

# Memo

Queensland Curriculum and Assessment Authority

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21 January 2025

Senior secondary

Number: 002/25

## Release of QCE and QCIA policy and procedures handbook Version 6.0

### Purpose

To inform schools of the release of the *QCE and QCIA policy and procedures handbook v6.0*, which outlines the policies and procedures schools need to follow as they support students to work towards their Queensland Certificate of Education (QCE) or Queensland Certificate of Individual Achievement (QCIA).

### Background

Each year, the QCAA reviews and updates the *QCE and QCIA policy and procedures handbook*. Changes are approved by the QCAA Board before the updated handbook is released.

The *QCE and QCIA policy and procedures handbook v6.0* replaces Version 5.0 and is available online at [www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook](http://www.qcaa.qld.edu.au/senior/certificates-and-qualifications/qce-qcia-handbook). A PDF version and change log summarising the key changes in each section are available via the Noticeboard application in the QCAA Portal ([www.qcaa.qld.edu.au/logins/qcaa-portal/landing-page](http://www.qcaa.qld.edu.au/logins/qcaa-portal/landing-page)).

The handbook has been updated to reflect:

- feedback received from Queensland schools and stakeholders during 2024
- frequently asked questions from schools and other stakeholders
- the ongoing refinement and further development of QCE and QCIA systems and processes.

The most significant changes in Version 6.0 relate to:

- the implementation of the 2025 General, Applied (Essential), General (Senior External Examination) and Short Course syllabuses, and the 2026 General (Extension) syllabuses
- the introduction of the Applied Quality Assurance process from 2025
- updated information about access arrangements and reasonable adjustments (AARA)
- the 2019 Applied syllabuses being retired.

## What you need to do

Schools should begin using the *QCE and QCIA policy and procedures handbook v6.0* as soon as possible. They should ensure all staff are aware of the handbook so they can start referring to it.

Schools should review their policies and procedures and update them to align with the *QCE and QCIA policy and procedures handbook v6.0*.

## Finding out more

For more information, please email the QCE and QCIA Unit at [QCEforschools@qcaa.qld.edu.au](mailto:QCEforschools@qcaa.qld.edu.au), or phone (07) 3864 0375.

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