

Memo

Queensland Curriculum and Assessment Authority

20 January 2020

Senior secondary

Number: 001/20

QCIA policy and procedures 2020

Purpose

To inform schools about policy and procedures associated with the Queensland Certificate of Individual Achievement (QCIA) for students exiting in 2020.

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.

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

For students exiting in 2020, refer to the *QCE and QCIA policy and procedures handbook v1.2*: www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook-2019.

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 Management application, to ensure the procedures are followed.

Identify eligible students

- 1. Request the QCAA Quality Assurance Unit Manager's approval by 23 March 2020 for any student nominated by a principal to commence a QCIA while in Year 12:**
 - As the QCIA is a senior pathway over Years 11 and 12, any Year 12 student nominated by the principal to commence and receive a QCIA in Year 12 must have their eligibility approved by the Manager of the QCAA Quality Assurance Unit by 23 March 2020.
 - Email qcia@qcaa.qld.edu.au providing the explanation for the change in student eligibility.
- 2. Update the learning account in the Student Management application by 27 March 2020:**
 - Search for the student's learning account (LUI).
 - Update the student's demographic details, if required.
 - Register the Intended Learning Outcome (ILO) as 'QCIA'.

3. Ensure the learning account data is correct for the Curriculum plan builder by 27 March 2020:

- Check that correct information has been added for LUIs, transfer students, and ILOs, so that all data will also be up to date in the Curriculum plan builder.
- To register a student to your school or to enrol them in QCAA subjects (General, Applied or Short Courses), refer to Student Management help guides inside the application.

Create a QCIA curriculum plan

Ensure QCIA curriculum plans are created and approved by 27 March 2020.

1. Choose learning goals for eligible students from the *Guideline for individual learning (GIL)*: www.qcaa.qld.edu.au/senior/certificates-qualifications/qcia/curriculum.
2. Use the Curriculum plan builder, available in the QCAA Portal via the School Portal app, to create QCIA curriculum plans.
3. Ensure the school moderator approves all plans in the Curriculum plan builder by 27 March 2020. See *Curriculum plan builder: A user guide for schools*: www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qcia/curriculum.

Meet ongoing quality assurance processes and data requirements

1. Update student information 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. Enter QCIA statements of achievement and participation into the Student Management application, before attending a district QCIA verification meeting.
4. 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, 2020.
5. Implement advice provided following QCIA verification and state review meetings and, where necessary, amend certificate information in the Student Management application.

More details about QCIA procedures for 2020 are available in the *QCE and QCIA policy and procedures handbook v1.2*.

Finding out more

For information about:

- 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, select the appropriate tab on the QCIA webpage: www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qcia/curriculum
- the Student Management application, email certification@qcaa.qld.edu.au or phone (07) 3864 0278
- all other queries, email qcia@qcaa.qld.edu.au or phone (07) 3864 0375.

Jacqueline Wilton
Director, Curriculum Services Branch