

Memo

Queensland Curriculum and Assessment Authority

29 January 2025

Senior secondary

Number: 007/25

Senior secondary certification agreement 2025

Purpose

To inform principals in schools that deliver senior secondary education or qualifications that contribute to the Queensland Certificate of Education (QCE) and/or Queensland Certificate of Individual Achievement (QCIA) certification about requirements for completing the senior secondary certification agreement for 2025.

Background

The senior secondary certification agreement defines a school's role in supporting Queensland's senior secondary curriculum, assessment and certification system. Each year, principals are required to confirm their agreement with the outlined terms so that Senior Education Profiles (SEPs) can be issued to their exiting students.

What you need to do

The school's principal must access, complete and submit the senior secondary certification agreement via the **Student Management application** (app) on the QCAA Portal by **Friday 21 March 2025**. The agreement is accessed via **Admin > Senior secondary certification agreement 2025**.

Note: only the principal may complete and submit the agreement — this responsibility cannot be delegated. Principals automatically have the required Student Management access to complete the agreement.

If there has been a recent change in the school's principal, Access Management Organisation Administrators should update the position of principal in the Access Management app on the QCAA Portal.

Student Management administrators may access the agreement and check that the agreement has been submitted by the principal via **Admin > Senior secondary certification agreement**.

Finding out more

For further information or assistance with the agreement or the Student Management app, please email certification@qcaa.qld.edu.au.

For assistance with using the Access Management app to update the position of principal, please email ClientServices@qcaa.qld.edu.au.

Claude Jones

Executive Director, Assessment, Reporting and ICT Systems Division

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