Queensland Certificate of Individual Achievement (QCIA) 2015 policy and procedures

Purpose
To inform schools about the policy and procedures associated with the QCIA in 2015.

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.

The QCAA is responsible for the certification of student achievement on completion of Year 12; ensuring that the QCIA issued to students has integrity, quality and credibility.

Schools ensure that the implementation of students’ individualised learning programs is consistent with required certification procedures.

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.

What you need to do
Identify students
1. In Student Data Capture System (SDCS), tick the QCIA box on the Students Details screen for the school data submission 1, due 23 March 2015.
2. Indicate the QCIA in the Senior Learning Information Management System (SLIMS) — Registration and banking as the student's Intended Learning Option (ILO).

3. Identify the individual learning programs that can be recorded on the certificate.

Prepare and submit student data

1. Complete the QCIA eligibility form and curriculum plan for each eligible Year 11 student or any new Year 12 student — available at www.qcaa.qld.edu.au/33035.html.

2. Register the eligibility form and curriculum plan with the QCAA by 2 April 2015.

3. Update student information and ensure that all SDCS school data submissions are completed and forwarded to the QCAA by the required dates indicated on the 2015 QCAA senior education profile calendar — available at www.qcaa.qld.edu.au/6339.html.

4. Submit certification information for exiting students only in SLIMS — Registration and banking for the review processes by the required dates (see QCAA senior education profile calendar — 2015).

5. Collate a student folio that evidences the individualised learning for each eligible student.

6. Ensure that teachers attend the QCIA verification meeting in the relevant QCAA district, and participate in the verification process for certificate information.

7. Implement advice and, where necessary, amend certificate information.

More details regarding the QCIA procedures are provided in the Moderation handbook for QCIA — available at www.qcaa.qld.edu.au/33044.html.

What you need to do

Please bring this memo to the attention of the staff in your schools who are responsible for students who may be eligible for the QCIA, and the staff who are responsible for entering data into SDCS and SLIMS.

Finding out more

Please email the Principal Education Officer at qcia@qcaa.qld.edu.au, or phone 3864 0288.

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