

24 June 2013

Number: 040/13

Senior secondary

## Queensland Certificate of Individual Achievement verification meeting

### Purpose

To advise schools about:

- venues for the 2013 district verification meetings for the Queensland Certificate of Individual Achievement (QCIA)
- materials required for the meeting.

### Background

The procedures for examining the validity and reliability of certificate information involve peer moderation at district verification meetings and state review of provisional certification information in October. Refer to Memo 010/13 for further information about QCIA policy and procedures.

### Information

Verification meetings will be held in July and August 2013 (see attached schedule for dates, times and venues). All schools with students expected to receive the QCIA at the end of 2013 are required to attend the meeting.

### Preparation of materials for the meeting

Teachers should bring submissions to the verification meeting. The submission should contain:

- draft certificate information, including the Statements of Achievement and Statements of Participation, for ALL exiting students (prepared in the SLIMS–RABS format)
- Curriculum plan and eligibility forms for ALL exiting students
- the evidence (e.g. student portfolio) used to make judgments for ONE student if fewer than 10 students are exiting and TWO students if 10 or more students are exiting.

### What you need to do

Arrange for one teacher to attend the verification meeting (from 9 am to 3:30 pm).

Complete the attached attendance form and submit it to the District Coordinator by Friday 19 July 2013.

The QSA will meet the travel and accommodation costs for one teacher from each school to attend the school's local QSA district meeting.

If a school is unable to send a school representative, please contact your QSA district coordinator at least two weeks before the meeting and send your school's submission for verification to the relevant QSA district office one week before the meeting.

## Attachments

- Schedule for the 2013 verification meetings, including venues
- District Coordinator details
- Attendance form (to be returned to District Coordinator by Friday 19 July 2013)
- Travel booking form (to be returned with attendance form)  
[http://www.qsa.qld.edu.au/downloads/senior/assess\\_snr\\_frm\\_travel\\_booking.doc](http://www.qsa.qld.edu.au/downloads/senior/assess_snr_frm_travel_booking.doc)
- Request for use of own vehicle — Form T12  
[http://www.qsa.qld.edu.au/downloads/senior/assess\\_snr\\_frm\\_t12.doc](http://www.qsa.qld.edu.au/downloads/senior/assess_snr_frm_t12.doc)

## More information

Please email the Principal Education Officer at [qcia@qsa.qld.edu.au](mailto:qcia@qsa.qld.edu.au), or phone 3864 0407.

Janice Chee  
Acting Deputy Director  
Curriculum Services Division  
enc.

# Schedule of meetings

District verification for the Queensland Certificate of Individual Achievement

QSA District	Date	Venue
Brisbane Central	Monday 29 July	Training Room 7.4, Level 7, QSA Office, 154 Melbourne Street, SOUTH BRISBANE
Brisbane East	Tuesday 30 July	Training Room 7.4, Level 7, QSA Office, 154 Melbourne Street, SOUTH BRISBANE
Toowoomba	Friday 2 August	QSA Office, Toowoomba State High School Lower D Block (access via Peter Street) MOUNT LOFTY
Brisbane North	Monday 5 August	QSA Office, Suite G1, 449 Gympie Road, KEDRON
Cairns	Tuesday 6 August	QSA Office, 455 Mulgrave Road (Cnr Ishmael Road), EARLVILLE
Brisbane South	Thursday 8 August	QSA Office, Suite 6.01, 433 Logan Road, STONES CORNER
Brisbane-Ipswich	Friday 9 August	Ipswich Special School, Terracotta Room 2A Milford Street, IPSWICH
Townsville	Tuesday 13 August	QSA Office, F Block Heatley Secondary College. Access via Dalrymple Road (off Hanlon Street) HEATLEY
Gold Coast	Thursday 15 August	QSA Office, Suite 1, 8 Short Street, SOUTHPORT
Rockhampton	Friday 16 August	Room 7, QSA Office, Room 7, North Street Annex, corner North and West Streets, ROCKHAMPTON
Mackay	Monday 19 August	QSA Office, Mercury House, 38 Wellington Street, MACKAY
Wide Bay	Tuesday 20 August	QSA Meeting Room 1, Z Block, Maryborough SHS, Sussex Street, MARYBOROUGH
Sunshine Coast	Wednesday 21 August	QSA Office, Shop 3A, 710 Nicklin Way (corner Erang Street) CURRIMUNDI

All meetings commence at 9 am and finish at 3:30 pm.

## District office details

District office	District coordinator	Administration officer	Street address	Postal address	Telephone & Fax
<b>Brisbane Central</b>	Helen Best	Amanda May	G1, 449 Gympie Road KEDRON QLD 4031	G1, 449 Gympie Road KEDRON QLD 4031	T: (07) 3359 6131 F: (07) 3359 6387
<b>Brisbane North</b>	Judy Beadle	Ann McClenaghan	G1, 449 Gympie Road KEDRON QLD 4031	G1, 449 Gympie Road KEDRON QLD 4031	T: (07) 3359 6132 F: (07) 3359 6387
<b>Brisbane East</b>	Lis Case	Margaret Weston	Suite 6.01, 433 Logan Road STONES CORNER QLD 4120	PO Box 686 STONES CORNER QLD 4120	T: (07) 3324 1072 F: (07) 3397 2955
<b>Brisbane South</b>	Sally Dwyer	Dannielle Lake	Suite 6.01, 433 Logan Road STONES CORNER QLD 4120	PO Box 686 STONES CORNER QLD 4120	T: (07) 3397 3955 F: (07) 3397 2955
<b>Brisbane-Ipswich</b>	Andrew Sycz	Mary Elmore	Unit 2/56 Cascade Street RACEVIEW QLD 4305	PO Box 860 BOOVAL QLD 4304	T: (07) 3202 3325 F: (07) 3202 3347
<b>Gold Coast</b>	Sylvia Richardson	Judith Fletcher	Suite 1, 8 Short Street SOUTHPORT QLD 4215	PO Box 2005 SOUTHPORT QLD 4215	T: (07) 5591 4255 F: (07) 5591 4461
<b>Toowoomba</b>	Marion Goebel	Petrina Edser	Toowoomba State High School Block D, Stuart Street (via Peter Street) TOOWOOMBA QLD 4350	PO Box 572, TOOWOOMBA QLD 4350	T: (07) 4638 3699 F: (07) 4638 5390
<b>Sunshine Coast</b>	Amanda Poeppmann	Stacey Pan	Shop 3A, 710 Nicklin Way, (cnr Erang St) CURRIMUMDI QLD 4551	PO Box 44 WURTULLA QLD 4575	T: (07) 5493 9452 F: (07) 5493 9451
<b>Wide Bay</b>	Diane Armstrong	Ellen Tanner	Maryborough State High School Block Z, Rooms 814–817, Sussex Street MARYBOROUGH QLD 4650	PO Box 452 MARYBOROUGH QLD 4650	T: (07) 4123 1612 F: (07) 4121 6811
<b>Rockhampton</b>	Keren Chillingworth/ Dian Hamilton	Paula Ireland	Room 8 (North Street Annex) Cnr North & West Streets ROCKHAMPTON QLD 4700	PO Box 919 ROCKHAMPTON QLD 4700	T: (07) 4927 7279 F: (07) 4922 6574
<b>Mackay</b>	Sandra Davis	Kylie Pritchard	38 Wellington Street MACKAY QLD 4740	PO Box 8163 MT PLEASANT QLD 4740	T: (07) 4953 0977 F: (07) 4953 0988
<b>Townsville</b>	Nola Popowycz	Valerie Browning	Heatley Secondary College F Block, Hanlon Street HEATLEY QLD 4814	PO Box 207 AITKENVALE QLD 4814	T: (07) 4728 8485 F: (07) 4728 8486
<b>Cairns</b>	Carol McIlwain	Jessica Powe	455 Mulgrave Road EARLVILLE QLD 4870	PO Box 122 EARLVILLE QLD 4870	T: (07) 4054 6278 F: (07) 4054 3943

# Attendance form

District verification for the Queensland Certificate of Individual Achievement

## To be returned by all teachers attending

QSA district	<input type="text"/>	Meeting date	<input type="text"/>
Title	<input type="text"/>	Surname	<input type="text"/>
Given names	<input type="text"/>	Preferred name	<input type="text"/>
School name	<input type="text"/>		
Work phone	<input type="text"/>	Fax	<input type="text"/>
Work email	<input type="text"/>		

## Meeting requirements

- Draft certificate information, including the Statements of Achievement and Statements of Participation, for ALL exiting students (prepared in the SLIMS–RABS format).
- Curriculum plan and eligibility forms for ALL exiting students.
- The evidence (e.g. student portfolio) used to make judgments for ONE student if fewer than 10 students are exiting and TWO students if 10 or more students are exiting.

## Travel and accommodation

Participants must complete the attached travel booking form and return with the attendance form to the district coordinator at the QSA district office. If using your own car, the T12 form must be completed and returned with the attendance form.

## Special dietary requirements at the meeting

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## Unable to attend

If a school is unable to send a school representative, contact the district coordinator at least two weeks before the meeting and send your school's submission for verification to the relevant QSA district office one week before the meeting.

Please return all forms no later than Friday 19 July 2013 to the relevant QSA district office.

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The information you provide on this form will be used in administering and managing attendance of teachers at district verification for the QCIA as part of legislative functions described in the *Education (Queensland Studies Authority) Act 2002* (s.69A) and *Public Service Act 2008* (s.54 and c.5). Personal information will be accessed by authorised QSA staff, and handled in accordance with the *Information Privacy Act 2009*. Personal information will be disclosed to government auditors and other authorised government agencies where legally required. Names and dietary requirements will be supplied to the contracted caterer.