

# Memo

## Queensland Curriculum and Assessment Authority

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1 October 2024

Senior secondary

Number: 049/24

# Data checking procedures for students exiting school in 2024

## Purpose

To provide information about data management and checking procedures for students exiting school in 2024.

## Background

The Student Management application (app), accessed via the [QCAA Portal](#), is used to manage and store student details, enrolments and results. This information is used to create Senior Education Profiles (SEPs), which may contain one or more of the following:

- Queensland Certificate of Education (QCE)
- Queensland Certificate of Individual Achievement (QCIA)
- Senior Statement.

It is vital that learning providers and students check that the information in the Student Management application that will be used to create SEPs is correct and all results are reported by the due date.

## Information

As per the [Senior Education Profile \(SEP\) calendar](#), the final date for 2024 for schools to enter information in the Student Management app is **Thursday 21 November**. After this date, no further data entry for any student (not just those exiting in 2024) is possible. It is crucial that schools carefully check all data that will be used to create SEPs before this date.

## QCE and QCIA eligibility screens in the Student Management application

Schools can view QCE and QCIA eligibility for individual students in their learning accounts in the Student Management app until Friday 29 November 2024. These screens display the maximum possible number of QCE credits based on a student's enrolments at a point in time before final results are available. Please note:

- Schools should refer to Section 2 of the [QCE and QCIA policy and procedures handbook](#) for information about QCE eligibility requirements.
- Schools should refer to Section 3 of the [QCE and QCIA policy and procedures handbook](#) for information about QCIA eligibility requirements and should manually check enrolments and results where students appear to be projected as QCIA ineligible.

- Eligibility is **projected** until final QCE credit is calculated prior to certification. The Student Management app will project credit based on successful completion of QCAA subjects until certification. Schools are advised to manually check enrolments and results, and/or use the 'Estimate QCE eligibility' tool to develop a more accurate projection.
- Only school registered training organisations (RTOs) may record a status of **Statement of attainment** in the Student Management app when students have partially completed a VET qualification. Non-school RTOs that report information to the QCAA via the Department of Employment, Small Business and Training (DESBT) can only report a status of **Continuing** when students have partially completed a qualification. Final credit for partially completed and superseded VET qualifications will be calculated when SEPs are produced.

## What you need to do

Please ask relevant staff to carefully check information is reported correctly in the Student Management app by the due date in the [SEP calendar](#). Reports are available in the Student Management app to assist with checking data. Ensure the below points are checked where relevant:

- All personal details, enrolments and results are reported correctly and completely for students exiting in 2024. Note that unless schools have arranged with non-school RTOs and providers of Recognised studies or Higher Education to report data early, they have until Thursday 21 November to report data to QCAA.
- All Not yet administered (NYA) results have been resolved for internal assessments (IAs) in General Subjects (generate the 'Missing results' reports to check this).
- Unique Student Identifiers (USIs) are reported for students completing VET with your school RTO (if your school is an RTO). USIs are not required in the Student Management app for students who complete VET with non-school RTOs.
- International Baccalaureate (IB) schools must record students' IB IDs and partially completed IB studies by the due date.

## Finding out more

For questions about:

- information in, or using the Student Management app, please email [certification@qcaa.qld.edu.au](mailto:certification@qcaa.qld.edu.au)
- QCE eligibility, including QCE credit and QCE pathways, please email [QCEforSchools@qcaa.qld.edu.au](mailto:QCEforSchools@qcaa.qld.edu.au)
- QCIA eligibility, please email [qcia@qcaa.qld.edu.au](mailto:qcia@qcaa.qld.edu.au).

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