

# Year 10 Modified Skills for Vocational Pathways (MVP)

## Work rate calendar (WRC) 2025

## Term 1

All students are expected to participate in all online lessons and complete all assessment as outlined in this **Work rate calendar**.

Teachers may adjust topics, class work, assessment and submission dates. Adjustments will be communicated via QLearn or during lessons.

### Assessment

**Supervised assessment** Summative exams are to be supervised by the student's official exam supervisor.

**Non-supervised assessment** Students must sign declaration of academic integrity.

Week	Dates	Unit	Topic	Class work / Assessment to be submitted
1	27 Jan – 31 Jan	Unit 1: Entering the Workplace	Monday 27 January — Australia Day Holiday <b>Course Introduction</b> Welcome, Teams and QLearn	
2	3 Feb – 7 Feb		<b>Course Introduction</b> Assessment and WRC Study and organisational skills	SA1 Questions: Q. 1
3	10 Feb – 14 Feb		Friday 14 February — Senior orientation day: Years 10–12 <b>Technology Skills</b> Managing your files and storage Office 365, MS Word and OneDrive	
4	17 Feb – 21 Feb		<b>Job Searching</b> Your strengths and weaknesses Finding ways to fill skills gaps	SA1 Questions: Q. 2 - 3
5	24 Feb – 28 Feb		<b>Job Searching, Communication in the Workplace</b> Job search websites Training options Communication skills, verbal and non-verbal skills	SA1 Questions: Q. 4 - 6
6	3 Mar – 7 Mar		<b>Job Searching</b> Strategies for overcoming obstacles to employment Job search websites	SA2 Folio: Q. 1.1, 1.2, 1.3 SA1 Questions Due Fri 7th Mar
7	10 Mar – 14 Mar		<b>Job Searching, Setting Goals</b> Identifying training options Setting goals to improve work skills, develop a learning plan	SA2 Folio: Q. 1.4, 3.1, 3.2, 3.4
8	17 Mar – 21 Mar		<b>Communication</b> Role playing a workplace face-to-face communication	SA2 Folio: Q. 2.1, 2.2
9	24 Mar – 28 Mar		Monday 24 March – Wednesday 26 March — School camp: Years 7–8 <b>Communication</b> Role play	SA2 Folio: Task Q 2.3, 2.4 SA2 Folio Due Fri 28th March
10	31 Mar – 4 Apr		Thursday 3 April — Cross country / Fun run: Prep – Year 12 <b>Communication</b> Workplace scenarios	

# Year 10 Modified Skills for Vocational Pathways (MVP)

## Work rate calendar (WRC) 2025

## Term 2

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### Assessment

**Supervised assessment** Summative exams are to be supervised by the student's official exam supervisor.

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Week	Dates	Unit	Topic	Class work / Assessment to be submitted	
1	21 Apr – 25 Apr	Unit 2: Digital and Literacy Skills in the Workplace	Monday 21 April — Easter Monday		
			Friday 25 April — Anzac Day		
<b>Introduction, Word Processing</b>					
Orientation, course overview, induction to simulated business					
IT skills and apps for this course					
Word processing skills					
2	28 Apr – 2 May		<b>Resumés</b>	Vocabulary Text features, examples, features Writing your resume	SA3 Folio Task 1 resume: • career summary • experience
3	5 May – 9 May		Monday 5 May — Labour Day	<b>Resumé Writing</b> Word processing- editing text and pictures Career summary and experience Writing the above as a list in Word using bullet points	SA3 Folio Task 1 resume: • skills & abilities • education
4	12 May – 16 May		<b>Resumé Writing</b> Collating information on ourselves Writing our skills, education and interests into sentences Writing the above as a list in Word using bullet points	SA3 Folio Task 1 resume: • interests • references Submit draft, edit and complete	
5	19 May – 23 May		<b>Resumé Writing</b> Writing your referees Copy and paste all work into resumé template Punctuation required in resumé e.g. addresses, business names and titles Proofreading and editing	SA3 Folio Task 2 Flyer: Draft completed Friday 23 <sup>rd</sup> May	
6	26 May – 30 May	<b>Digital Skills to create a workplace document- Word Processing</b> Receive feedback on flier, edit then printing pdf of final flyer Word processing- saving and printing	SA3 Folio Task 2 Flyer: Complete SA4 Questions: Q. 1		
7	2 Jun – 6 Jun	<b>Digital Skills to create a workplace document- Word Processing</b> Receive feedback on flier, edit then printing pdf of final flyer Using technology for work	SA4 Questions: Q. 2- 6 <b>SA3 Folio Due Friday 6<sup>th</sup> June</b>		
8	9 Jun – 13 Jun	<b>Online Safety and Etiquette</b> Online etiquette Online security	SA4 Questions: Q. 7- 9		
9	16 Jun – 20 Jun	<b>Personal Integrity</b> Values and attitudes to work Giving evidence for your claims Typing Club	SA4 Questions: Q. 10-11 <b>SA4 Questions due Friday 20<sup>th</sup> June</b>		
10	23 Jun – 27 Jun	Friday 27 June — Athletics carnival / Sports day: Prep – Year 12			
		<b>Typing Skills</b> Typing Club- continue working on goals, self-evaluation Workplace communication Preview of topic for term 3			

Disclaimer: Information contained in this document is correct at time of publishing.

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## Work rate calendar (WRC) 2025

### Term 3

All students are expected to participate in all online lessons and complete all assessment as outlined in this **Work rate calendar**.

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### Assessment

**Supervised assessment** Summative exams are to be supervised by the student's official exam supervisor.

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Week	Dates	Unit	Topic	Class work / Assessment to be submitted
1	14 Jul – 18 Jul	Unit 3: Safety in the Workplace	<b>Introduction</b> Vocabulary Introduction to WHS -what is it and why do we have it? Legislation Investigate CoffeeVille's Policy and Procedure & WHS documents	
2	21 Jul – 25 Jul		<b>Hazards and Risks</b> Identify hazards in workplace scenarios, make a risk assessment CoffeeVille's Work Area Audit forms	<b>SA5 Folio Task 1: Work Area Audit</b>
3	28 Jul – 1 Aug		<b>Wednesday 30 July — SET plan meetings: Year 10</b> <b>Hazards and Risks</b> Investigate the procedure that follows a Work Area Audit Read examples of Work Area Audit forms	<b>SA5 Folio Task 2: Hazard Report</b>
4	4 Aug – 8 Aug		<b>Accidents and Incidents</b> Accidents and incidents that could occur in various workplaces CoffeeVille Accident/Incident procedure Work through the steps to complete an Accident/Incident Report Form	<b>SA5 Folio Task 3: Accident/ Incident Report</b>
5	11 Aug – 15 Aug		<b>Wednesday 13 August — Royal Queensland (Ekka) Show Holiday</b> <b>Assessment Completion</b> Complete all tasks for SA1 Folio of Tasks and Submit Extension topics	<b>SA5 Folio of Tasks Due Friday 15<sup>th</sup> August</b>
6	18 Aug – 22 Aug		<b>WHS Documentation</b> Coffeeville's Policy and Procedure document WHS Policy and relevant legislation Responsibilities of all stakeholders	<b>SA6 Questions: Q. 1 - 5</b>
7	25 Aug – 29 Aug		<b>Emergencies</b> What is required during an emergency at CoffeeVille Evacuation procedures	<b>SA6 Questions: Q. 6 - 11</b>
8	1 Sept – 5 Sept		<b>Friday 5 September — Student free day</b> <b>Safety Equipment</b> Safety equipment for a variety of workplaces Safety signs PPE- safety clothing and equipment	<b>SA6 Questions: Q. 12 - 15</b>
9	8 Sept – 12 Sept		<b>Friday 12 September — Connect day: Years 7–8</b> <b>Reading Workplace Documents</b> Scanning, using index, headings, subheadings, symbols to read documents Complete SA5 questions	<b>SA6 Questions: Q. 16</b> <b>SA6 Questions Due Friday 12<sup>th</sup> September</b>
10	15 Sept – 19 Sept		<b>Wednesday 17 September — Connect day: Years 9–10</b> <b>WHS Committee Meetings</b> Why do we have them? Who attends? How often are they held? What is discussed? Communication in meetings	

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## Term 4

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### Assessment

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Week	Dates	Unit	Topic	Class work / Assessment to be submitted
1	6 Oct – 10 Oct	Unit 4: Maths in the Workplace	<b>Monday 6 October — King's Birthday Holiday</b> <b>Introduction, Problem Solving</b> Introduction to the topic, Explanation of the assessment. Introduce the money games class challenge Maths problem solving techniques	
2	13 Oct – 17 Oct		<b>Applying Maths Skills to Workplace Scenarios</b> Maths problem solving techniques (continued) Place value to 1000 and with two decimal places Ordering numbers/ prices	SA7 Questions: Q. 1- 2
3	20 Oct – 24 Oct		<b>Applying Maths Skills to Workplace Scenarios</b> Equivalence of fractions, decimals and percentages Identifying suitable measurement units and equipment	SA7 Questions: Q. 3-6
4	27 Oct – 31 Oct		<b>Applying Maths Skills to Workplace Scenarios</b> Reading Measurements Estimating and Measuring Order of operations	SA7 Questions: Q. 7-11
5	3 Nov – 7 Nov		<b>Problem Solving</b> Scenarios- What maths tools? Maths problem solving in the workplace- estimating Workplace scenarios	SA7 Questions: Q. 12- 16
6	10 Nov – 14 Nov		<b>Invoices and Orders</b> Invoices Practice filling in an invoice form Orders Finishing assessment task	SA8 Folio: Invoice SA8 Folio: Order
7	17 Nov – 21 Nov		<b>Friday 21 November — Aquatic carnival: Prep – Year 11</b> <b>Completing Work and Extension Topics</b> Finishing Assessment Task Applying maths to workplace scenarios, money skills	SA7 Questions and SA8 Folio due Friday 21 <sup>st</sup> November
8	24 Nov – 28 Nov		<b>Friday 28 November — STEM Connect day: Years 5–9</b> <b>Friday 28 November — Final day: Years 10–11</b> <b>Summary, Revision and Extension Topics</b> GST, calculating 10%, adding GST to prices Maths in the workplace, wages and salaries	