

# QCIA curriculum plans in Student Management

A guide for schools

November 2023

 © State of Queensland (QCAA) 2023

**Licence:** <https://creativecommons.org/licenses/by/4.0> | **Copyright notice:** [www.qcaa.qld.edu.au/copyright](http://www.qcaa.qld.edu.au/copyright) — lists the full terms and conditions, which specify certain exceptions to the licence. |

**Attribution** (include the link): © State of Queensland (QCAA) 2022 [www.qcaa.qld.edu.au/copyright](http://www.qcaa.qld.edu.au/copyright).

Queensland Curriculum & Assessment Authority  
PO Box 307 Spring Hill QLD 4004 Australia  
400 George Street, Brisbane

Phone: (07) 3864 0299

Email: [office@qcaa.qld.edu.au](mailto:office@qcaa.qld.edu.au)

Website: [www.qcaa.qld.edu.au](http://www.qcaa.qld.edu.au)

# Contents

Overview	1
1 Managing roles	2
2 Preparing a curriculum plan using the <i>GIL</i>	4
3 Accessing the Student Management app via the QCAA Portal	5
4 Creating a new curriculum plan	7
5 Submitting a curriculum plan for approval	11
6 Approving a curriculum plan	12
7 Editing an approved curriculum plan	14
8 Saving and printing a PDF copy of the curriculum plan	15

# Overview

The Queensland Certificate of Individual Achievement (QCIA) recognises and reports the learning achievements of students who are undertaking an individual learning program.

For each student working towards a QCIA, schools develop a curriculum plan in the Student Management application (app), accessed via the QCAA Portal. Curriculum plans should be created and approved by the end of Term 1, Year 11, for the eligible student.

In the **Student Management app**, schools:

- confirm students' eligibility to receive the QCIA
- identify the number of QCE contributing studies (from the Core learning category) likely to be completed by the student
- choose intended learning focuses and learning goals for students using the *Guideline for individual learning (GIL)*
- record contact details for the person responsible for each student's curriculum plan
- approve each eligible student's curriculum plan. (This can only be done by the QCIA leader role.)

This document outlines procedures for schools to create, edit, complete and approve QCIA curriculum plans. The status of a curriculum plan changes as it is processed: from **In Progress** to **Completed** and finally **Approved**.

# 1 Managing roles

This section describes the roles and access required to create and process QCIA curriculum plans in the **Student Management application (app)** via the QCAA Portal, a secure part of the QCAA website.

Individuals must be assigned access to the **Student Management app** by their school. It is important that all users are aware of information security requirements and the importance of confidentiality.

Staff members must first create a QCAA Portal user account.

- To register for access to the QCAA Portal and create a user account see: [www.qcaa.qld.edu.au/portal/home/landing#!/register](http://www.qcaa.qld.edu.au/portal/home/landing#!/register).
- To recover a forgotten QCAA Portal password, visit: [www.qcaa.qld.edu.au/portal/home/landing#!/auth/forgot-password](http://www.qcaa.qld.edu.au/portal/home/landing#!/auth/forgot-password).

## Organisation Administrator

The Access Management Organisation Administrator role is assigned by the QCAA. To request assignment, contact the QCAA Client Services team at [ClientServices@qcaa.qld.edu.au](mailto:ClientServices@qcaa.qld.edu.au) or (07) 3864 0299.

The person with this role then assigns all other roles to school staff.

The Access Management Organisation Administrator can assign access to the **Student Management app** with a choice of two roles to enable staff to develop curriculum plans:

- QCIA coordinator — creates curriculum plans
- QCIA leader — creates and approves curriculum plans
  - 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.

## QCIA coordinator

A person assigned the QCIA coordinator role can:

- create new curriculum plans
- edit **In Progress** curriculum plans
  - except if a plan is in the **In Progress** list but has a status of **Completed**, in which case only a QCIA leader can edit the plan
- submit **Completed** curriculum plans for approval by a QCIA leader
- view curriculum plans with any status
- save and print PDF versions of curriculum plans.

The QCIA coordinator could be the student's case manager, learning support teacher, the Head of Special Education Services (HOSES) or another equivalent role.

## QCIA leader

A person assigned the QCIA leader role can:

- create new curriculum plans
- edit **In Progress** curriculum plans
- submit **Completed** curriculum plans for approval
- approve **Completed** curriculum plans
  - except that no curriculum plan should be approved by the same person who created it
- view curriculum plans with any status
- revert **Approved** curriculum plans to **In Progress** status for editing or deletion
- delete **In Progress** curriculum plans.

For enquiries about roles in the QCAA Portal, contact the QCAA Client Services team at [ClientServices@qcaa.qld.edu.au](mailto:ClientServices@qcaa.qld.edu.au) or call (07) 3864 0299.

## 2 Preparing a curriculum plan using the *GIL*

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.

The purpose of a curriculum plan is to identify the learning goals that a student may achieve towards the end of their senior phase of learning — it is not appropriate to list every learning goal a student may achieve during their senior phase of learning.

Learning focuses and learning goals are grouped under five curriculum organisers:

- Communication and technologies (CT)
- Community, citizenship and the environment (CCE)
- Leisure and recreation (LR)
- Personal and living dimensions (PLD)
- Vocational and transition activities (VTA).

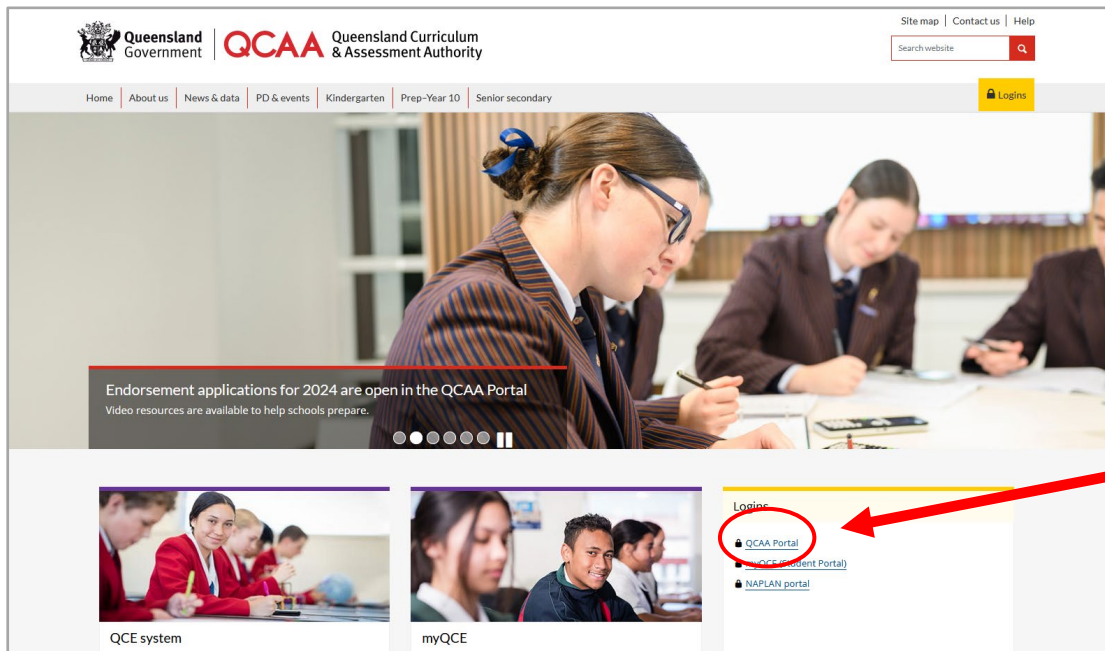
There is no specific required number of learning goals, but as a guide, 20–30 goals would be reasonable for a curriculum plan. There is no need to use every curriculum organiser in a plan, nor to include every learning focus within a curriculum organiser.

While some students may complete a school-based modified program as a group, QCIA curriculum plans must be designed for each student individually, to reflect their specific learning goals.

The *GIL* is available at [www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qcia/curriculum-planning-gil](http://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qcia/curriculum-planning-gil).

### 3 Accessing the Student Management app via the QCAA Portal

1. Access the QCAA Portal via the QCAA website: [www.qcaa.qld.edu.au](http://www.qcaa.qld.edu.au).

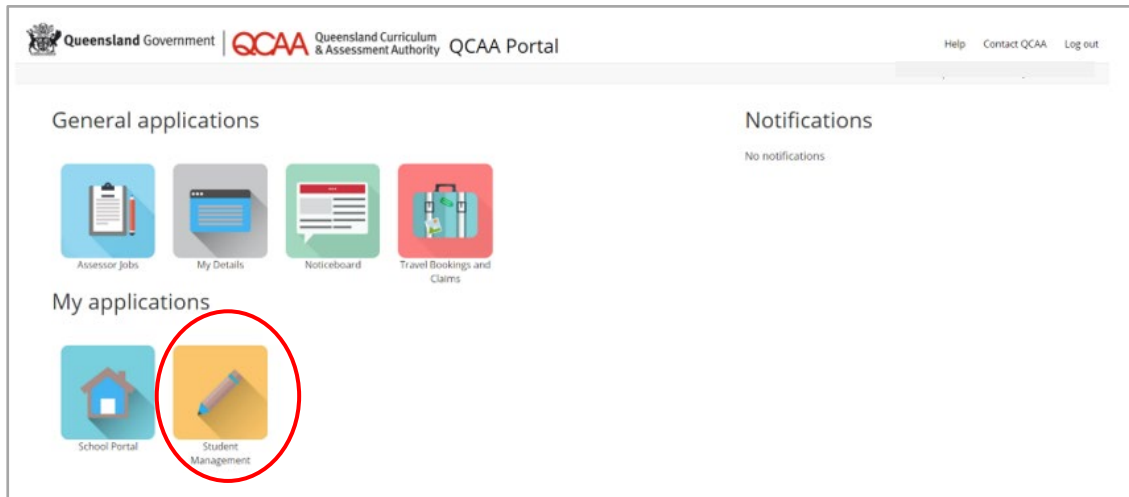


2. Log in to the QCAA Portal using your email address and password.





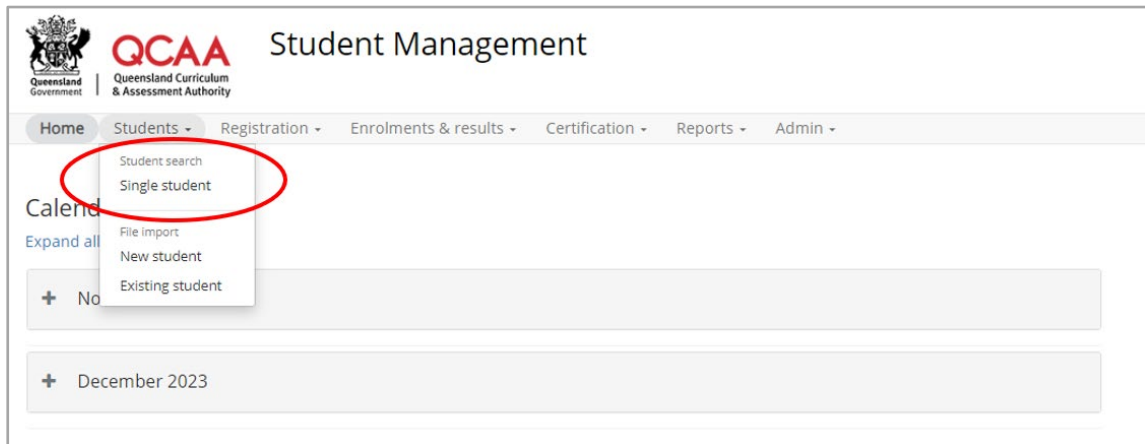
3. Select the **Student Management** tile.



# 4 Creating a new curriculum plan

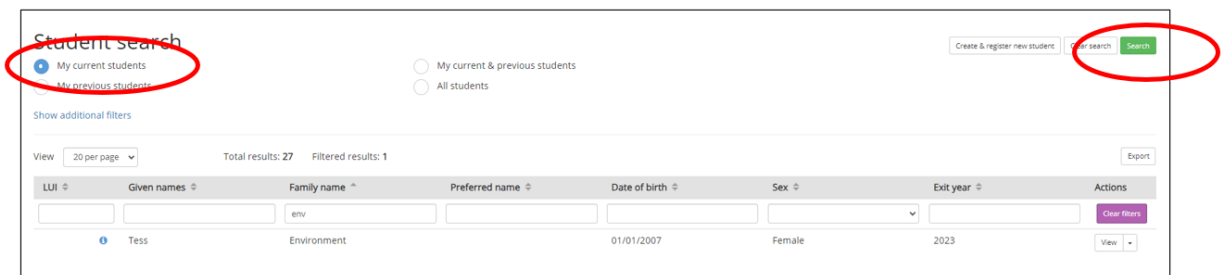
You must have the **QCIA coordinator** or **QCIA leader** role to complete this process.

1. Select **Students > Single student** from the menu.



2. Select the radio button beside **My current students** then click **Search**. You can narrow the search by typing the student's LUI or name in the filters.

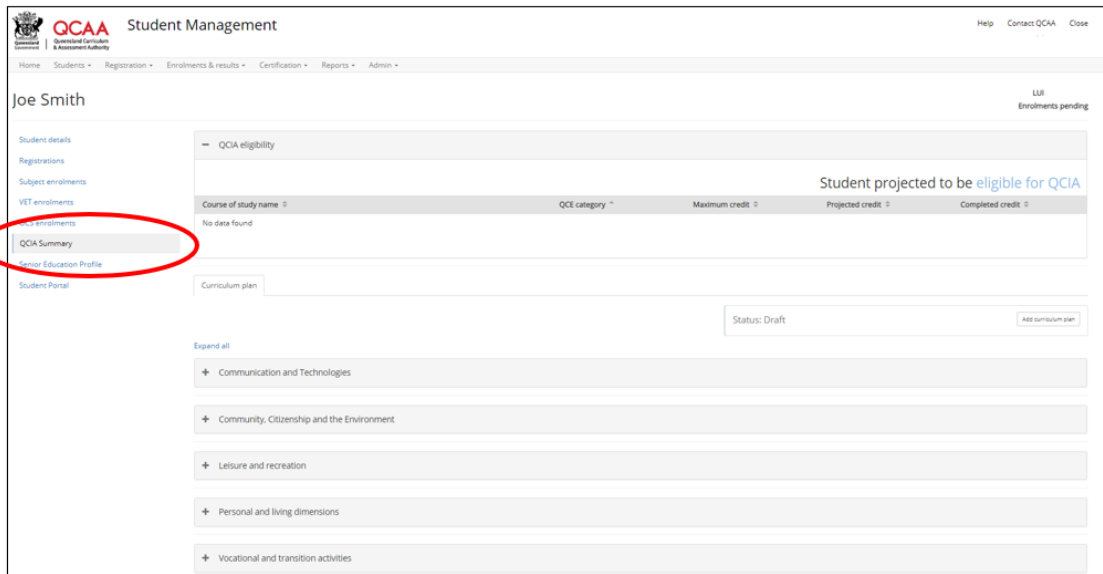
Once the correct student has been identified, click **View**, to the right of the screen.



## Troubleshooting: What to do if a student is not listed

- Check that the correct **exit year** has been entered.
- Check that the **Intended learning option** is QCIA in the registrations page of the Student Management app, accessed via the QCAA Portal.

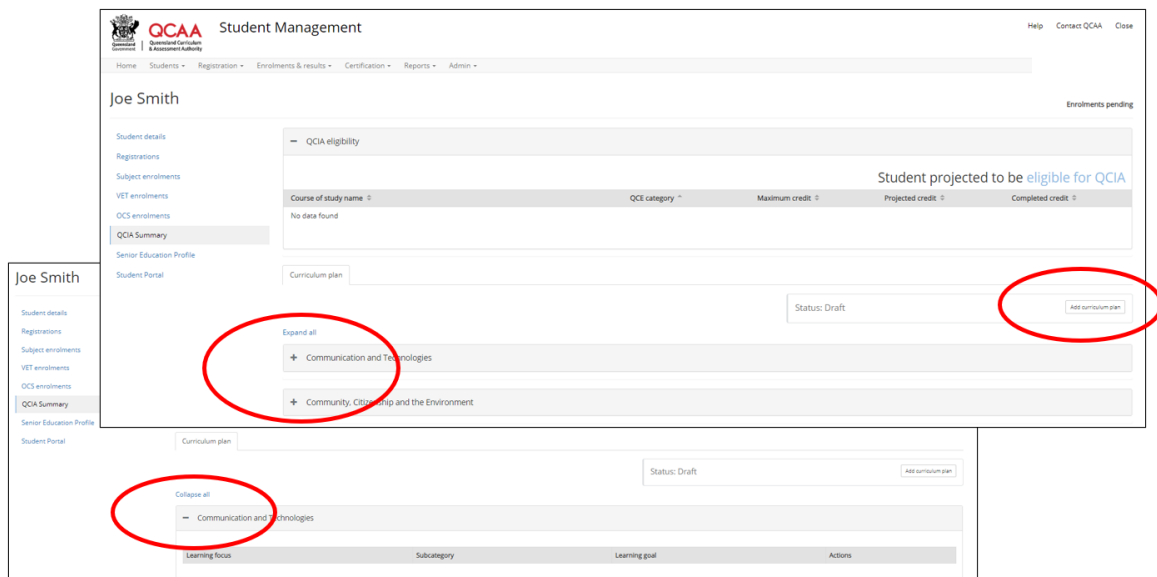
- To the left of the screen, select **QCIA Summary**. This will display the page with the tab for recording the curriculum plan.



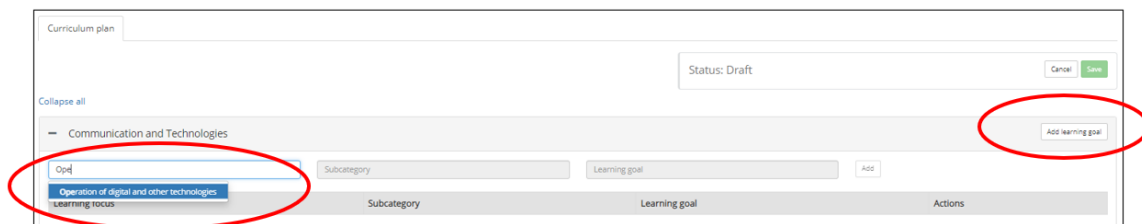
- Click **Add curriculum plan** to begin selecting learning goals.

**Remember:** The purpose of a curriculum plan is to identify around 20–30 aspirational learning goals that a student may achieve **towards the end of their senior phase of learning** — not every learning goal a student may achieve during their entire senior phase of learning.

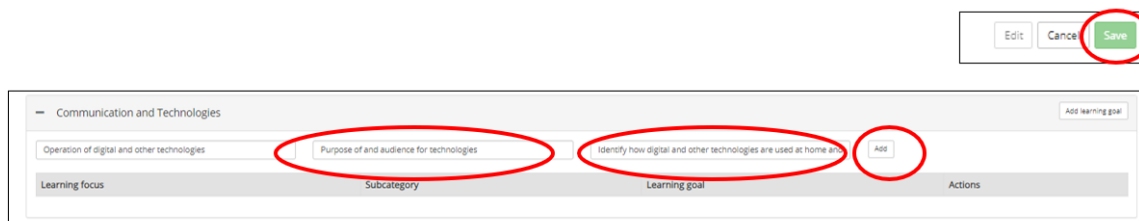
You can expand all accordions at once by clicking **Expand all**, or you can work on one curriculum organiser at a time by clicking on the plus (+) sign to its left. Each accordion can be closed by clicking on the minus (–) sign to its left, or you can **Collapse all**.



- Click **Add learning goal** first, then begin typing key words in the **Learning focus** field to reveal a list of all related learning focuses from the *GIL* that apply to the curriculum organiser. Click on the statement from the list to populate the field.

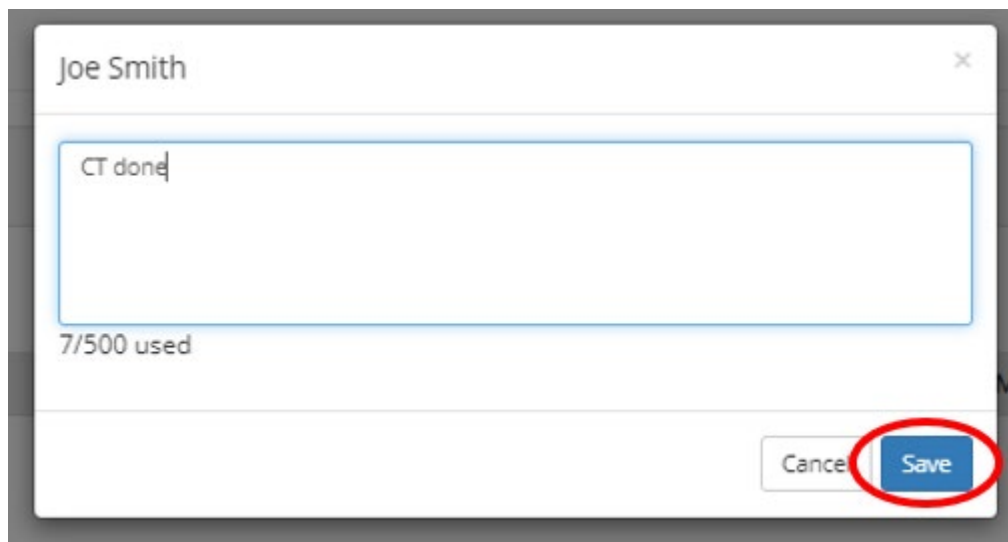


- Type key words into the **Subcategory** and **Learning goal** fields to complete the learning goal. Click the **Add** button to finalise the learning goal. Repeat this process to find and add new goals. Click **Save**, to the right of the screen, before exiting the curriculum plan.



- A text box will appear at the top of the screen, asking what changes have been made. Text must be entered, but only one letter/character needs to be entered to allow the information to be saved.

In addition, the **Status** field will update to **In progress**.



8. To add further goals, or to remove goals, select **Edit**.

Repeat Steps 5–7 until all the learning focuses and learning goals for the student's curriculum plan have been entered.

**Remember:**

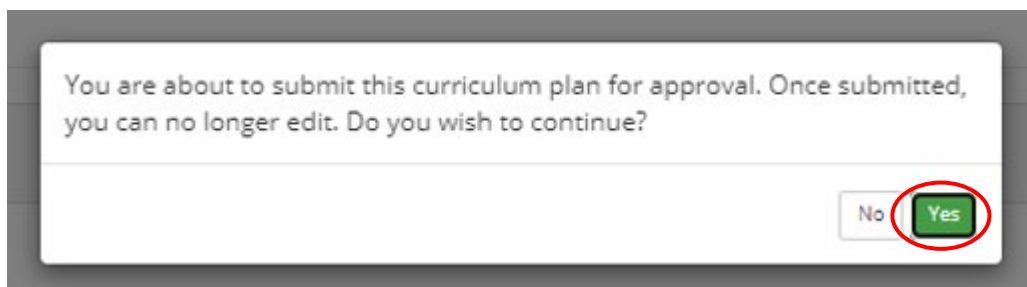
- The purpose of a curriculum plan is to identify around 20–30 learning goals that a student may achieve **towards the end of their senior phase of learning** — not every learning goal a student may achieve during their entire senior phase of learning.
- There is no need to use every curriculum organiser in a plan, nor to include every learning focus within a curriculum organiser.
- While some students may complete a school-based modified program as a group, QCIA curriculum plans must be designed for each student individually, to reflect their specific learning goals. Curriculum plans may be completed in several sessions. Click **Save** before exiting to make sure all entries are saved.

## 5 Submitting a curriculum plan for approval

1. When you have completed a student's curriculum plan, click the **Submit** button to send the plan to your school's QCIA leader for approval.



2. A pop-up will appear that asks you to confirm the curriculum plan is ready to submit. Click the green **Yes** button to submit, or **No** to cancel the submission so you can make further changes to the curriculum plan.

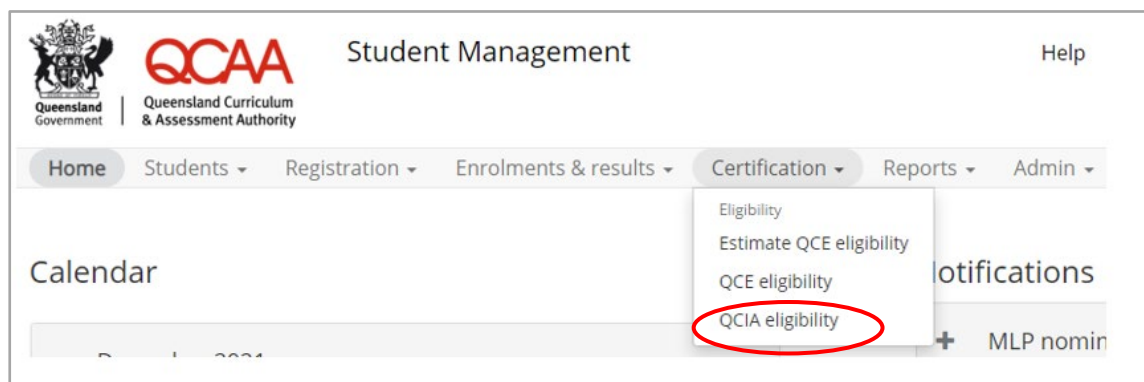


3. Another text box will appear asking you to detail changes made. Enter some brief text for the QCIA leader and click **Save**. The curriculum plan will then be submitted and an email is sent to the QCIA leader at your school to inform them it is ready for approval.

## 6 Approving a curriculum plan

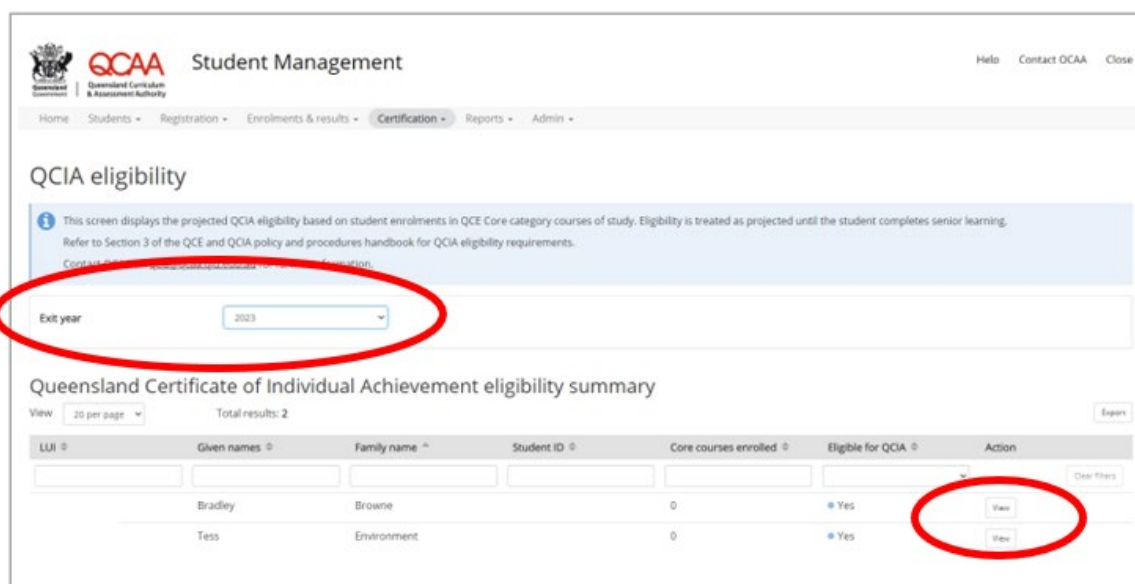
You must have the **QCIA leader** role to complete this process, and **not** be the person who created the curriculum plan.

1. To see the complete list of all QCIA students, select **Certification > QCIA eligibility**.

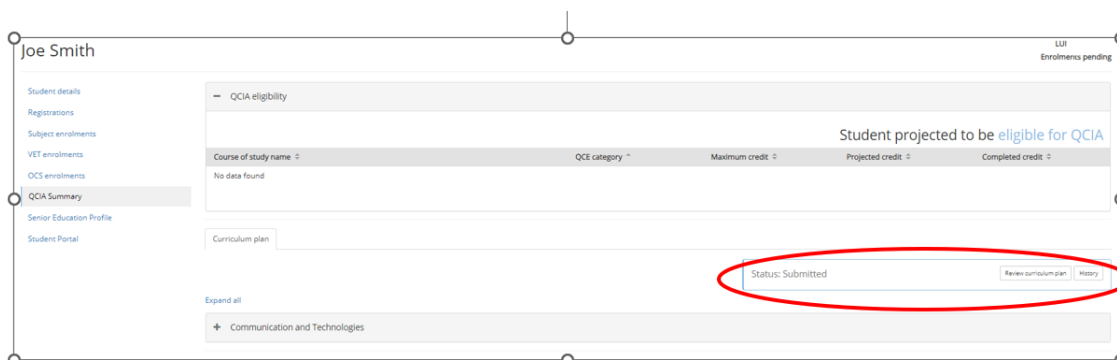


2. Select the **Exit year** from the dropdown menu to see all students on a QCIA pathway who will exit in that year.

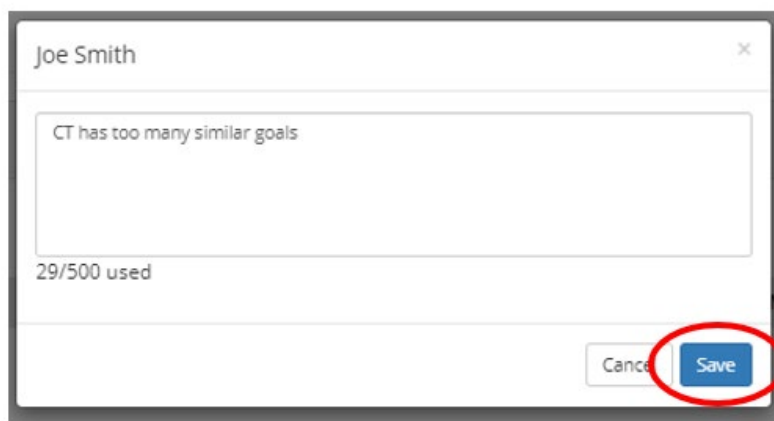
Each student's details and registration can be viewed by clicking the **View** button, at the right of the screen.



- The status of the curriculum plan is displayed onscreen. All submitted curriculum plans can be reviewed and approved by clicking the **Review curriculum plan** button. Click **More actions** to **Approve** or **Decline**.

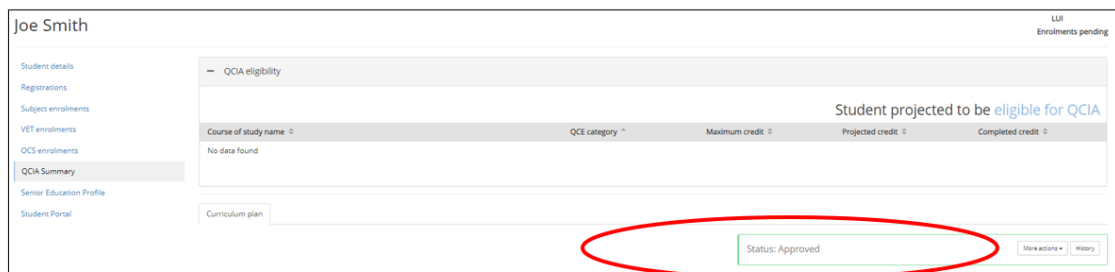


- If changes are needed, click **Decline** to provide feedback to the person who developed the curriculum plan. Comments are limited to 1000 characters.



To save the comment, click the green **Save** button. Once a comment has been entered and saved the curriculum plan cannot be approved. The status onscreen will change to **Not approved** and the QCIA coordinator will need to click **More actions**, then **Edit** and make the required changes. The curriculum plan can then be resubmitted.

- When the curriculum plan is approved the onscreen **Status** will update to **Approved**.

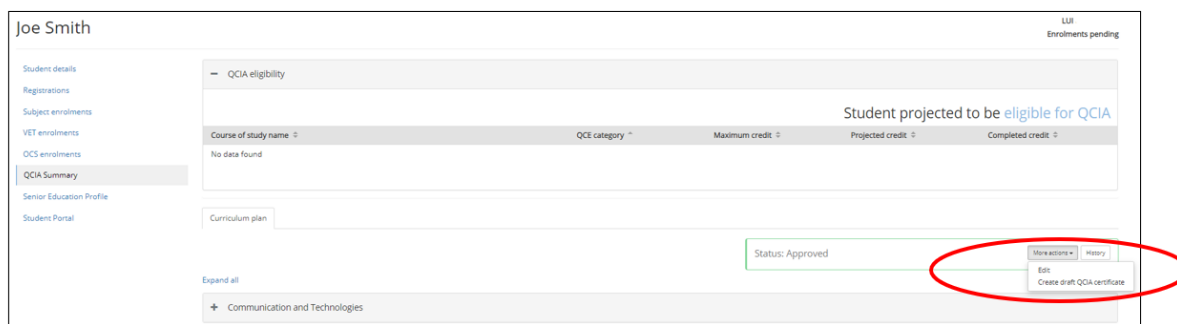




# 7 Editing an approved curriculum plan

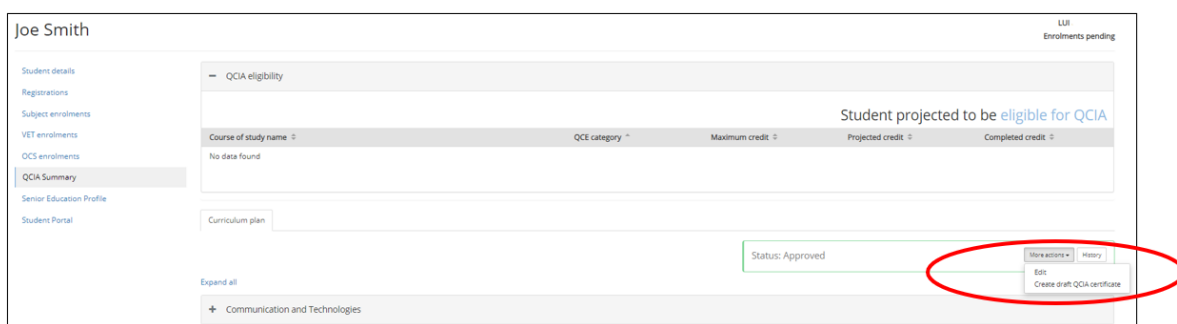
You must have the **QCIA leader** role to recall an approved curriculum plan. It can then be edited by a person with either a **QCIA coordinator** or **QCIA leader** role.

1. **Log in** to the QCAA Portal > Student Management.
2. Select the student.
3. Select the **QCIA summary** tab.
4. Click **More actions** > **Edit**.



5. Edit the curriculum plan by adding or removing goals, following the steps in Section 4: [Creating a new curriculum plan](#).

The status of the curriculum plan will revert to **In progress** until the curriculum plan is once again approved.

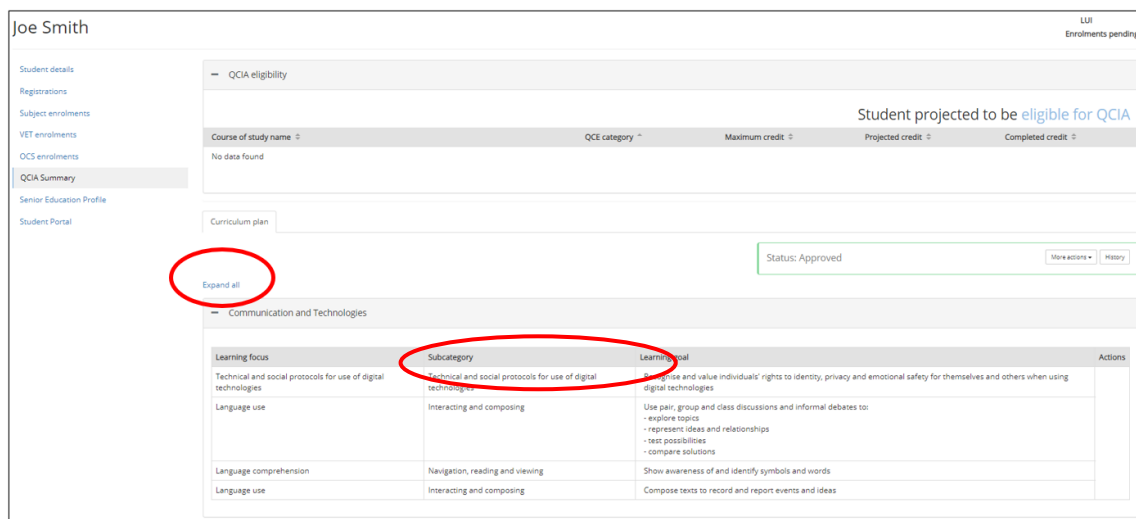


6. Follow the steps in Section 5: [Submitting a curriculum plan for approval](#), and Section 6: [Approving a curriculum plan](#), to submit and approve the amended curriculum plan.

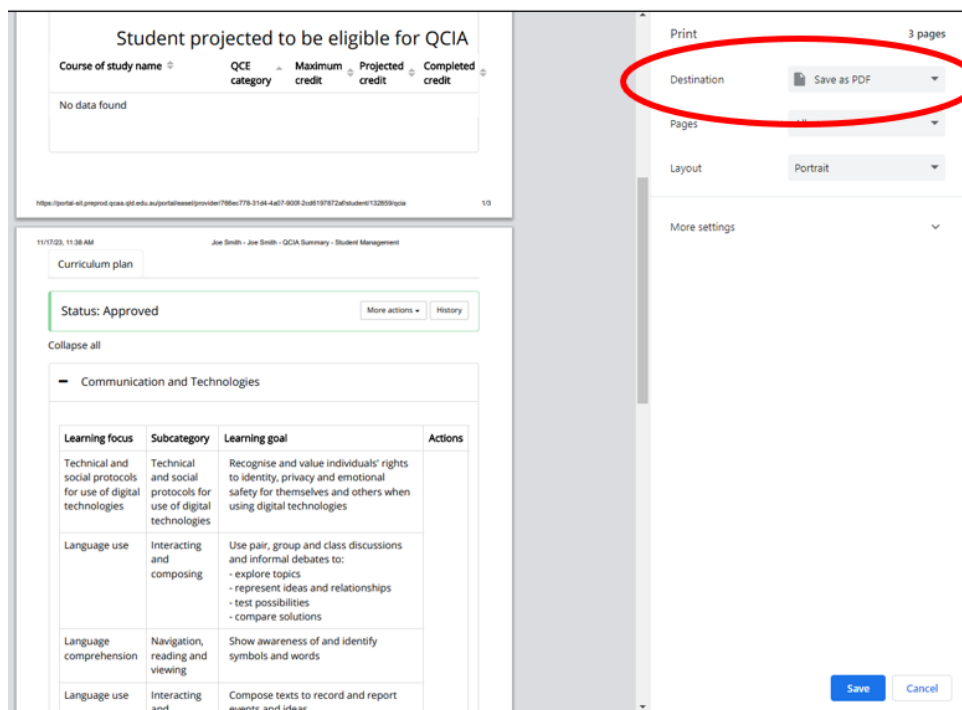
## 8 Saving and printing a PDF copy of the curriculum plan

To create a PDF copy of the curriculum plan for the verification meeting, or to provide to students and parents/carers, use your printer options.

1. Open the approved curriculum plan in Student Management and open all accordions by clicking **Expand all**.
2. **Right-click** anywhere on the screen and select **Print** from the context-sensitive pop-up menu, or press **Ctrl+P** on your keyboard.



3. In the printer dropdown, select **Save as PDF**. Click **Save**.



4. Choose a location to save the file.
5. Open the saved PDF curriculum plan and select a printer to print a hard copy of the plan.

## More information

For information about the Student Management app, email [certification@qcaa.qld.edu.au](mailto:certification@qcaa.qld.edu.au). For all other queries, email [qcia@qcaa.qld.edu.au](mailto:qcia@qcaa.qld.edu.au) or phone (07) 3864 0375.