is used to manage student data and record achievements. This guide outlines procedures for schools to record QCIA data in the Student Management app.

Schools should refer to Section 3 of the *QCE and QCIA policy and procedures handbook v6.0* for information about the QCIA.

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1. Managing roles

The Student Management app is accessed through the QCAA Portal. School staff responsible for QCIA quality assurance must be assigned access to the app.

Assigning access

The Access Management Organisation Administrator assigns roles to appropriate staff at their school. Refer to the *QCE and QCIA policy and procedures handbook v6.0*, section 13.1 The QCAA Portal.
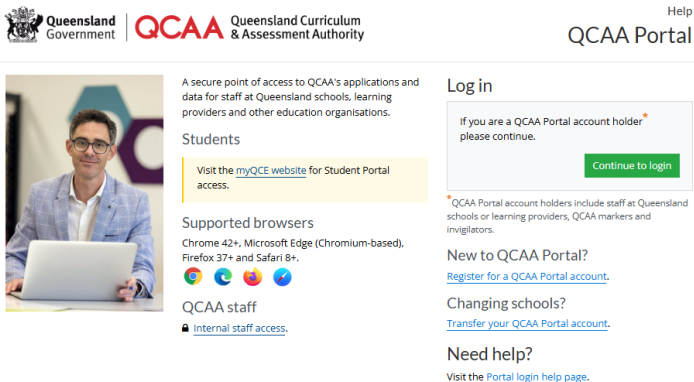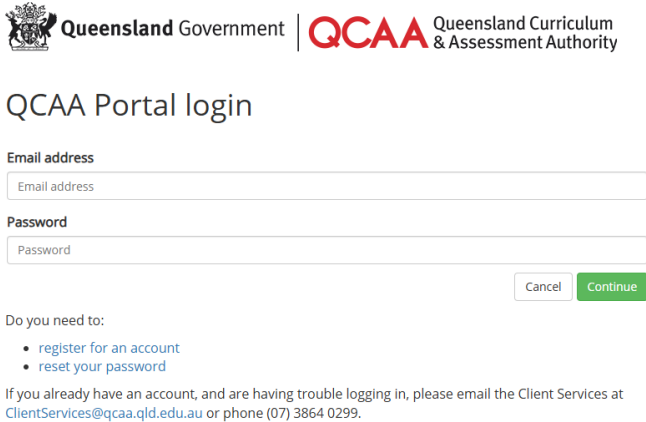
QCIA roles

Two roles are assigned to enable staff to record QCIA data: QCIA coordinator and QCIA leader. Table 1 summarises the QCIA user roles in the Student Management app.

The principal's delegate should always be assigned the QCIA leader role. A second QCIA leader should also be appointed, so that a curriculum plan can always be approved by someone other than the person who created it.

Table 1. QCIA user roles in the Student Management app

QCIA process	QCIA leader	QCIA coordinator
Curriculum plans	- create new curriculum plans - edit In progress curriculum plans - submit completed curriculum plans for approval by a QCIA leader - approve Submitted curriculum plans - revert Approved curriculum plans to In progress for editing or deletion - delete In progress curriculum plans - view curriculum plans with any status - access QCIA curriculum plan reports.	- create new curriculum plans - edit In progress curriculum plans - submit completed curriculum plans for approval by a QCIA leader - view curriculum plans with any status - access QCIA curriculum plan reports.
Draft certificates	- create new draft certificates - edit In progress draft certificates - submit completed draft certificates for approval by a QCIA leader - approve Submitted draft certificates - revert Approved draft certificates to In progress for editing or deletion - view draft certificates with any status - access QCIA draft certificate reports.	- create new draft certificates - edit In progress draft certificates - submit completed draft certificates for approval by a QCIA leader - view draft certificates with any status - access QCIA draft certificate reports.

2. Accessing the Student Management app

Step	Screen
Access the QCAA Portal. Go to: www.qcaa.qld.edu.au/portal in your internet browser. Click **Continue to login**.	
Enter your **Email address.** Enter your **Password.** Click **Continue.**	
The **QCAA Portal** screen will display, showing a tile for each application you have been granted access to. You may see a different number of tiles on your screen than shown in this example. Select the **Student Management app** tile.	

For more information, refer to the quick steps guides in QCAA Portal help.

3. QCIA curriculum plans

Before using the Student Management app, each student's curriculum plan should be prepared by selecting learning focuses and learning goals from the Guideline for individual learning (GIL) in consultation with the student and parents/carers. Refer to *QCE and QCIA policy and procedures handbook v6.0,* section 3.2.2 Curriculum plans.

Curriculum plan status

To support internal quality assurance processes, the status of a curriculum plan changes as it is processed in the Student Management app:

Draft	→	In progress	→	Submitted	→	Approved

A plan may also have the status of Declined, if a QCIA leader does not approve it.

Creating a new curriculum plan

To create a new curriculum plan, the QCIA leader or QCIA coordinator user roles must be assigned.

Step	Screen
Log in to the QCAA Portal and select the **Student Management app tile**. Click **Students.** Select **Single student** from the dropdown menu.	
Click the radio button beside **My current students**. **Click Search**. Narrow the search by adding the student's LUI or name to the filters. Click **View.**	

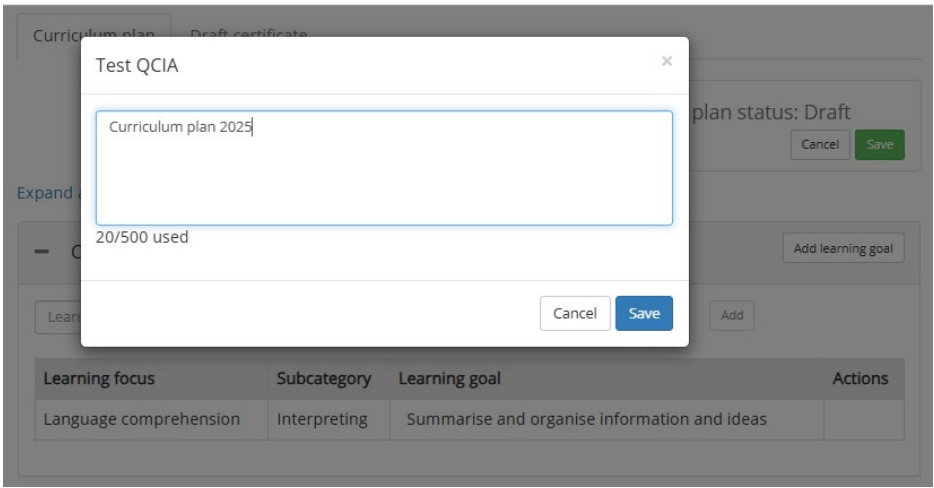|	
Select **QCIA Summary.** Click **Add curriculum plan.** The curriculum plan status is **Draft** until data is saved.	 **Test QCIA** Student details Registrations Subject enrolments VET enrolments OCS enrolments **QCIA Summary** QCE eligibility Senior Education Profile — QCIA eligibility Student projected to be eligible for QCIA Course of study name ⇕ QCE category ⬍ Maximum credit ⬍ Projected credit ⬍ Completed credit ⬍ No data found Curriculum plan Draft certificate Curriculum plan status: Draft [Add curriculum plan]
Expand the curriculum organiser. Click **Add learning goal.** Begin typing the **Learning focus** to select it from the dropdown list.	Curriculum plan Draft certificate Curriculum plan status: Draft [Cancel] [Save] Collapse all — Communication and Technologies [Add learning goal] Lan | Subcategory | Learning goal | [Add] **Language comprehension** Language use Subcategory Learning goal Actions
Add the **Subcategory** and **Learning goal.** Click **Add.** Once all learning goals have been added, click **Save.**	Curriculum plan Draft certificate Curriculum plan status: Draft [Cancel] [Save] Collapse all — Communication and Technologies [Add learning goal] Learning focus | Subcategory | Learning goal | [Add] | Learning focus	Subcategory	Learning goal	Actions
---	---	---	---
Language comprehension	Interpreting	Summarise and organise information and ideas		

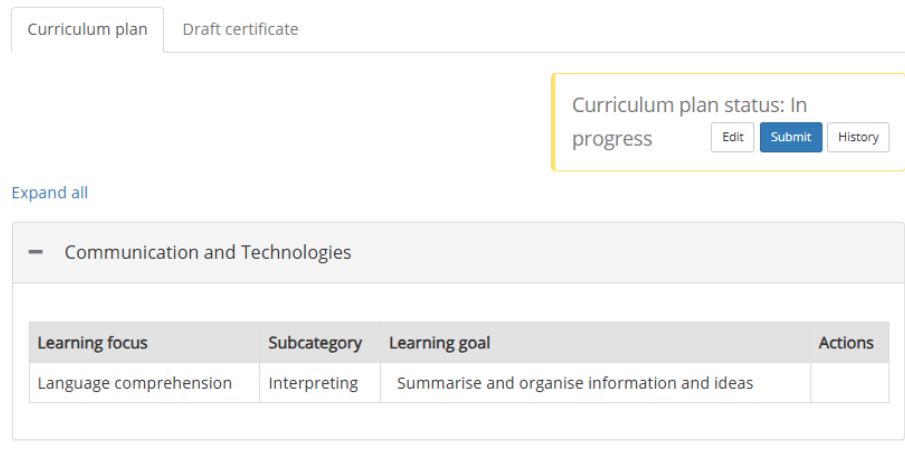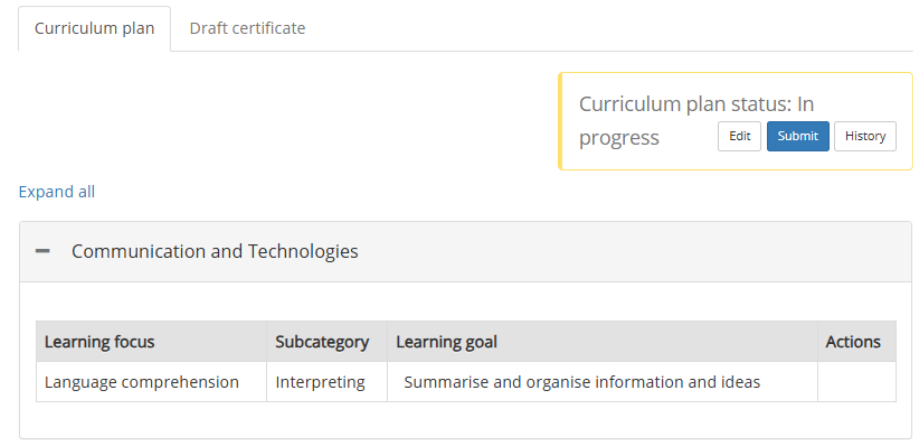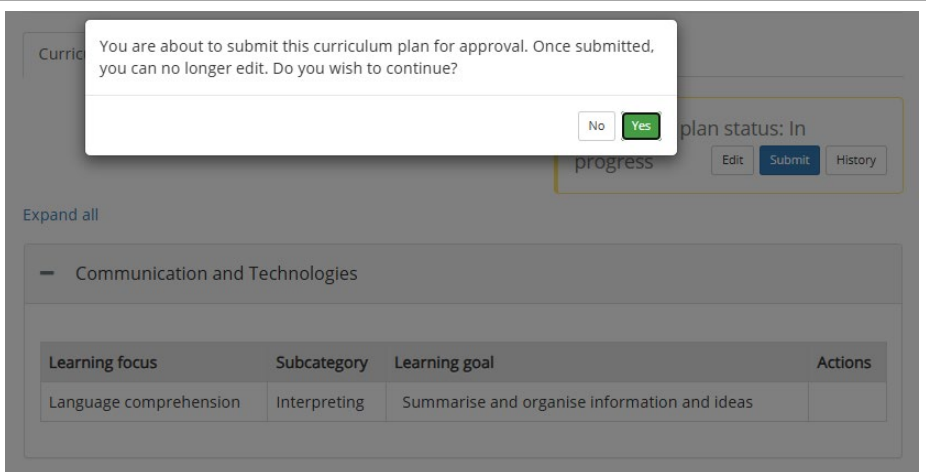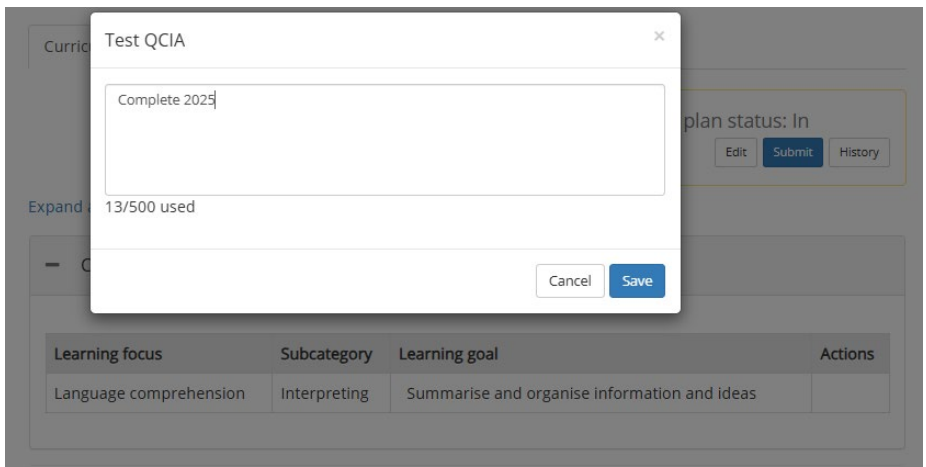|	
Add a short note to the text box. Click **Save.**	**Test QCIA** ✕ Curriculum plan 2025 20/500 used Cancel Save plan status: Draft Cancel Save Add learning goal Add | Learning focus	Subcategory	Learning goal	Actions
Language comprehension	Interpreting	Summarise and organise information and ideas		
The curriculum plan status will change to **In progress.** Click **History** to view the history of the curriculum plan. Click **Edit** to make changes. Ensure changes are saved.	Curriculum plan Draft certificate Curriculum plan status: In progress Edit Submit History Expand all — Communication and Technologies | Learning focus	Subcategory	Learning goal	Actions
Language comprehension	Interpreting	Summarise and organise information and ideas		
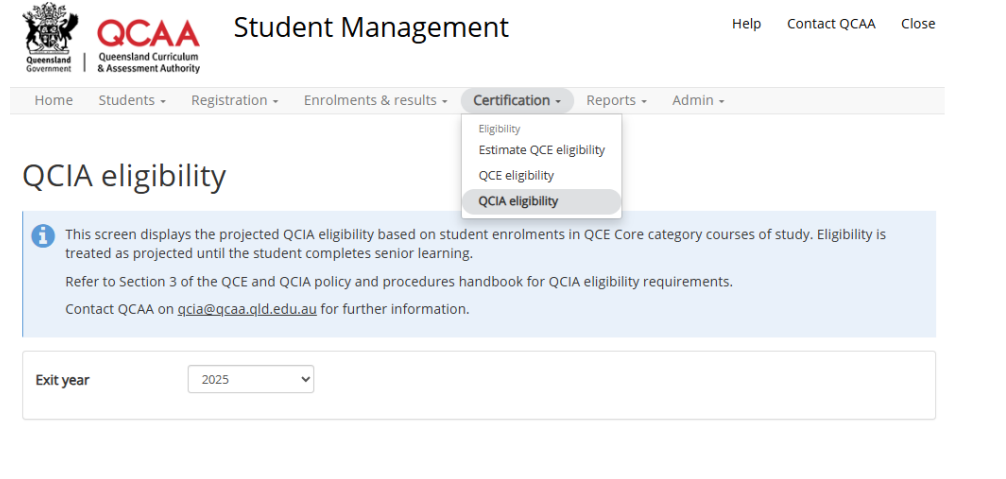
Submitting a curriculum plan for approval

Step	Screen
After checking the curriculum plan, click **Submit.**	Curriculum plan Draft certificate Curriculum plan status: In progress Edit Submit History Expand all — Communication and Technologies | Learning focus	Subcategory	Learning goal	Actions
Language comprehension	Interpreting	Summarise and organise information and ideas		

A pop-up will appear. Click **Yes** to **submit** or **No** if further changes are required.	You are about to submit this curriculum plan for approval. Once submitted, you can no longer edit. Do you wish to continue? No Yes plan status: In progress Edit Submit History Expand all — Communication and Technologies | Learning focus	Subcategory	Learning goal	Actions
Language comprehension	Interpreting	Summarise and organise information and ideas		
---	---
Add a short note to the text box and click **Save.** The curriculum plan status will progress to **Submitted.** An automated email is sent to the QCIA leaders at your school to inform them the plan has been submitted and is ready for approval.	Test QCIA × Complete 2025 13/500 used Cancel Save plan status: In Edit Submit History Expand — C | Learning focus	Subcategory	Learning goal	Actions
Language comprehension	Interpreting	Summarise and organise information and ideas		

Approving a curriculum plan

To approve a curriculum plan, the QCIA leader role must be assigned. The curriculum plan should be approved by someone other than the person who created it.

Step	Screen
To view all students in a cohort, click **Certification** and select **QCIA eligibility** from the dropdown menu. Select the **Exit year** to display a list of students in the cohort.	QCAA Student Management Help Contact QCAA Close Home Students ▾ Registration ▾ Enrolments & results ▾ Certification ▾ Reports ▾ Admin ▾ Eligibility Estimate QCE eligibility QCE eligibility **QCIA eligibility** ## QCIA eligibility ⓘ This screen displays the projected QCIA eligibility based on student enrolments in QCE Core category courses of study. Eligibility is treated as projected until the student completes senior learning. Refer to Section 3 of the QCE and QCIA policy and procedures handbook for QCIA eligibility requirements. Contact QCAA on qcia@qcaa.qld.edu.au for further information. Exit year 2025 ▾

Click **View** to open a student's learning account. Click the **QCIA Summary tab** to view the curriculum plan. Refer to *Creating a new curriculum plan (pp. 4).*	## Queensland Certificate of Individual Achievement eligibility summary View Total results: **14** Filtered results: **1** Export 20 per page ▾ | LUI ⇕	Given names ⇕	Family name ⌃	Core courses enrolled ⇕	Eligible for QCIA ⇕	CPLAN Status ⇕	Cert Status ⇕	Action
---	---	---	---	---	---	---	---
	Test			▾			Clear filters
	Test	QCIA	0	● Yes	Approved	Draft	View	
Click **Review curriculum plan.**	Curriculum plan Draft certificate Curriculum plan status: Submitted Review curriculum plan History Expand all — Communication and Technologies 	Learning focus	Subcategory	Learning goal	Actions
---	---	---	---
Language comprehension	Interpreting	Summarise and organise information and ideas		

Click **More Actions.**
 	
Select **Approve** or **Decline** from the dropdown menu.
 	
If the plan is **declined**, the QCIA coordinator may edit the plan to action required changes.
	Curriculum plan Draft certificate
	
	Curriculum plan status: Submitted
	       More actions ▾ History
	       Approve
	Expand all Decline
	
	— Communication and Technologies
	
		Learning focus	Subcategory	Learning goal	Actions

---	---	---	---
Language comprehension	Interpreting	Summarise and organise information and ideas		

Add a short note to the text box and click **Save**.	
The status of the curriculum plan will progress to **Approved.**

All curriculum plans should be approved by the date published in the SEP calendar. | |

Editing an approved curriculum plan

Step	Screen
An Approved curriculum plan may be updated.

Click **Edit**

The curriculum plan status will revert to **In progress.**

Once the required changes have been actioned, follow the steps to **submit** and **approve** the curriculum plan (pp. 6–9). | |

Click **History** to view a list of users and comments.

User	Saved at	Status	Comment
History			Close
	09/04/2025 09:36	APPROVED	Approved 2
	09/04/2025 09:36	SUBMITTED	Curriculum plan updated
	09/04/2025 09:35	IN_PROGRESS	Updated
	09/04/2025 09:17	APPROVED	Approved
	09/04/2025 09:03	SUBMITTED	Complete 2025
	09/04/2025 08:55	IN_PROGRESS	Curriculum plan 2025

4. QCIA draft certificates

Schools record QCIA achievements in the Student Management app. Refer to *QCE and QCIA policy and procedures handbook v6.0,* section 3.3.4 Recording Statements of Achievement and Statements of Participation.

Draft certificate status

To support internal quality assurance processes, the status of a draft certificate changes as it is processed in the Student Management app:

| Draft | ➡ | In progress | ➡ | Submitted | ➡ | Approved |
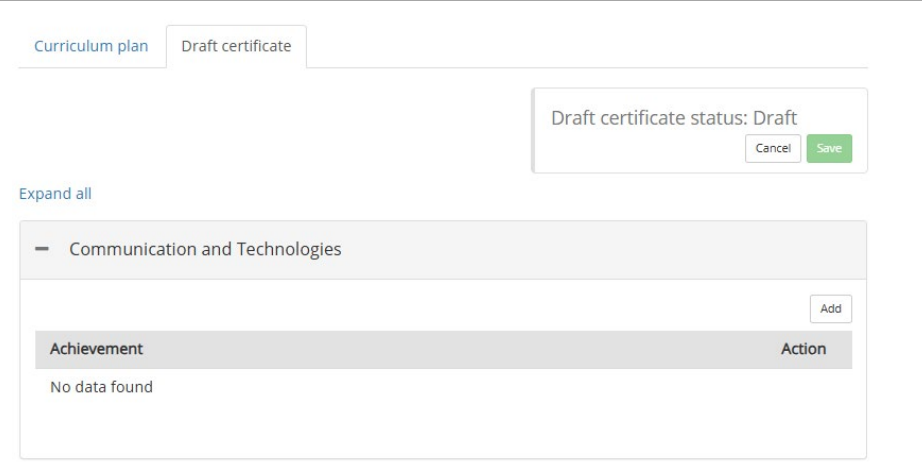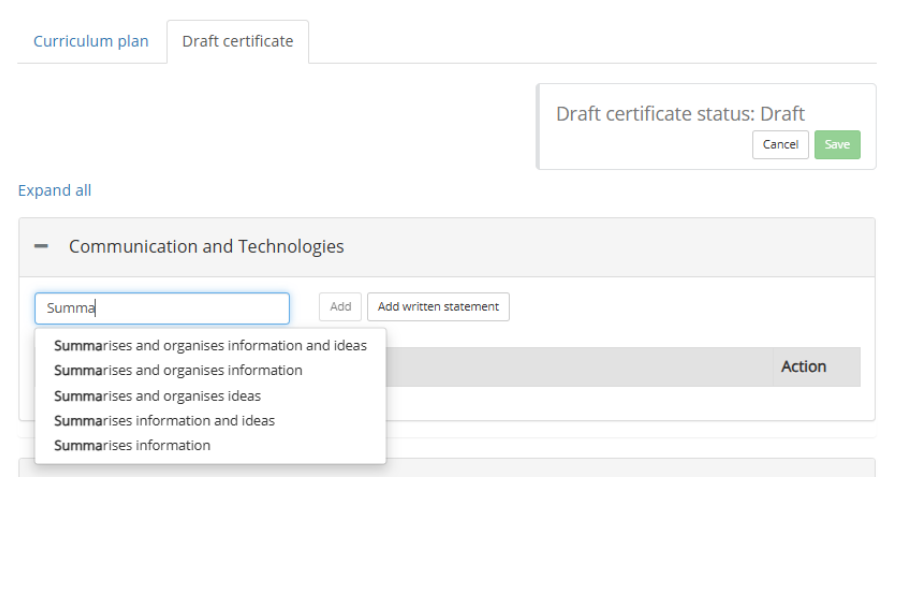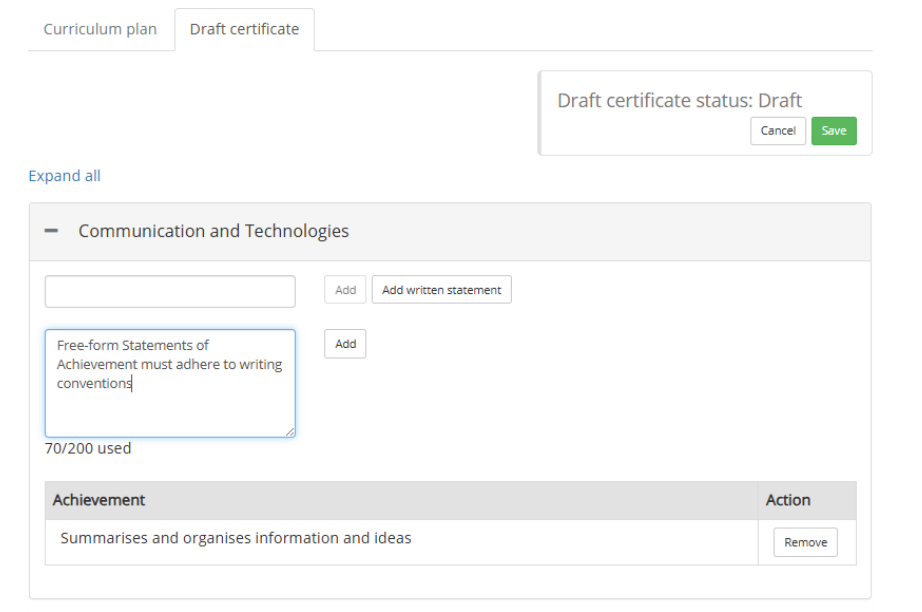
A certificate may also have the status of Declined, if the QCIA leader does not approve it.

Creating a draft certificate

To create a draft certificate, the QCIA leader or QCIA coordinator user roles must be assigned.

Step	Screen
Select **QCIA Summary.** Click **Draft Certificate tab. Note:** This tab will only be accessible in a student's exit year – refer to the SEP calendar for key dates. Click **Add draft certificate.**	

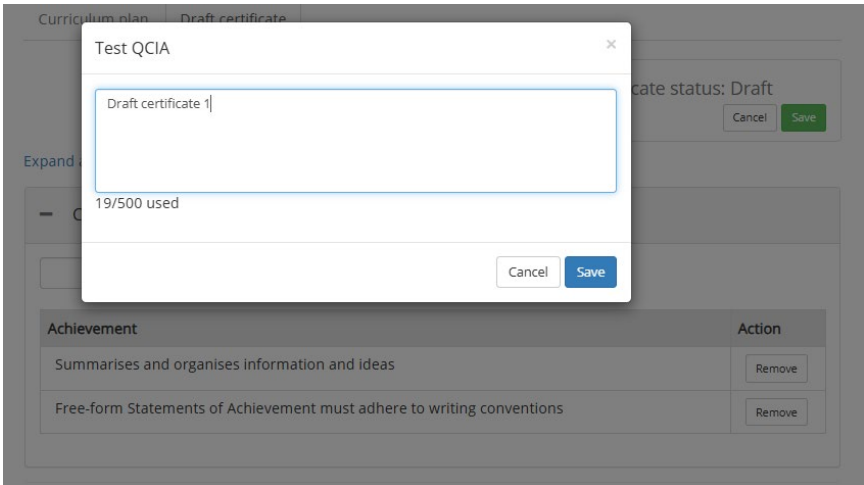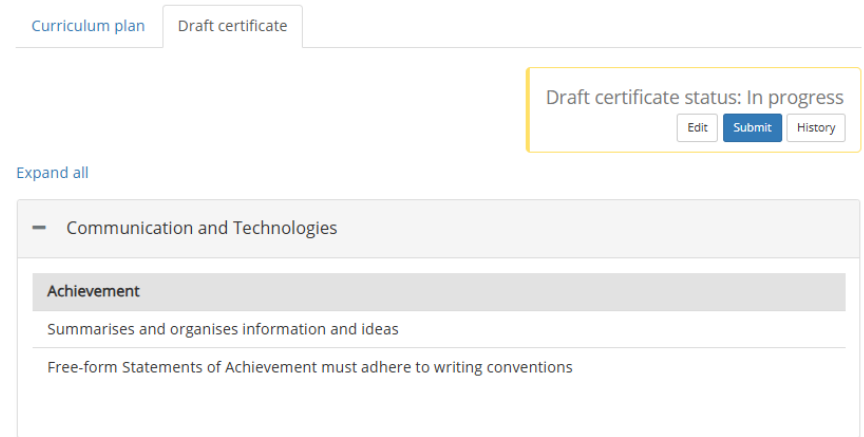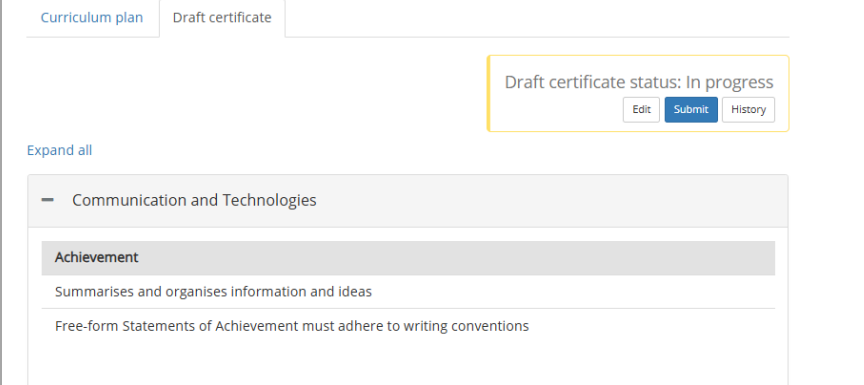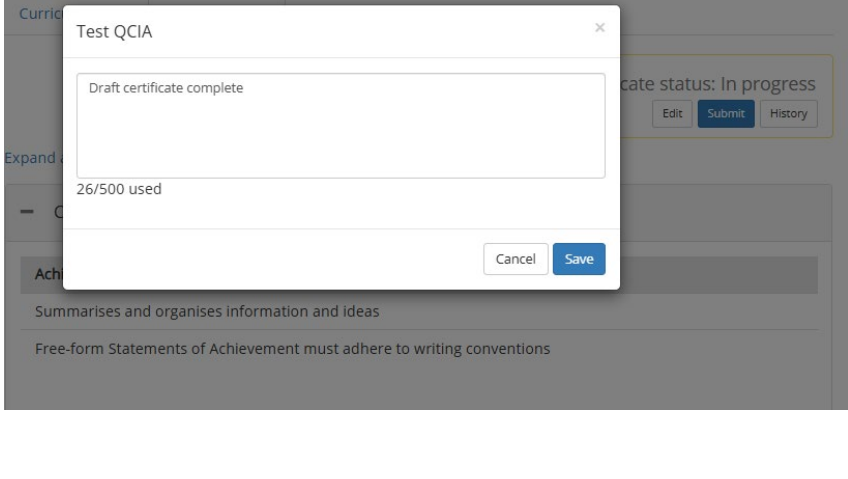|	
Expand the achievement category. Click **Add.** The draft certificate status is **Draft** until data is saved.	Curriculum plan Draft certificate Draft certificate status: Draft Cancel Save Expand all — Communication and Technologies Add Achievement Action No data found
To add a pre-populated Statement of Achievement, begin typing the statement. Select the statement from the list. Click **Add.** Note: Pre-populated statements are available on the QCAA website, QCIA Statements of Achievement and Participation.	Curriculum plan Draft certificate Draft certificate status: Draft Cancel Save Expand all — Communication and Technologies Summa Add Add written statement Summarises and organises information and ideas Summarises and organises information Action Summarises and organises ideas Summarises information and ideas Summarises information
To add a free-form Statement of Achievement, click **Add written statement.** Type the statement and click **Add.** Note: Free-form statements must adhere to the Writing conventions of Statements of Achievement.	Curriculum plan Draft certificate Draft certificate status: Draft Cancel Save Expand all — Communication and Technologies Add Add written statement Free-form Statements of Add Achievement must adhere to writing conventions 70/200 used Achievement Action Summarises and organises information and ideas Remove

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To add Statements of Participation, expand the accordion below each of the achievement categories. Click **Add.**	Curriculum plan Draft certificate Draft certificate status: In progress Edit Cancel Save Expand all + Communication and Technologies + Community, Citizenship and the Environment + Leisure and recreation + Personal and living dimensions + Vocational and transition activities − Statements of participation Add **Participation details** Action No data found
Begin typing the statement. Select the statement from the list. Click **Add.**	− Statements of participation cof Add Coffee shop program − Statements of participation Add Coffee shop program Remove
Once statements have been added, click **Save.**	Curriculum plan Draft certificate Draft certificate status: Draft Cancel Save Expand all − Communication and Technologies Add Add written statement **Achievement** Action Summarises and organises information and ideas Remove Free-form Statements of Achievement must adhere to writing conventions Remove

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Add a short note to the text box. Click **Save.**	Curriculum plan · Draft certificate **Test QCIA** × Draft certificate 1 19/500 used Cancel · Save cate status: Draft Cancel · Save Expand a... — C... | Achievement	Action
Summarises and organises information and ideas	Remove
Free-form Statements of Achievement must adhere to writing conventions	Remove	
The draft certificate status will progress to **In progress.** Click **History** to view the history of the draft certificate. Click **Edit** to add statements or make changes to the draft certificate if required.	Curriculum plan · Draft certificate Draft certificate status: In progress Edit · Submit · History Expand all — Communication and Technologies Achievement Summarises and organises information and ideas Free-form Statements of Achievement must adhere to writing conventions

Submitting a draft certificate for approval
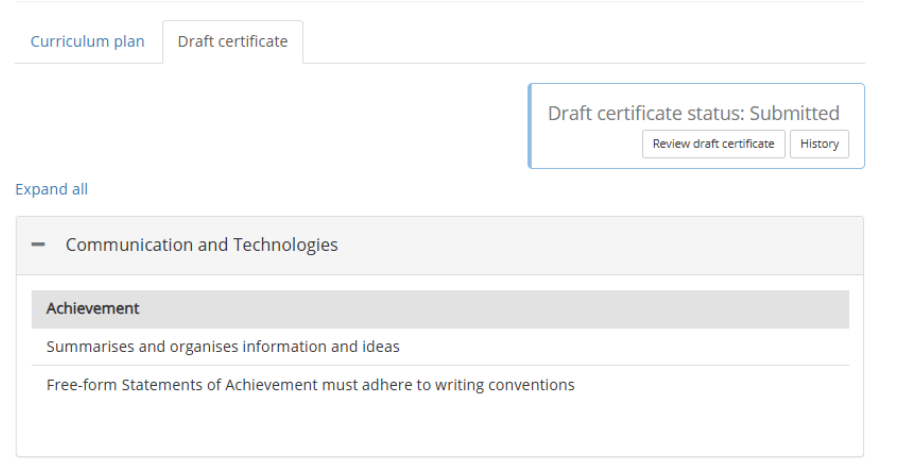
Step	Screen
Click **Submit.**	Curriculum plan · Draft certificate Draft certificate status: In progress Edit · Submit · History Expand all — Communication and Technologies Achievement Summarises and organises information and ideas Free-form Statements of Achievement must adhere to writing conventions
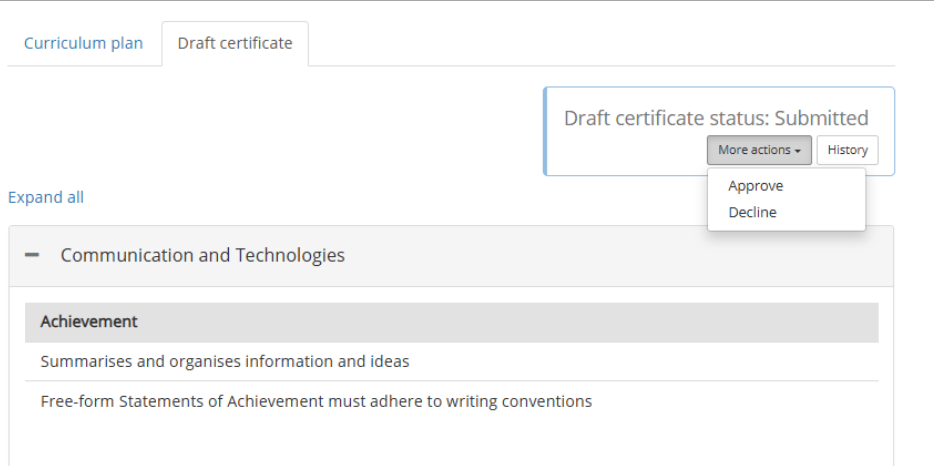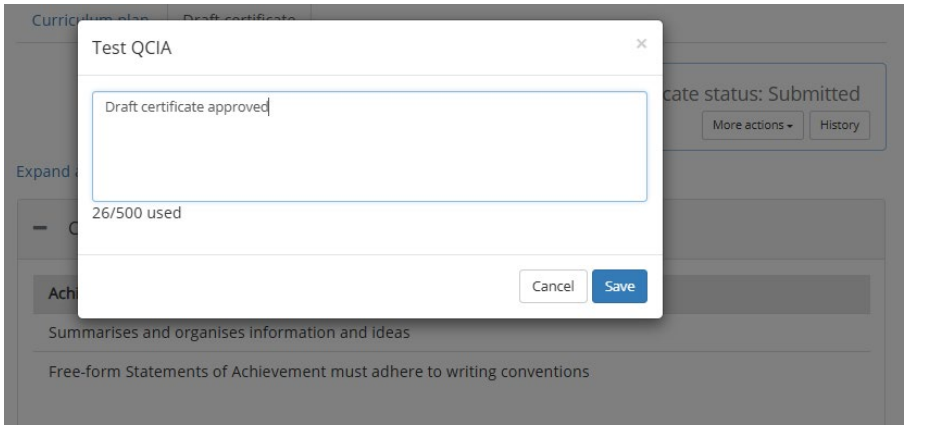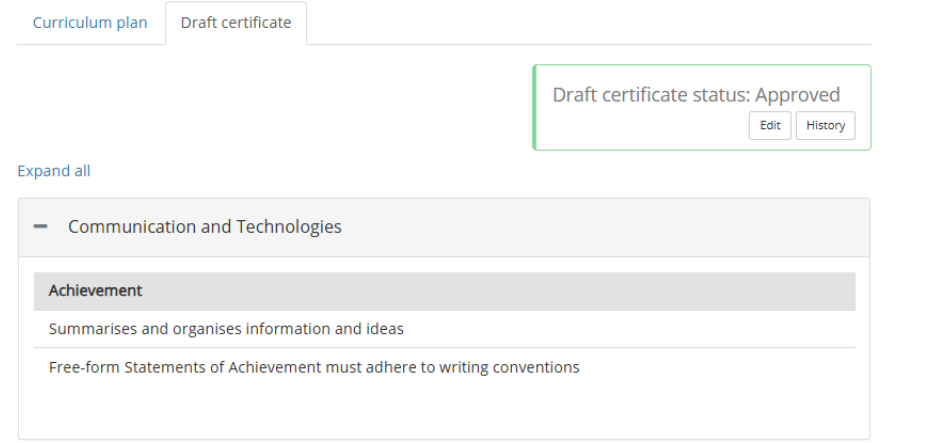
A pop-up will appear. Click **Yes** to **submit** or **No** if changes are required.	
Add a short note to the text box and click **Save.** The draft certificate status will progress to **Submitted.** An automated email is sent to the QCIA leaders at your school to inform them the certificate has been submitted and is ready for approval.	

Approving a draft certificate
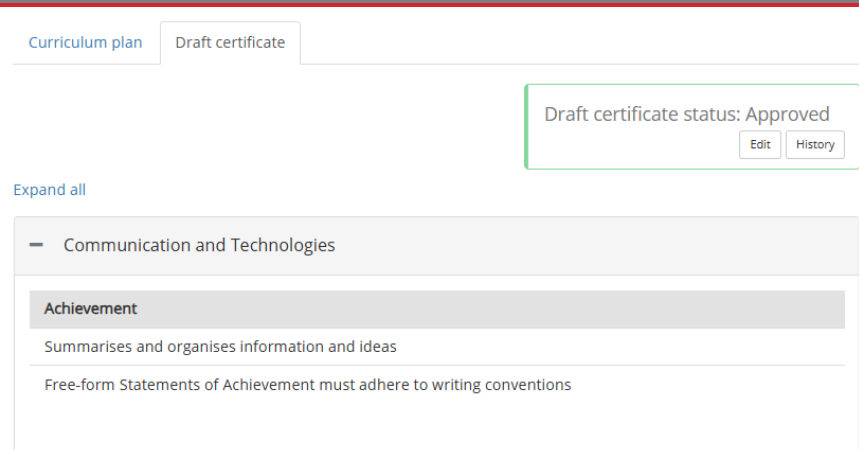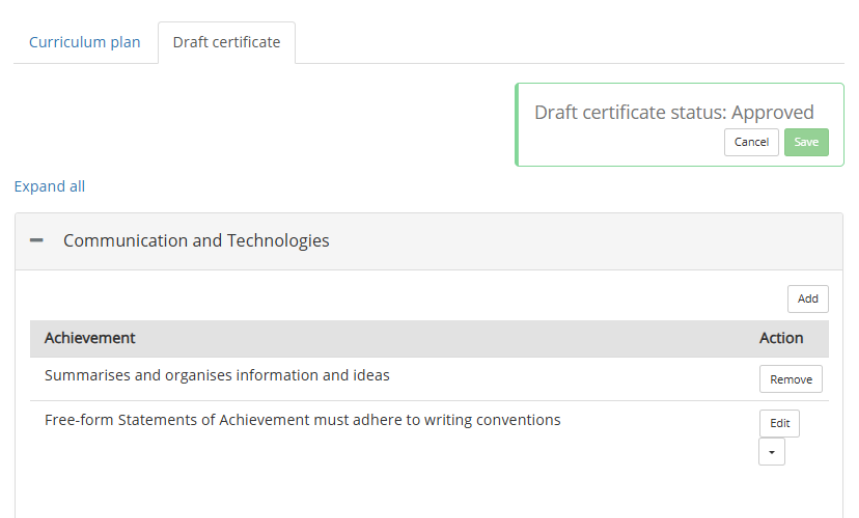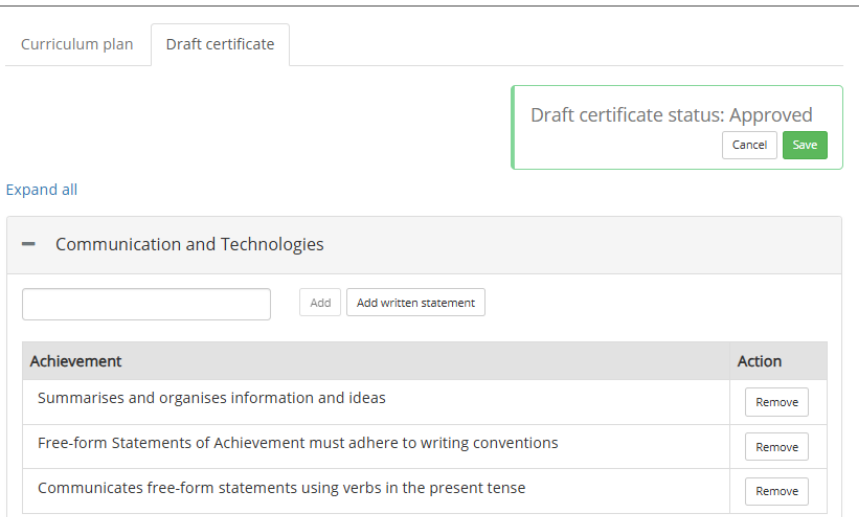
The QCIA leader role must be assigned before a draft certificate can be approved. The draft certificate should be approved by someone other than the person who created it.

Draft certificates should have an Approved status before they are submitted to the QCAA for peer review at verification. Refer to the *QCE and QCIA policy and procedures handbook v6.0*, section 3.4 QCIA quality assurance processes.

Step	Screen
Access the learning account. Select **QCIA Summary.** Click the **Draft certificate** tab. Click **Review draft certificate**.	

Click **More actions.** Select **Approve** or **Decline** from the dropdown menu. If the certificate is **declined**, the QCIA coordinator may edit the certificate to action the required changes.	Curriculum plan Draft certificate Draft certificate status: Submitted More actions ▾ History Approve Decline Expand all — Communication and Technologies Achievement Summarises and organises information and ideas Free-form Statements of Achievement must adhere to writing conventions
Add a short note to the text box and click **Save.**	Curriculum plan Draft certificate Test QCIA × Draft certificate approved cate status: Submitted More actions ▾ History Expand a 26/500 used — C Cancel Save Achi Summarises and organises information and ideas Free-form Statements of Achievement must adhere to writing conventions
The draft certificate status will progress to **Approved.**	Curriculum plan Draft certificate Draft certificate status: Approved Edit History Expand all — Communication and Technologies Achievement Summarises and organises information and ideas Free-form Statements of Achievement must adhere to writing conventions

Editing an approved draft certificate

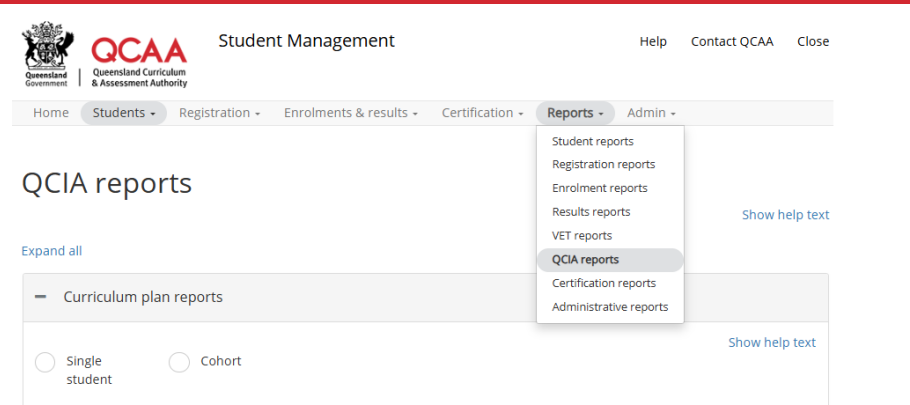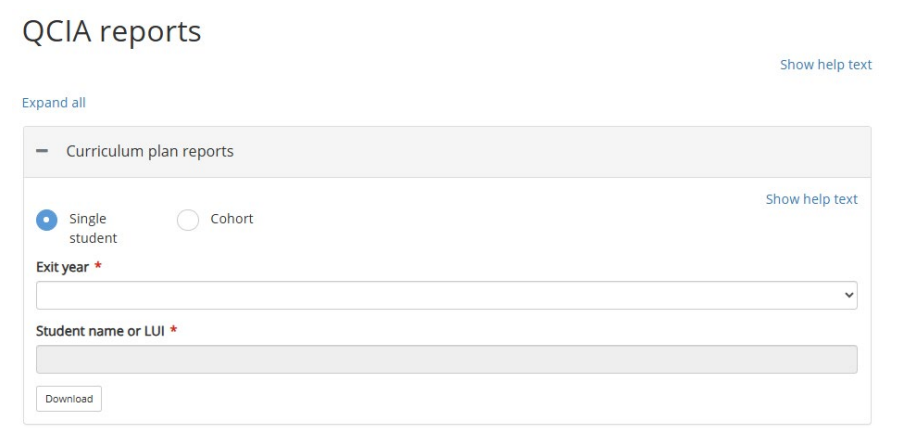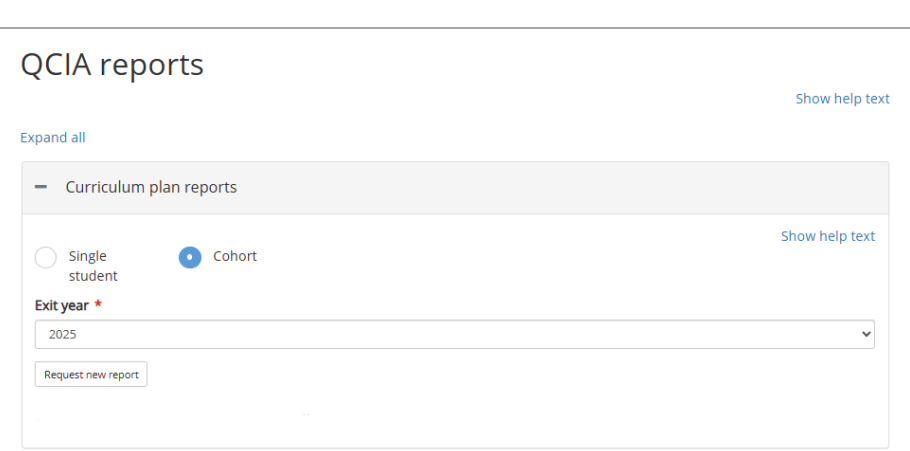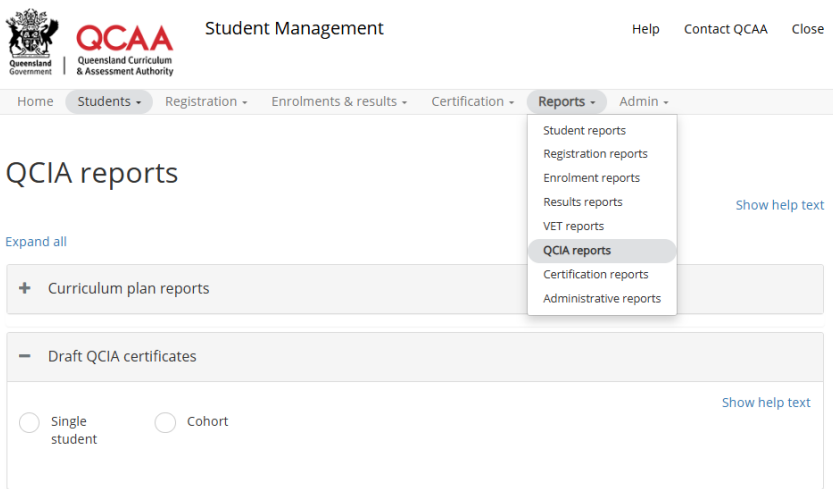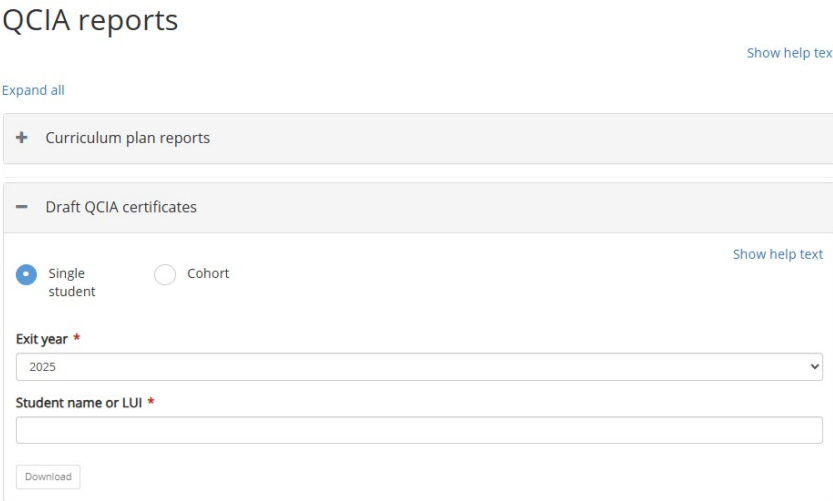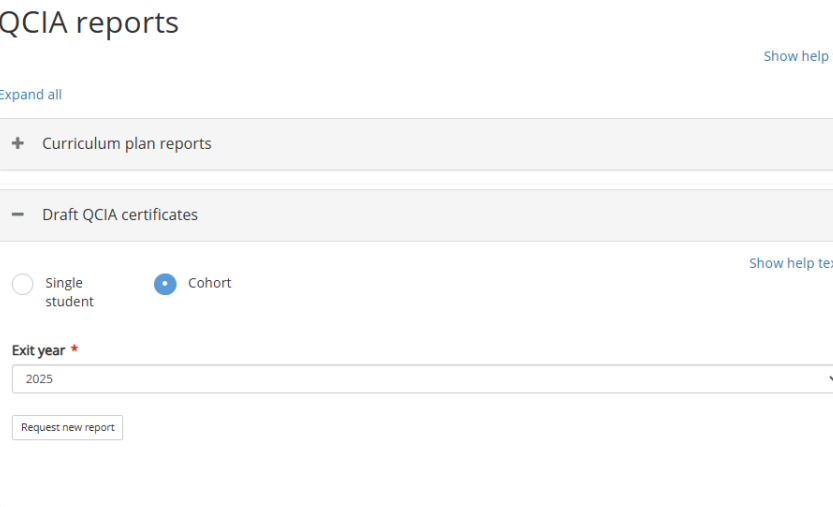| Step	Screen
A certificate with **Approved** status may be edited. Click **Edit.**	Curriculum plan / Draft certificate Draft certificate status: Approved [Edit] [History] Expand all − Communication and Technologies Achievement Summarises and organises information and ideas Free-form Statements of Achievement must adhere to writing conventions
Click **Add** to add new Statements of Achievement or **Edit** to make changes to free-form statements.	Curriculum plan / Draft certificate Draft certificate status: Approved [Cancel] [Save] Expand all − Communication and Technologies [Add] Achievement	Action Summarises and organises information and ideas	[Remove] Free-form Statements of Achievement must adhere to writing conventions	[Edit] [▾]
Click **Save.** In this example, a third Statement of Achievement has been added to the Communication and Technologies achievement category.	Curriculum plan / Draft certificate Draft certificate status: Approved [Cancel] [Save] Expand all − Communication and Technologies [_____] [Add] [Add written statement] Achievement	Action Summarises and organises information and ideas	[Remove] Free-form Statements of Achievement must adhere to writing conventions	[Remove] Communicates free-form statements using verbs in the present tense	[Remove]

Add a short note to the text box. Click **Save**.	**Test QCIA** ✕ Updated tp include third Statement of Achievement in CT category. 65/500 used Cancel Save Achievement Action Summarises and organises information and ideas Remove Free-form Statements of Achievement must adhere to writing conventions Remove Communicates free-form statements using verbs in the present tense Remove
If a statement is edited or added, the draft certificate status will revert to **In Progress.** Once the required changes have been actioned, follow the steps to **Submit** and **Approve** the draft certificate (pp. 14–16).	Curriculum plan Draft certificate Draft certificate status: In progress Edit Submit History Expand all — Communication and Technologies Achievement Summarises and organises information and ideas Free-form Statements of Achievement must adhere to writing conventions Communicates free-form statements using verbs in the present tense
Draft certificates should have **Approved** status to show they have progressed through internal quality assurance processes.	Curriculum plan Draft certificate Draft certificate status: Approved Edit History Expand all — Communication and Technologies Achievement Summarises and organises information and ideas Free-form Statements of Achievement must adhere to writing conventions Communicates free-form statements using verbs in the present tense

5. QCIA reports

Schools use the Student Management app to produce reports throughout the year and at exit. Before exit, schools use the reports to carefully check that all enrolments and results for students exiting in a year are accurate and complete by the due dates in the SEP calendar.

Curriculum plan reports

Step	Screen
Log in to the QCAA Portal and select the **Student Management app** tile. Click **Reports.** Select **QCIA reports** from the dropdown menu. Expand **Curriculum plan reports.**	
Click the radio button beside **Single student*.** Enter **Exit year**. Enter the **Student's LUI or name** to select student from automated list**.** Click **Download**. A PDF file will be generated to download.	
*Alternatively, click the radio button beside **Cohort**. Enter the cohort **Exit year.** Click **Request new report**. Click **Ok** in the pop-up window to request an email notification. This will be sent when the report is available. Download the report from this screen.	

Draft certificate reports

Step	Screen
Click **Reports.** Select **QCIA reports** from the dropdown menu. Expand **Draft QCIA certificates.**	
Click the radio button beside **Single student*.** Enter the student's **Exit year.** Enter the **Student's LUI or name** to select student from automated list**.** Click **download**. A PDF file will be generated to download.	
*Alternatively, click the radio button beside **Cohort**. Enter the cohort's **Exit year** Click **Request new report** and Click **Ok** in the pop-up window to request an email notification. This will be sent when the report is available. Download the report from this screen.	

More information

For information about:

- the Student Management app, email certification@qcaa.qld.edu.au

- all other queries, email qcia@qcaa.qld.edu.au or contact (07) 3864 0375.