Memo

Queensland Curriculum and Assessment Authority

Queensland Certificate of Individual Achievement (QCIA) policy and procedures 2017

Purpose

To inform schools about policy and procedures associated with the QCIA in 2017.

Background

The QCIA records the learning achievements of students who undertake individual learning programs during their senior phase of learning. All students who complete Year 12 in Queensland are issued with a senior education profile (SEP). The QCIA is part of the SEP.

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

Schools ensure that required procedures are followed to enable eligible students to receive a QCIA.

Eligibility to receive the QCIA

Discussions about a QCIA learning pathway occur as part of the senior education and training (SET) plan process. Most schools work with students in Year 10 to develop a SET plan. It is crucial that parents/carers and students are involved in making important decisions about the student's future education, training and employment. Each school has its own SET planning process.

Eligibility criteria for students to receive a QCIA is defined in the QCIA Handbook. The student must:

- be nominated by the school principal after discussion with the parents/carers and students

- undertake an individual learning program

- have learning impairment or difficulties that are not primarily due to socioeconomic, cultural and/or linguistic factors

- have completed at least 24 semesters of schooling (other than the preparatory year), remaining enrolled until the final date of Year 12.

An individual learning program for the senior phase of learning that leads to the recording of achievement on the QCIA:

- is a school-developed program of study using curriculum organisers, learning focuses and learning goals from the *Guideline for individual learning* (GIL)

- is recorded in a curriculum plan developed using the Curriculum plan builder, which is accessed via the school portal

- does not contribute credit towards the Queensland Certificate of Education (QCE)

- cannot duplicate learning from enrolments in any QCE-contributing areas of study, e.g. Authority subjects, Authority-registered subjects, QCAA short courses, QCE-recognised studies, Vocational Education and Training (VET) certificates or VET units of competency.

For a student to remain eligible for the QCIA, they may have a maximum of **three** completed QCE-contributing studies from the QCE Core learning category in their learning account (regardless of their level of achievement). This may include a combination of Authority subjects, Authority-registered subjects and VET Certificates II, II or IV. A student eligible for the QCIA may also record achievements from other learning categories of the QCE, such as Preparatory. **QCE-contributing learning is recorded on the Senior Statement, not the QCIA.**

If a student is able to successfully complete three QCE-contributing studies, the school should consider whether working towards the QCE is a more appropriate pathway.

What you need to do

Bring this memo to the attention of school staff responsible for students eligible for the QCIA, and the staff responsible for entering data into the Student Data Capture System (SDCS) and the Senior Learning Information Management System-Registration and Banking System (SLIMS-RABS), to ensure the procedures are followed.

Identify eligible students

1. In the SDCS, tick the QCIA box on the Student Details screen for the school data submission 1, due **20 March 2017.**

2. In the SLIMS-RABS, indicate the QCIA as the student's Intended Learning Option (ILO).

Create a QCIA curriculum plan for eligible students

1. Choose learning goals for eligible students from the *Guideline for individual learning* (GIL).

2. Use the Curriculum plan builder, accessed via the school portal, to create QCIA Curriculum plans. Plans must be approved within the Curriculum plan builder by the school moderator. See *Curriculum plan builder: a user guide for schools* for instructions.

3. Ensure QCIA curriculum plans are created and approved by **23 March 2017** for Year 11 students.

4. A small number of students exiting in 2017 who are completing their individual learning program over three years have QCIA curriculum plans that were approved by the QCAA in 2015. Schools must create and approve a **new** QCIA curriculum plan in the Curriculum plan builder for these students by 23 March 2017.

5. **As the QCIA is a senior pathway over Year 11 and 12, any students who are nominated to receive a QCIA by a principal while in Year 12 must have their eligibility approved by the Manager, Quality Assurance Unit, in writing. This can be done by emailing** qcia@qcaa.qld.edu.au **and providing an explanation for the change in student eligibility.**

Meet moderation and data requirements during the year

1. Update student information and ensure that all SDCS data submissions are completed by the required dates in the SEP calendar.

2. Collate a folio of evidence that supports the statements of achievement and participation on each student's QCIA.

3. Ensure that a teacher attends the QCIA verification meeting in the relevant QCAA district and participates in the verification process for certificate information. Information about verification meetings will be provided in Term 2, 2017.

4. Enter QCIA statements of achievement and participation into SLIMS-RABS for students exiting in 2017, before attending a district QCIA verification meeting.

5. Implement advice provided following QCIA verification and state review meetings and, where necessary, amend certificate information in SLIMS-RABS.

More details about QCIA procedures are available in the QCIA Handbook and the SLIMS and QCIA data guide.

Resources

Extensive resources are available to assist schools in determining students' QCIA eligibility, creating curriculum plans using the GIL, implementing individual learning programs, creating statements of achievement on the QCIA and ensuring data is managed effectively. See the QCIA webpage and select the appropriate tab.

Finding out more

For information about using SDCS or SLIMS-RABS, email helpdesk@qcaa.qld.edu.au or phone (07) 3864 0278. For all other queries, email qcia@qcaa.qld.edu.au or phone (07) 3864 0150.

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