Queensland Certificate of Individual Achievement policy and procedures in 2011

Purpose
To inform schools about the policy and procedures associated with the Queensland Certificate of Individual Achievement (QCIA).

Background
The QCIA recognises and reports the learning achievements of students who are undertaking individualised learning programs. Students in Queensland are issued with a senior education profile upon completion of Year 12. The QCIA is part of the senior education profile.

Certification responsibilities
The QSA is responsible for the certification of student achievement on completion of Year 12. It ensures that the QCIA issued to students has integrity, quality and credibility, and that the certificates:
- are available only to students in schools that accept the Authority's certification procedures
- record accurately the individualised learning programs undertaken by students
- record students' educational achievements.

The school principal ensures that the implementation of the individualised learning programs is consistent with the certification procedures required. Schools participate in the QSA's certification procedures by:
- lodging a QCIA eligibility form and curriculum plan for each eligible student
- providing accurate student data and certificate information to QSA at times and in the ways specified by the Authority
- collating a student folio that evidences the individualised learning for each eligible student
- making teachers available to participate in the QCIA verification meetings with other teachers from their QSA district
- submitting accurate QCIA student achievement information to the QSA.

Eligibility to receive the QCIA
A student is eligible to receive the QCIA if the student meets all of the following requirements. The student must:
- be nominated by the principal of the school
- undertake studies that are part of an individualised learning program
- have impairment or difficulties in learning that are not primarily due to socioeconomic, cultural and/or linguistic factors
- have at least 12 years of schooling (other than schooling in the Preparatory Year)
- be enrolled at school until the date specified as the end of Year 12.

**Procedures**

**Schools identify eligible students and:**

- indicate by ticking the QCIA box on the Students Details screen in the Student Data Capture System (SDCS) for the school enrolment data due 21 February 2011
- indicate the QCIA in the Senior Learning Information Management System (SLIMS) — Registration and banking as the student's Intended Learning Option (ILO)
- identify the individual learning programs that can be recorded on the certificate
- complete the **QCIA eligibility form and curriculum plan** for each eligible Year 11 student or any new Year 12 student. This form can be found on the QSA website at `<www.qsa.qld.edu.au/10360.html>`
- register the eligibility form and curriculum plan with the QSA by 27 May 2011.

**Schools are required to:**

- update student information and ensure that all SDCS school data submissions are completed and forwarded to the QSA by the required dates indicated on the QSA senior education profile calendar — 2011. The senior education profile calendar can be found on the QSA website at `<http://www.qsa.qld.edu.au/6339.html>`
- attend the QCIA district verification meeting and participate in the peer-review process for certificate information
- submit certification information for the exiting students in SLIMS — Registration and banking for the review by officers of the QSA and the QCIA district advisers
- implement advice and, where necessary, amend certificate information.

More details regarding these policy and procedures will be provided in the 2011 QCIA Handbook that will be available on the QSA website in February 2011.

**Web links**

Further information on the QCIA can be found on the QSA's website at `<www.qsa.qld.edu.au/10360.html>`

**What you need to do**

To ensure that procedures and processes are put into place, please bring this memorandum to the attention of the staff in your schools who are responsible for students who may be eligible for the QCIA, and persons responsible for entering data into SDCS and SLIMS.

**More information**

If you would like more information, please email the Principal Education Officer at qcia@qsa.qld.edu.au, or phone 3864 0407.

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