

QCIA data in the Student Management application

A guide for schools

May 2025

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Overview

The Queensland Certificate of Individual Achievement (QCIA) recognises and reports the learning achievements of students whose learning is part of an individual learning program during senior secondary schooling.

The Student Management application (app) is used to manage student data and record achievements. This guide outlines procedures for schools to record QCIA data in the Student Management app.

Schools should refer to [Section 3](#) of the *QCE and QCIA policy and procedures handbook v6.0* for information about the QCIA.

1. Managing roles

The Student Management app is accessed through the [QCAA Portal](#). School staff responsible for QCIA quality assurance must be assigned access to the app.

Assigning access

The Access Management Organisation Administrator assigns roles to appropriate staff at their school. Refer to the *QCE and QCIA policy and procedures handbook v6.0*, section [13.1 The QCAA Portal](#).

QCIA roles

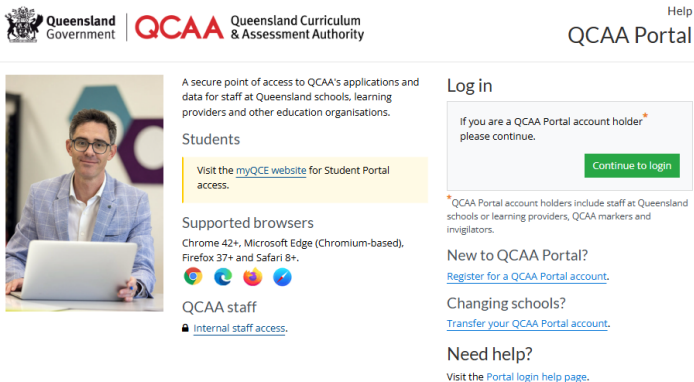
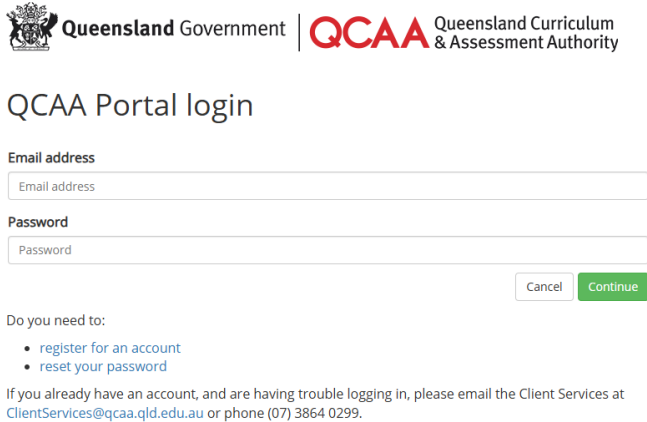
Two roles are assigned to enable staff to record QCIA data: QCIA coordinator and QCIA leader. Table 1 summarises the QCIA user roles in the Student Management app.

The principal's delegate should always be assigned the QCIA leader role. A second QCIA leader should also be appointed, so that a curriculum plan can always be approved by someone other than the person who created it.

Table 1. QCIA user roles in the Student Management app

QCIA process	QCIA leader	QCIA coordinator
Curriculum plans	• create new curriculum plans • edit In progress curriculum plans • submit completed curriculum plans for approval by a QCIA leader • approve Submitted curriculum plans • revert Approved curriculum plans to In progress for editing or deletion • delete In progress curriculum plans • view curriculum plans with any status • access QCIA curriculum plan reports.	• create new curriculum plans • edit In progress curriculum plans • submit completed curriculum plans for approval by a QCIA leader • view curriculum plans with any status • access QCIA curriculum plan reports.
Draft certificates	• create new draft certificates • edit In progress draft certificates • submit completed draft certificates for approval by a QCIA leader • approve Submitted draft certificates • revert Approved draft certificates to In progress for editing or deletion • view draft certificates with any status • access QCIA draft certificate reports.	• create new draft certificates • edit In progress draft certificates • submit completed draft certificates for approval by a QCIA leader • view draft certificates with any status • access QCIA draft certificate reports.

2. Accessing the Student Management app

Step	Screen
Access the QCAA Portal. Go to: www.qcaa.qld.edu.au/portal in your internet browser. Click Continue to login.	
Enter your Email address. Enter your Password. Click Continue.	
The QCAA Portal screen will display, showing a tile for each application you have been granted access to. You may see a different number of tiles on your screen than shown in this example. Select the Student Management app tile.	

For more information, refer to the quick steps guides in [QCAA Portal help](#).

3. QCIA curriculum plans

Before using the Student Management app, each student's curriculum plan should be prepared by selecting learning focuses and learning goals from the [Guideline for individual learning \(GIL\)](#) in consultation with the student and parents/carers. Refer to *QCE and QCIA policy and procedures handbook v6.0*, section [3.2.2 Curriculum plans](#).

Curriculum plan status

To support internal quality assurance processes, the status of a curriculum plan changes as it is processed in the Student Management app:



A plan may also have the status of Declined, if a QCIA leader does not approve it.

Creating a new curriculum plan

To create a new curriculum plan, the QCIA leader or QCIA coordinator user roles must be assigned.

Step	Screen
Log in to the QCAA Portal and select the Student Management app tile. Click Students. Select Single student from the dropdown menu.	 QCAA Queensland Curriculum & Assessment Authority Student Management Home Students ▾ Registration ▾ Enrolments & results ▾ Certification ▾ Reports ▾ Admin ▾ Student search Single student Student search ☒ My current students ☐ My previous students ☐ My current & previous students ☐ All students Show additional filters
Click the radio button beside My current students. Click Search. Narrow the search by adding the student's LUI or name to the filters. Click View.	Student search ☒ My current students ☐ My previous students ☐ My current & previous students ☐ All students Show additional filters View Total results: 36 Filtered results: 1 Export LUI ▾ Given names ▾ Family name ▾ Preferred name ▾ Date of birth ▾ Sex ▾ Exit year ▾ Actions Test Clear filters Test QCIA 2025 View

Select **QCIA Summary**.

Click **Add curriculum plan**.

The curriculum plan status is **Draft** until data is saved.

Student search > Learning account

Test QCIA

Student details

Registrations

Subject enrolments

VET enrolments

OCS enrolments

QCIA Summary

QCE eligibility

Senior Education Profile

QCIA eligibility

Student projected to be eligible for QCIA

Course of study name	QCE category	Maximum credit	Projected credit	Completed credit
No data found				

Curriculum plan

Draft certificate

Curriculum plan status: Draft

Add curriculum plan

Expand the curriculum organiser.

Click **Add learning goal**.

Begin typing the **Learning focus** to select it from the dropdown list.

Curriculum plan

Draft certificate

Curriculum plan status: Draft

Cancel

Save

Collapse all

Communication and Technologies

Add learning goal

Lan

Subcategory

Learning goal

Add

Language comprehension

Language use

Subcategory

Learning goal

Actions

Add the **Subcategory** and **Learning goal**.

Click **Add**.

Once all learning goals have been added, click **Save**.

Curriculum plan

Draft certificate

Curriculum plan status: Draft

Cancel

Save

Collapse all

Communication and Technologies

Add learning goal

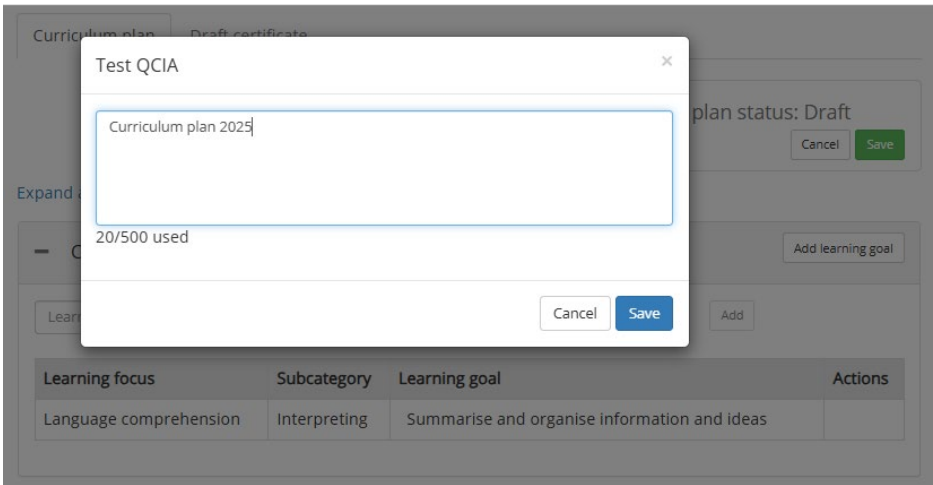
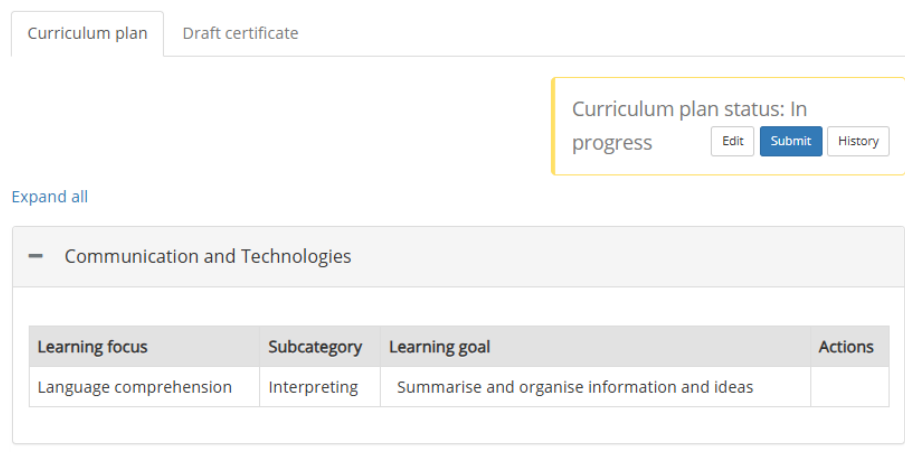
Learning focus

Subcategory

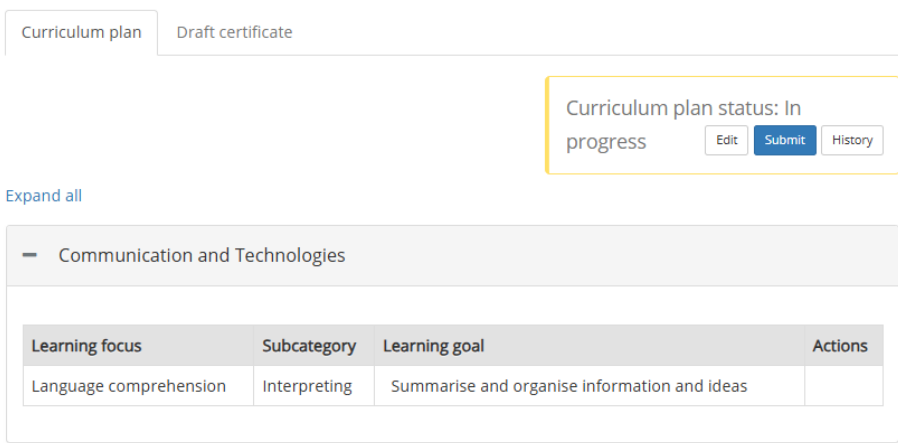
Learning goal

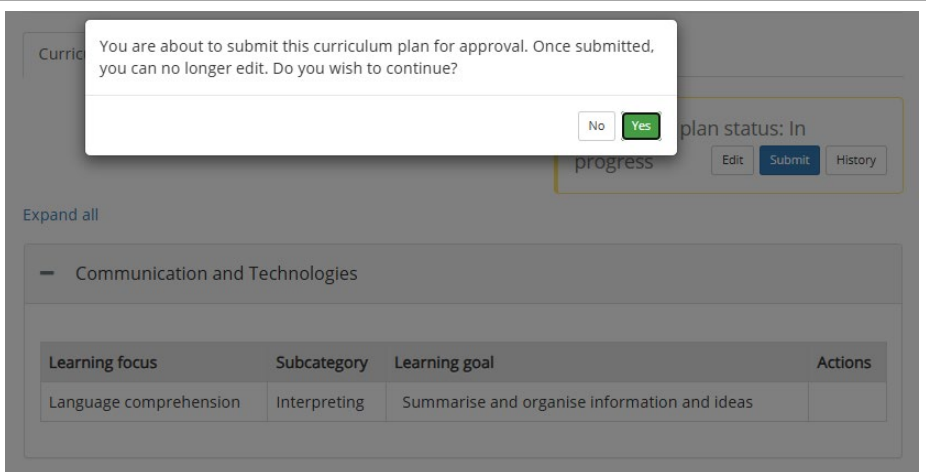
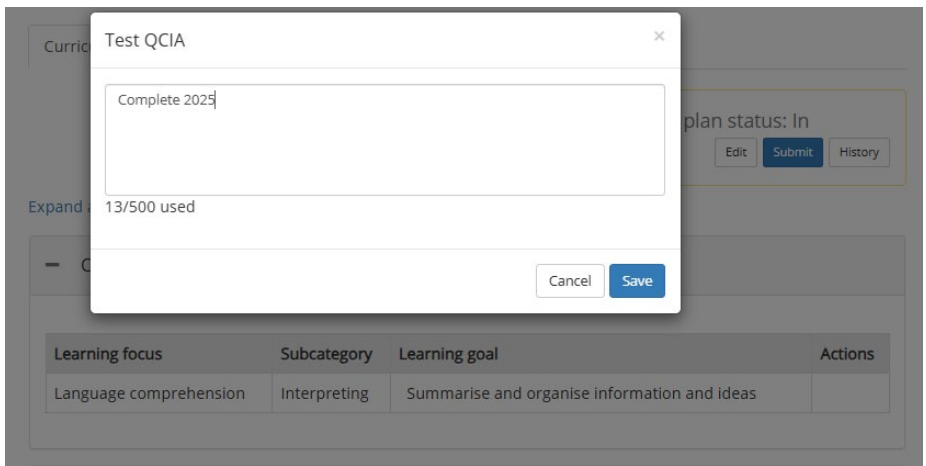
Add

Learning focus	Subcategory	Learning goal	Actions
Language comprehension	Interpreting	Summarise and organise information and ideas	

Add a short note to the text box. Click Save.	
The curriculum plan status will change to In progress. Click History to view the history of the curriculum plan. Click Edit to make changes. Ensure changes are saved.	

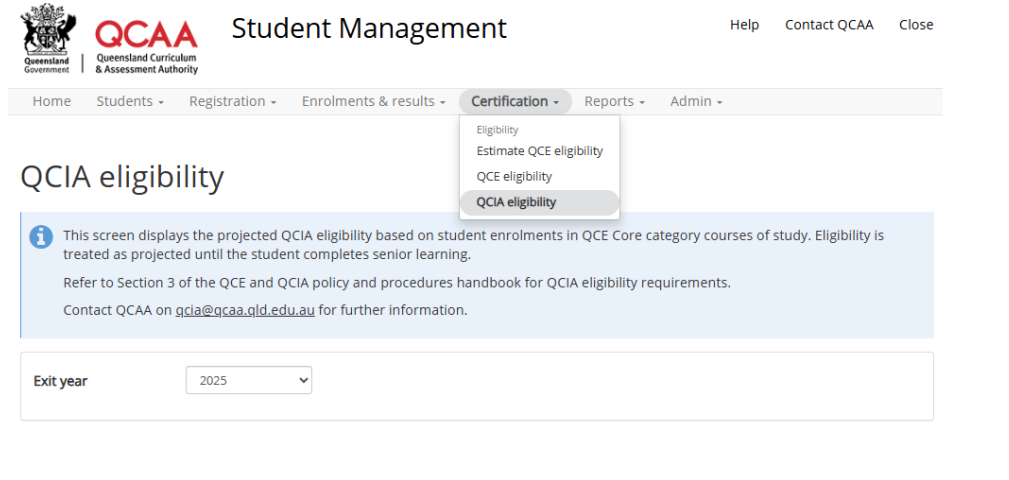
Submitting a curriculum plan for approval

Step	Screen
After checking the curriculum plan, click Submit.	

A pop-up will appear. Click Yes to submit or No if further changes are required.	
Add a short note to the text box and click Save. The curriculum plan status will progress to Submitted. An automated email is sent to the QCIA leaders at your school to inform them the plan has been submitted and is ready for approval.	

Approving a curriculum plan

To approve a curriculum plan, the QCIA leader role must be assigned. The curriculum plan should be approved by someone other than the person who created it.

Step	Screen
To view all students in a cohort, click Certification and select QCIA eligibility from the dropdown menu. Select the Exit year to display a list of students in the cohort.	

Click **View** to open a student's learning account.

Click the **QCIA Summary** tab to view the curriculum plan.

Refer to *Creating a new curriculum plan* (pp. 4).

Queensland Certificate of Individual Achievement eligibility summary

View Total results: 14 Filtered results: 1 Export

20 per page

LUI	Given names	Family name	Core courses enrolled	Eligible for QCIA	CPLAN Status	Cert Status	Action
	Test		0	Yes	Approved	Draft	View

Clear filters

Click **Review curriculum plan**.

Curriculum plan Draft certificate

Curriculum plan status: Submitted

Review curriculum plan History

Expand all

Communication and Technologies

Learning focus	Subcategory	Learning goal	Actions
Language comprehension	Interpreting	Summarise and organise information and ideas	

Click **More Actions**.

Select **Approve** or **Decline** from the dropdown menu.

If the plan is **declined**, the QCIA coordinator may edit the plan to action required changes.

Curriculum plan Draft certificate

Curriculum plan status: Submitted

More actions History

Approve
 Decline

Expand all

Communication and Technologies

Learning focus	Subcategory	Learning goal	Actions
Language comprehension	Interpreting	Summarise and organise information and ideas	

Add a short note to the text box and click **Save**.

The status of the curriculum plan will progress to **Approved**.

All curriculum plans should be approved by the date published in the [SEP calendar](#).

Editing an approved curriculum plan

Step	Screen
An Approved curriculum plan may be updated. Click Edit The curriculum plan status will revert to In progress. Once the required changes have been actioned, follow the steps to submit and approve the curriculum plan (pp. 6–9).	

Click **History** to view a list of users and comments.

Curriculum plan

Draft certificate

History

Close

User	Saved at	Status	Comment
	09/04/2025 09:36	APPROVED	Approved 2
	09/04/2025 09:36	SUBMITTED	Curriculum plan updated
	09/04/2025 09:35	IN_PROGRESS	Updated
	09/04/2025 09:17	APPROVED	Approved
	09/04/2025 09:03	SUBMITTED	Complete 2025
	09/04/2025 08:55	IN_PROGRESS	Curriculum plan 2025

Learn

Language comprehension

Language use

Interacting and composing

Compose and edit texts to represent events and ideas

4. QCIA draft certificates

Schools record QCIA achievements in the Student Management app. Refer to *QCE and QCIA policy and procedures handbook v6.0*, section [3.3.4 Recording Statements of Achievement and Statements of Participation](#).

Draft certificate status

To support internal quality assurance processes, the status of a draft certificate changes as it is processed in the Student Management app:

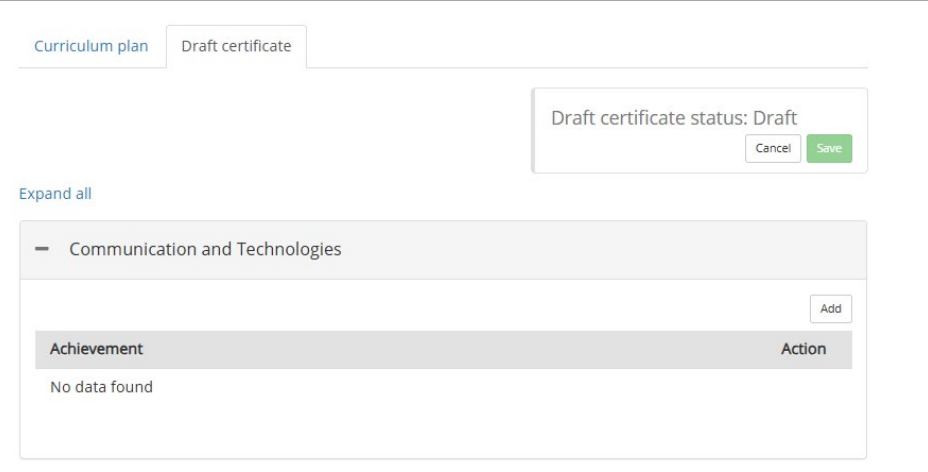
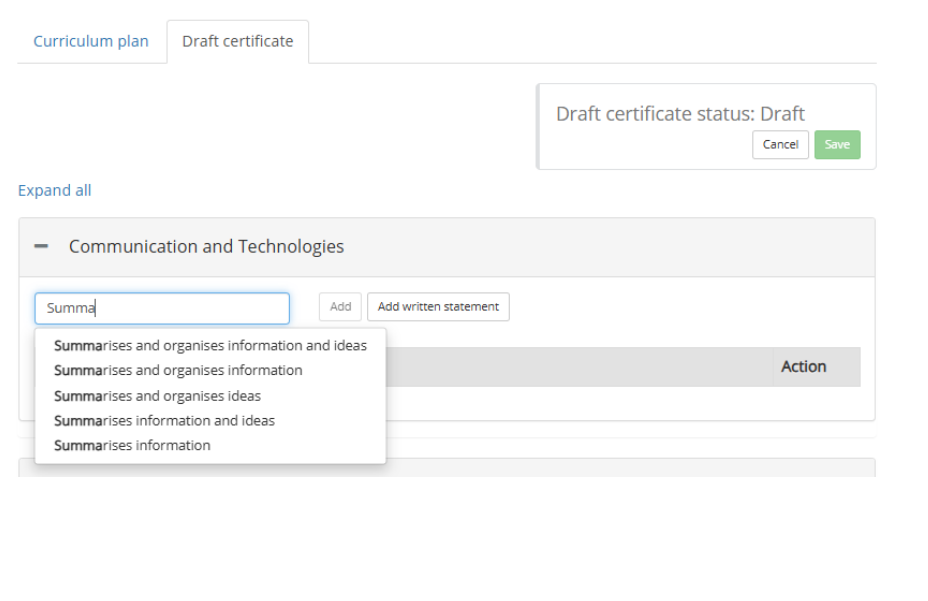
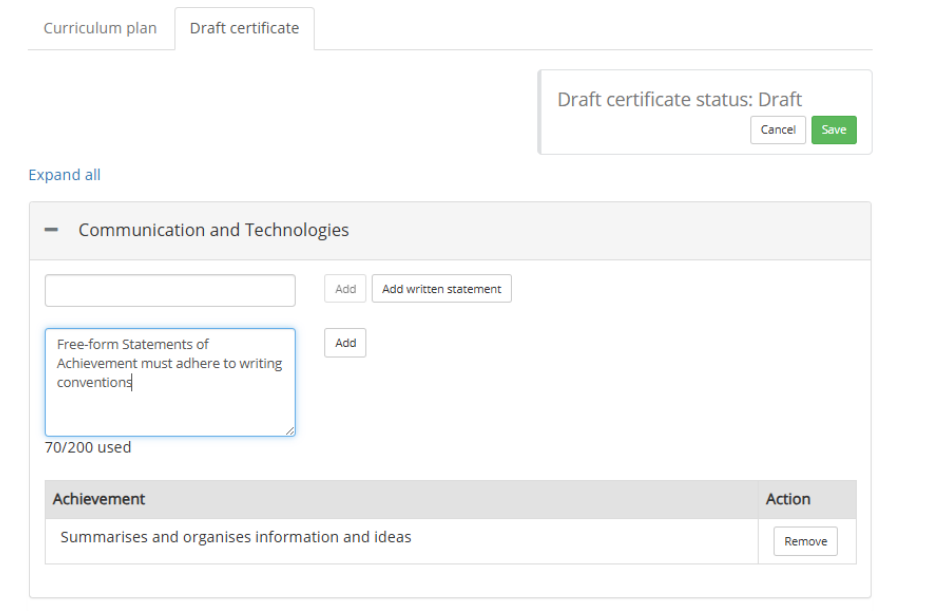


A certificate may also have the status of Declined, if the QCIA leader does not approve it.

Creating a draft certificate

To create a draft certificate, the QCIA leader or QCIA coordinator user roles must be assigned.

Step	Screen
Select QCIA Summary. Click Draft Certificate tab. Note: This tab will only be accessible in a student's exit year – refer to the SEP calendar for key dates. Click Add draft certificate.	The screenshot shows the 'Student Management' app interface. The top navigation bar includes 'Home', 'Students', 'Registration', 'Enrolments & results', 'Certification', 'Reports', and 'Admin'. The 'QCIA Eligibility' section is active, showing a message 'Student projected to be eligible for QCIA'. Below this, there is a table with columns: 'Course of study name', 'QCE category', 'Maximum credit', 'Projected credit', and 'Completed credit'. The table currently shows 'No data found'. At the bottom, there is a 'Draft certificate' tab selected, and a status box indicating 'Draft certificate status: Draft' with an 'Add draft certificate' button.

Expand the achievement category. Click Add. The draft certificate status is Draft until data is saved.	
To add a pre-populated Statement of Achievement, begin typing the statement. Select the statement from the list. Click Add. Note: Pre-populated statements are available on the QCAA website, QCIA Statements of Achievement and Participation.	
To add a free-form Statement of Achievement, click Add written statement. Type the statement and click Add. Note: Free-form statements must adhere to the Writing conventions of Statements of Achievement.	

To add Statements of Participation, expand the accordion below each of the achievement categories.

Click **Add**.

Curriculum plan
Draft certificate

Draft certificate status: In progress
Edit
Cancel
Save

Expand all

+ Communication and Technologies

+ Community, Citizenship and the Environment

+ Leisure and recreation

+ Personal and living dimensions

+ Vocational and transition activities

- Statements of participation

Add

Participation details
Action

No data found

Begin typing the statement.

Select the statement from the list.

Click **Add**.

- Statements of participation

cof
Add

Coffee shop program

- Statements of participation

Add

Coffee shop program
Remove

Once statements have been added, click **Save**.

Curriculum plan
Draft certificate

Draft certificate status: Draft
Cancel
Save

Expand all

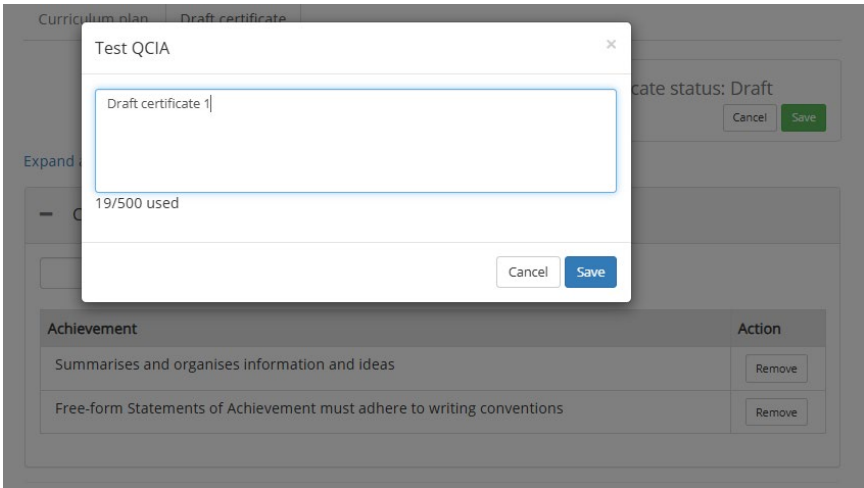
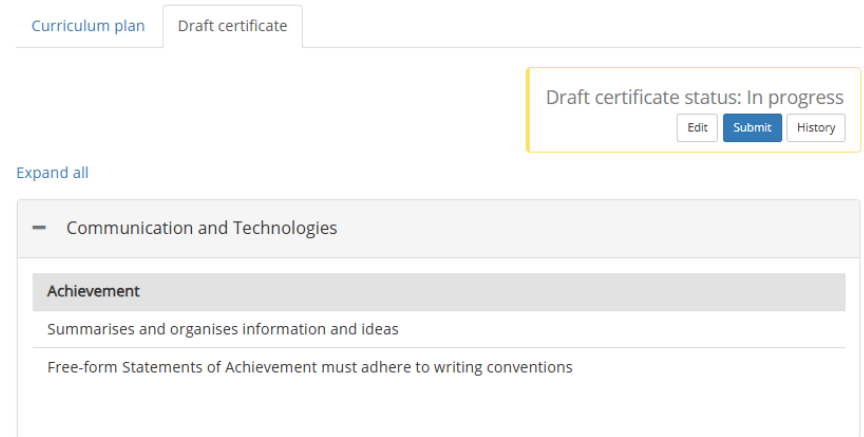
- Communication and Technologies

Add
Add written statement

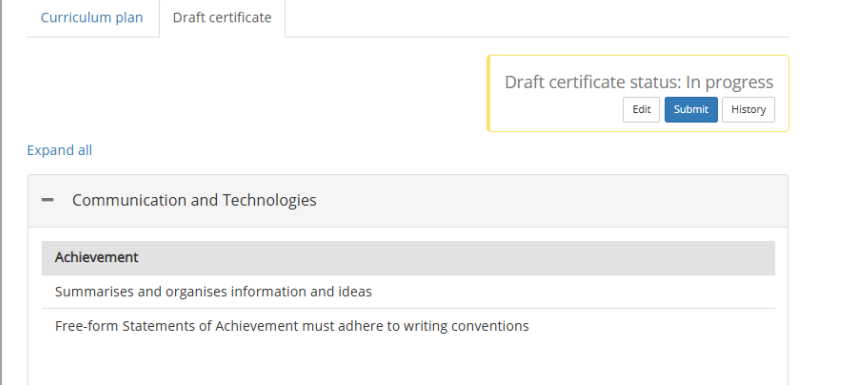
Achievement
Action

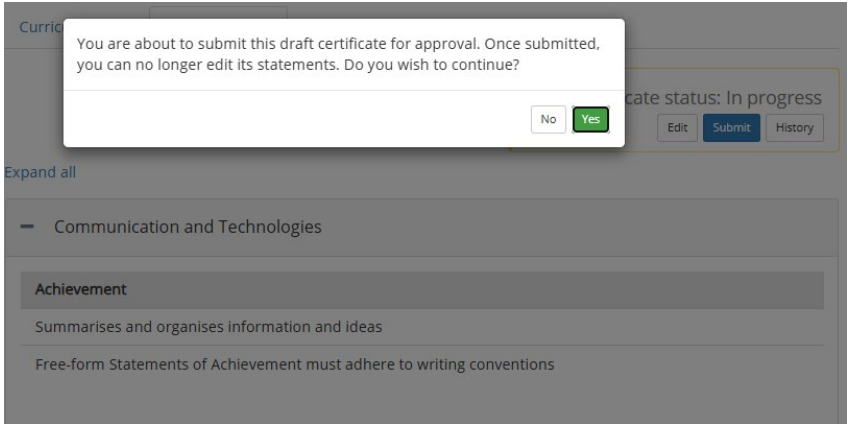
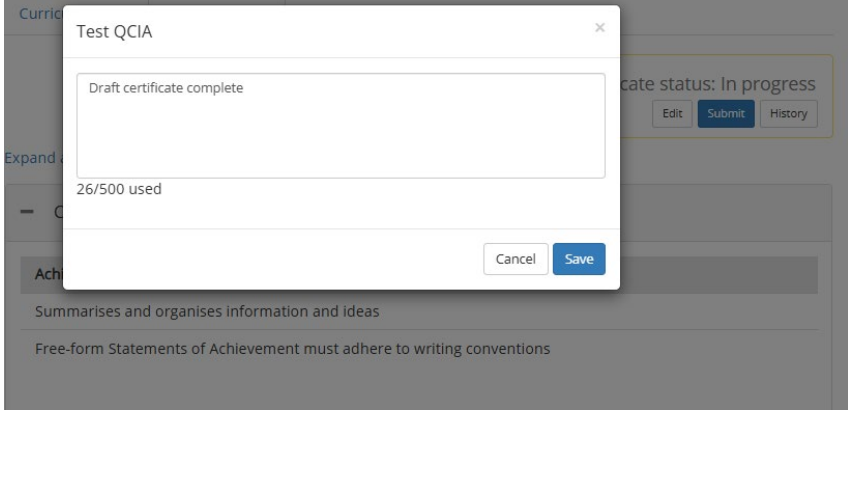
Summarises and organises information and ideas
Remove

Free-form Statements of Achievement must adhere to writing conventions
Remove

Add a short note to the text box. Click Save.	
The draft certificate status will progress to In progress. Click History to view the history of the draft certificate. Click Edit to add statements or make changes to the draft certificate if required.	

Submitting a draft certificate for approval

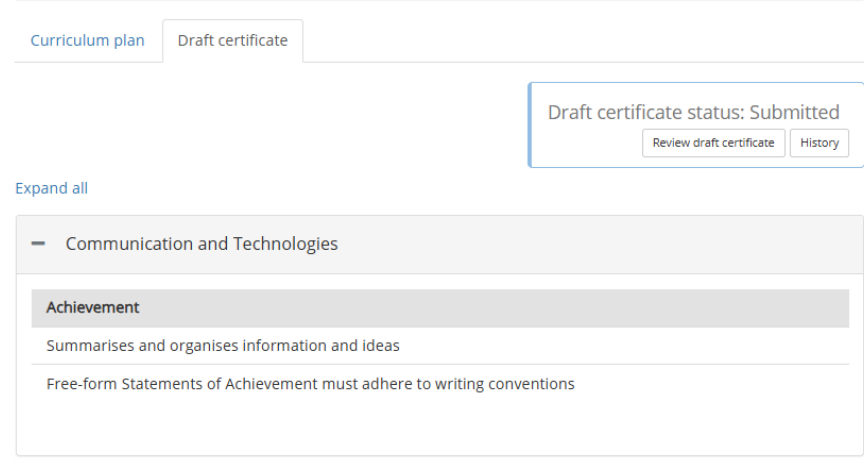
Step	Screen
Click Submit.	

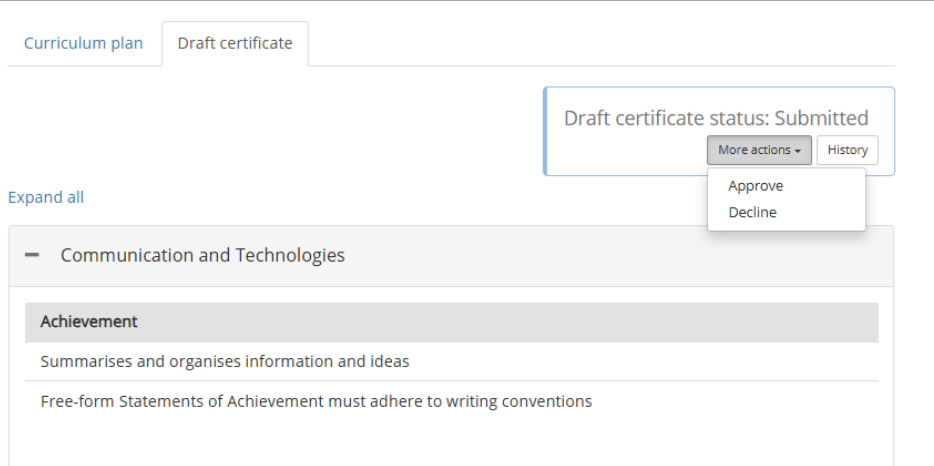
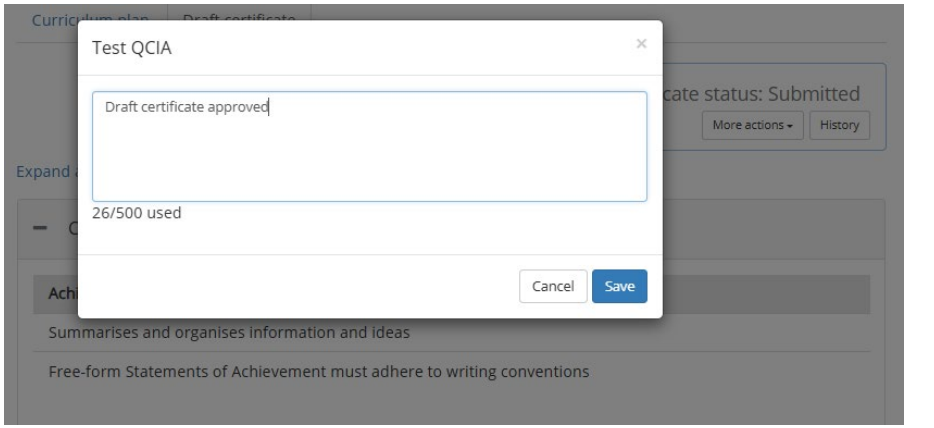
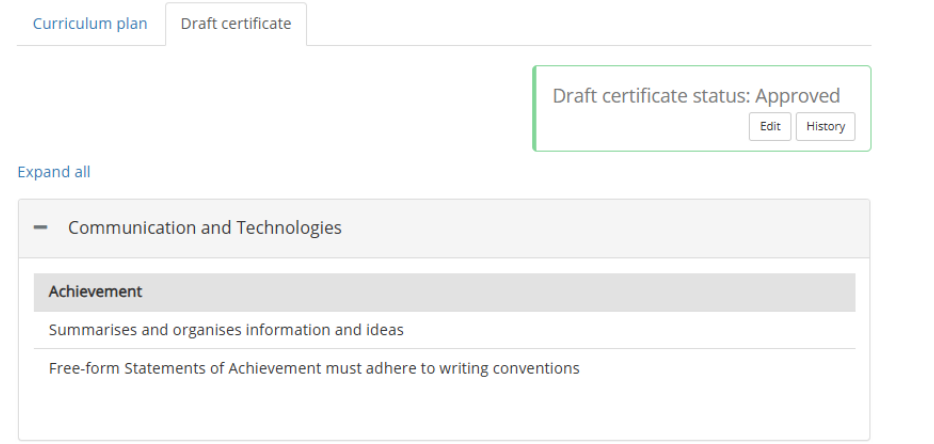
A pop-up will appear. Click Yes to submit or No if changes are required.	
Add a short note to the text box and click Save. The draft certificate status will progress to Submitted. An automated email is sent to the QCIA leaders at your school to inform them the certificate has been submitted and is ready for approval.	

Approving a draft certificate

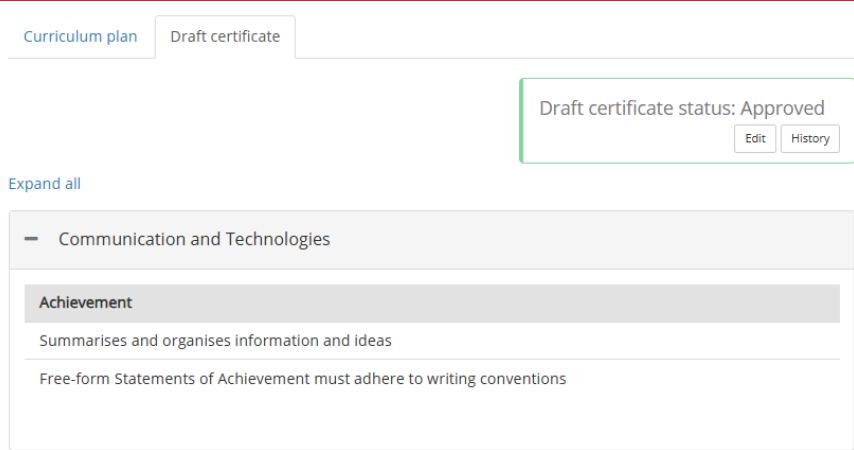
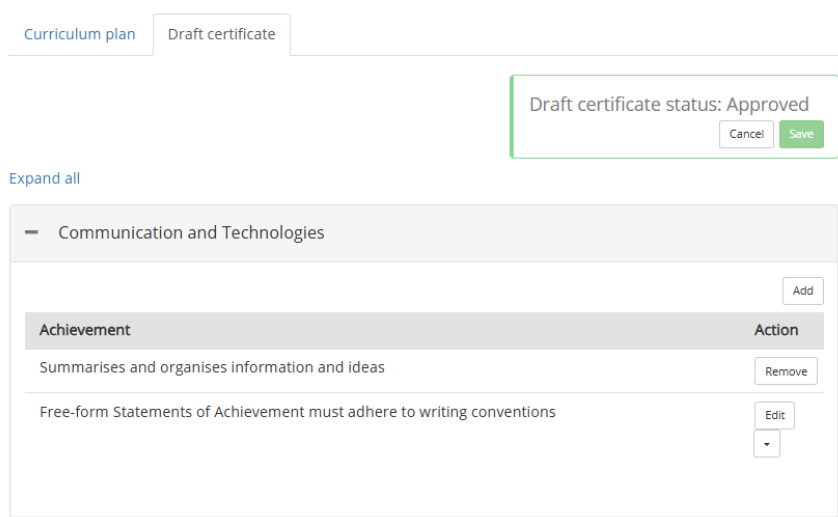
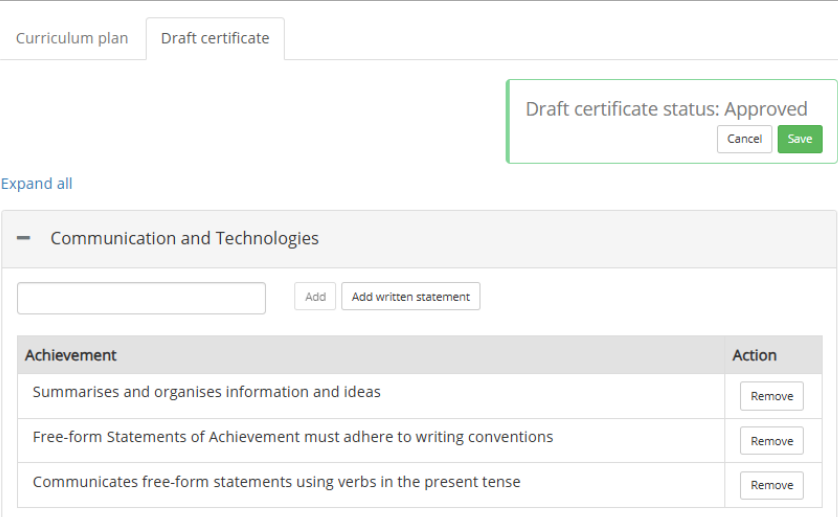
The QCIA leader role must be assigned before a draft certificate can be approved. The draft certificate should be approved by someone other than the person who created it.

Draft certificates should have an Approved status before they are submitted to the QCAA for peer review at verification. Refer to the *QCE and QCIA policy and procedures handbook v6.0*, section [3.4 QCIA quality assurance processes](#).

Step	Screen
Access the learning account. Select QCIA Summary. Click the Draft certificate tab. Click Review draft certificate.	

Click More actions. Select Approve or Decline from the dropdown menu. If the certificate is declined, the QCIA coordinator may edit the certificate to action the required changes.	
Add a short note to the text box and click Save.	
The draft certificate status will progress to Approved.	

Editing an approved draft certificate

Step	Screen
A certificate with Approved status may be edited. Click Edit.	 The screenshot shows the 'Draft certificate' tab selected. A green box highlights the 'Draft certificate status: Approved' with 'Edit' and 'History' buttons. Below, the 'Communication and Technologies' section is expanded, showing the 'Achievement' category with the text 'Summarises and organises information and ideas' and 'Free-form Statements of Achievement must adhere to writing conventions'.
Click Add to add new Statements of Achievement or Edit to make changes to free-form statements.	 This screenshot is similar to the first one but includes an 'Add' button in the top right of the 'Achievement' section. The 'Action' column now shows 'Remove', 'Edit', and a dropdown arrow.
Click Save. In this example, a third Statement of Achievement has been added to the Communication and Technologies achievement category.	 This screenshot shows the 'Add written statement' button used. The 'Achievement' section now contains three statements: 'Summarises and organises information and ideas', 'Free-form Statements of Achievement must adhere to writing conventions', and 'Communicates free-form statements using verbs in the present tense'. Each statement has a 'Remove' button in the 'Action' column.

Add a short note to the text box.

Click **Save**.

The screenshot shows a 'Test QCIA' dialog box with a text area containing the text 'Updated to include third Statement of Achievement in CT category.' Below the text area is a character count '65/500 used'. At the bottom of the dialog are 'Cancel' and 'Save' buttons. In the background, a 'Draft certificate status: Approved' box is visible with 'Cancel' and 'Save' buttons. Below this, a table lists achievements under the heading 'Achievement' and 'Action'.

Achievement	Action
Summarises and organises information and ideas	Remove
Free-form Statements of Achievement must adhere to writing conventions	Remove
Communicates free-form statements using verbs in the present tense	Remove

If a statement is edited or added, the draft certificate status will revert to **In Progress**.

Once the required changes have been actioned, follow the steps to **Submit** and **Approve** the draft certificate (pp. 14–16).

The screenshot shows the 'Draft certificate' status as 'In progress'. A yellow box highlights the status and 'Edit', 'Submit', and 'History' buttons. Below this is an 'Expand all' link and a section for 'Communication and Technologies' containing a table of achievements.

Achievement
Summarises and organises information and ideas
Free-form Statements of Achievement must adhere to writing conventions
Communicates free-form statements using verbs in the present tense

Draft certificates should have **Approved** status to show they have progressed through internal quality assurance processes.

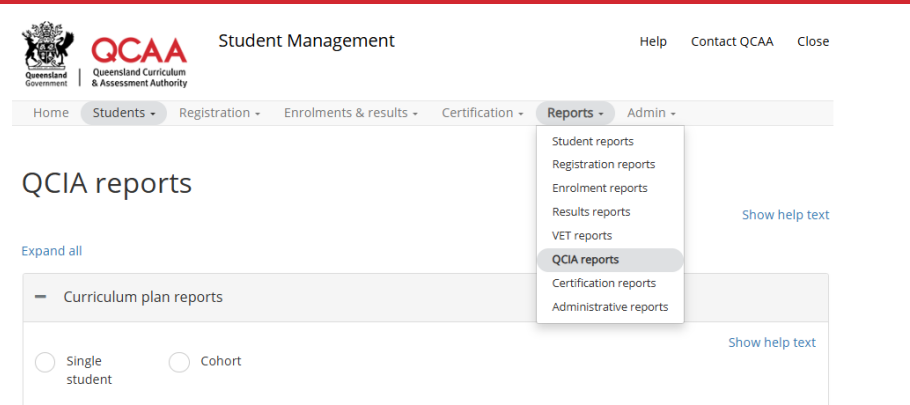
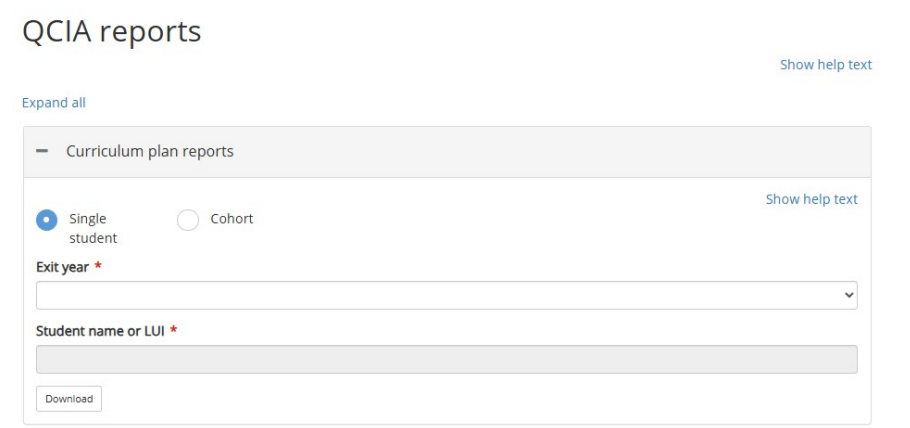
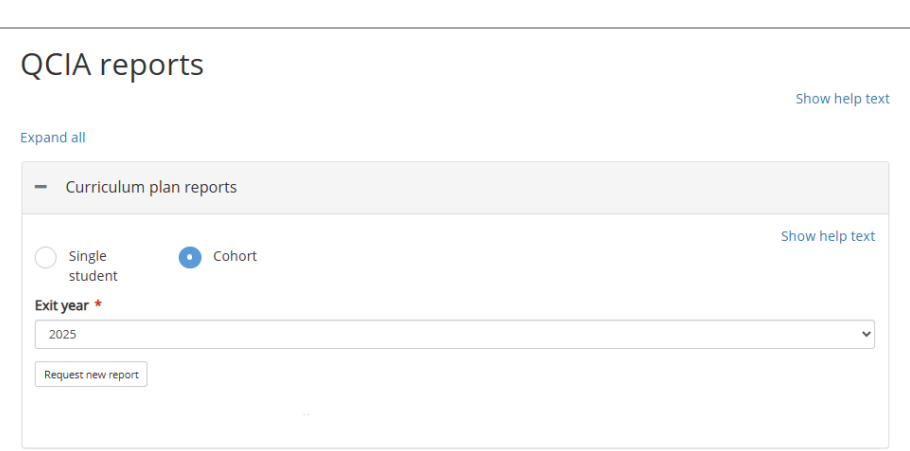
The screenshot shows the 'Draft certificate' status as 'Approved'. A green box highlights the status and 'Edit' and 'History' buttons. Below this is an 'Expand all' link and a section for 'Communication and Technologies' containing a table of achievements.

Achievement
Summarises and organises information and ideas
Free-form Statements of Achievement must adhere to writing conventions
Communicates free-form statements using verbs in the present tense

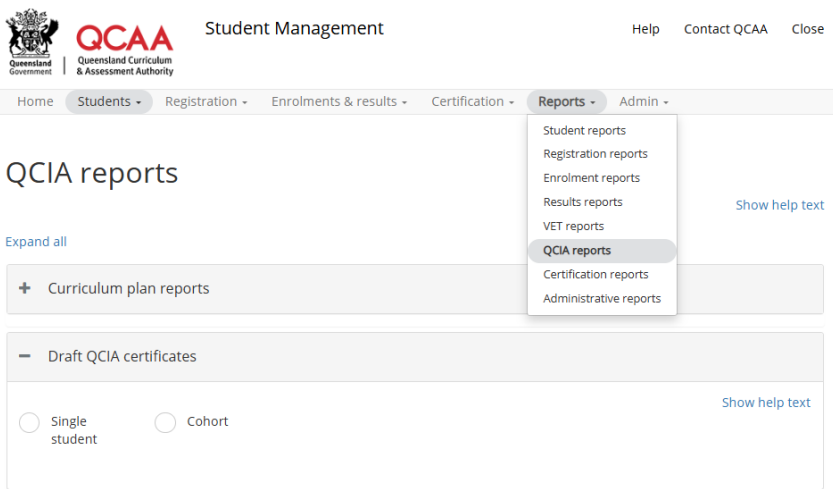
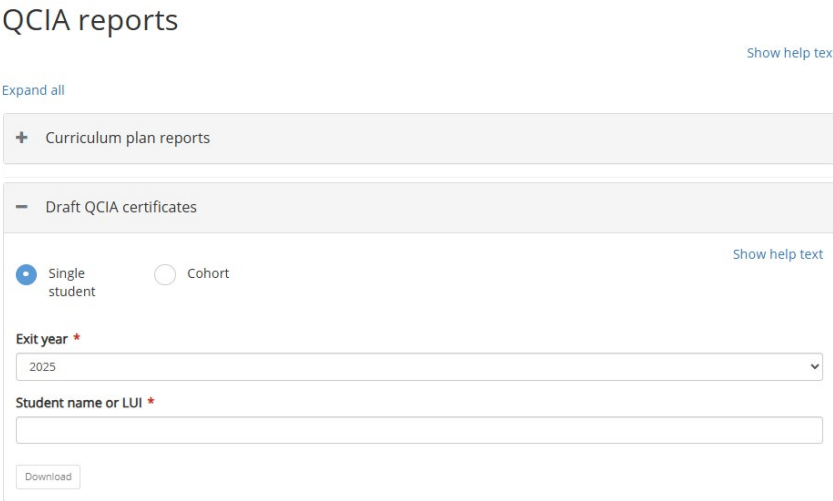
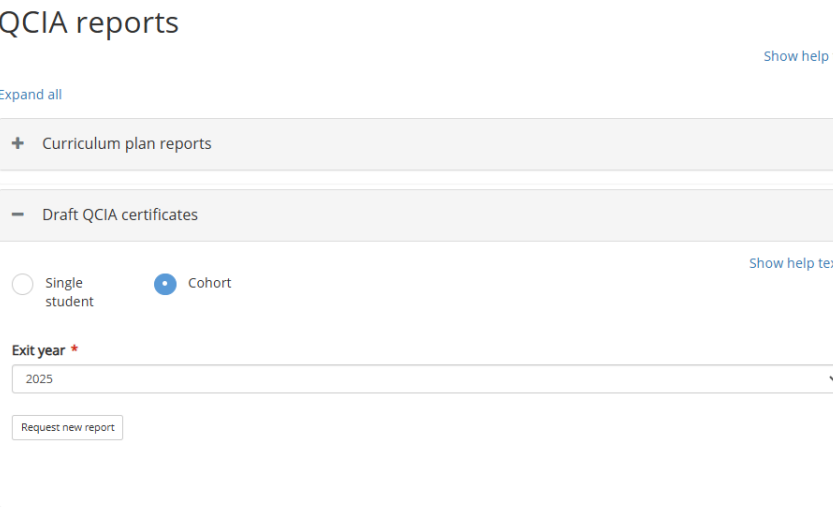
5. QCIA reports

Schools use the Student Management app to produce reports throughout the year and at exit. Before exit, schools use the reports to carefully check that all enrolments and results for students exiting in a year are accurate and complete by the due dates in the [SEP calendar](#).

Curriculum plan reports

Step	Screen
Log in to the QCAA Portal and select the Student Management app tile. Click Reports. Select QCIA reports from the dropdown menu. Expand Curriculum plan reports.	 The screenshot shows the QCAA Student Management app interface. At the top, there's a header with the QCAA logo and navigation links: Home, Students, Registration, Enrolments & results, Certification, Reports, and Admin. The Reports menu is open, showing options like Student reports, Registration reports, Enrolment reports, Results reports, VET reports, QCIA reports (highlighted), Certification reports, and Administrative reports. Below the menu, there's a section for Curriculum plan reports with radio buttons for Single student and Cohort.
Click the radio button beside Single student.* Enter Exit year. Enter the Student's LUI or name to select student from automated list. Click Download. A PDF file will be generated to download.	 The screenshot shows the Curriculum plan reports form for a single student. It includes a section for Curriculum plan reports with a radio button for Single student selected. Below this, there's a field for Exit year with a dropdown menu, and a field for Student name or LUI with a text input. A Download button is visible at the bottom.
*Alternatively, click the radio button beside Cohort. Enter the cohort Exit year. Click Request new report. Click Ok in the pop-up window to request an email notification. This will be sent when the report is available. Download the report from this screen.	 The screenshot shows the Curriculum plan reports form for a cohort. It includes a section for Curriculum plan reports with a radio button for Cohort selected. Below this, there's a field for Exit year with a dropdown menu showing 2025. A Request new report button is visible at the bottom.

Draft certificate reports

Step	Screen
Click Reports. Select QCIA reports from the dropdown menu. Expand Draft QCIA certificates.	 The screenshot shows the QCAA Student Management application interface. At the top, there is a navigation bar with the QCAA logo, 'Student Management' title, and links for 'Help', 'Contact QCAA', and 'Close'. Below the navigation bar is a dropdown menu with options: 'Home', 'Students', 'Registration', 'Enrolments & results', 'Certification', 'Reports', and 'Admin'. The 'Reports' dropdown is open, showing a list of report types: 'Student reports', 'Registration reports', 'Enrolment reports', 'Results reports', 'VET reports', 'QCIA reports' (which is highlighted), 'Certification reports', and 'Administrative reports'. To the right of the dropdown is a 'Show help text' link. Below the dropdown, the 'QCIA reports' section is visible, showing an 'Expand all' link, a '+ Curriculum plan reports' button, and a '- Draft QCIA certificates' button. Under the 'Draft QCIA certificates' button, there are two radio buttons: 'Single student' and 'Cohort'. A 'Show help text' link is also present on the right.
Click the radio button beside Single student.* Enter the student's Exit year. Enter the Student's LUI or name to select student from automated list. Click download. A PDF file will be generated to download.	 The screenshot shows the 'QCIA reports' page. It features an 'Expand all' link and a '+ Curriculum plan reports' button. Below these is a '- Draft QCIA certificates' button. Under this button, the 'Single student' radio button is selected. To the right of the radio buttons is a 'Show help text' link. Below the radio buttons, there is a form with two fields: 'Exit year *' (a dropdown menu showing '2025') and 'Student name or LUI *' (a text input field). At the bottom of the form is a 'Download' button.
*Alternatively, click the radio button beside Cohort. Enter the cohort's Exit year Click Request new report and Click Ok in the pop-up window to request an email notification. This will be sent when the report is available. Download the report from this screen.	 The screenshot shows the 'QCIA reports' page. It features an 'Expand all' link and a '+ Curriculum plan reports' button. Below these is a '- Draft QCIA certificates' button. Under this button, the 'Cohort' radio button is selected. To the right of the radio buttons is a 'Show help text' link. Below the radio buttons, there is a form with two fields: 'Exit year *' (a dropdown menu showing '2025') and a 'Request new report' button.

More information

For information about:

- the Student Management app, email certification@qcaa.qld.edu.au
- all other queries, email qcia@qcaa.qld.edu.au or contact (07) 3864 0375.