

Year 12 FSK10119 Certificate I in Access to Vocational Pathways

Work rate calendar (WRC) 2024

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	22 Jan – 26 Jan	FSKRDG004 Read and respond to short and simple workplace information	Monday 22 January — Welcome calls for students: Prep – Year 12	In class training
			Wednesday 24 January — Learning for success: Prep – Year 12	
			Friday 26 January — Australia Day Holiday	
			Applying for work	
2	29 Jan – 2 Feb		Orientation — VET	In class training
			New Unit of Competency: FSKRDG004 Read and respond to short and simple workplace information	
3	5 Feb – 9 Feb		Applying for work	In class training
			Navigating text types	
4	12 Feb – 16 Feb		Friday 9 February — Senior orientation day: Years 10–12	In class training
			Applying for work	
5	19 Feb – 23 Feb	Reading Diagrams and Posters	A1QUES	
		Applying for work		
6	26 Feb – 1 Mar	Reading Rosters for Work	Due Friday 16 February	
		Assessment 1 Questions (A1QUES)		
7	4 Mar – 8 Mar	Work through A1QUES	In class training	
		Applying for work		
8	11 Mar – 15 Mar	Reading Lists	A1FOL	
		Applying for work		
9	18 Mar – 22 Mar	Reading Job Advertisements	Due Friday 1 March	
		Assessment 1 Folio (A1FOL)		
10	25 Mar – 29 Mar	Work through A1FOL	In class training	
		Applying for work		
10	25 Mar – 29 Mar	FSKWG003 Write short and simple workplace information	Applying for work	In class training
			New Unit of Competency: FSKWTG003 Write short and simple workplace information	
			Recognising different text types	
			Applying for work	
8	11 Mar – 15 Mar		Filling out forms	In class training
			Applying for work	
9	18 Mar – 22 Mar		Taking telephone messages	In class training
			Applying for work	
10	25 Mar – 29 Mar		Thursday 28 March — Cross country / Fun run: Prep – Year 12	A2QUES
			Friday 29 March — Good Friday	
		Assessment 2 Questions (A2QUES)		
		Work through A2QUES		
10	25 Mar – 29 Mar	Due Tuesday 26 March	In class training	
		Applying for work		

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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	15 Apr – 19 Apr	FSKWTG003 Write short and simple workplace information	Applying for Work Writing Timesheets	In class training
2	22 Apr – 26 Apr		Thursday 25 April — Anzac Day Applying for Work Writing emails	In class training
3	29 Apr – 3 May		Assessment 2 Folio (A2FOL) Work through A2FOL	A2FOL Due Friday 3 May
4	6 May – 10 May		Monday 6 May — Labour Day Assessment 2 Competency conversations	Competency conversations
5	13 May – 17 May	FSKLRG003 Use short and simple strategies for career planning	Applying for Work New Unit of Competency: FSKLRG003 Use short and simple strategies for career planning Work preferences	In class training
6	20 May – 24 May		Applying for Work Career planning support and job research	In class training
7	27 May – 31 May		Applying for Work Goal Setting	In class training
8	3 Jun – 7 Jun		Applying for Work Writing a Learning Plan	In class training
9	10 Jun – 14 Jun		Assessment 3 Folio (A3FOL) Work through A3FOL	A3FOL Due Friday 14 June
10	17 Jun – 21 Jun		Assessment 3 Competency Conversations	Competency conversations

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Work rate calendar (WRC) 2024

Term 3

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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	8 Jul – 12 Jul	FSKRDG002 Read and respond to short and simple workplace signs and symbols	Being safe at work New Unit of Competency: FSKRDG002 Read and respond to short and simple workplace signs and symbols Safety Signs: Look at the five basic groups of signs — warning, prohibition, information/safety, mandatory, danger	In class training
2	15 Jul – 19 Jul		Being safe at work Responding to signs: Reading signs to solve problems and make safe choices	In class training
3	22 Jul – 26 Jul		Being safe at work Designing a safety sign: Identify elements of various safety signs (shape, colour and purpose)	In class training
4	29 Jul – 2 Aug		Assessment 4 Work through: Assessment 4 Questions (A4QUES) Assessment 4 Folio (A4FOL)	A4QUES and A4FOL Due Friday 2 August
5	5 Aug – 9 Aug	FSKNUM004 Locate, compare, and use highly familiar measurements for work	Being safe at work New Unit of Competency: FSKNUM004 Locate, compare, and use highly familiar measurements for work Locating measurements in workplace scenarios	In class training
6	12 Aug – 16 Aug		Wednesday 14 August — Royal Queensland (Ekka) Show Holiday style="background-color: #e67e22;"> Being safe at work Comparing measurements: Identifying quantity (more/less, longer/shorter, heavier/lighter etc.) within given measurements e.g. 40 cm is shorter than 1 m Converting litres to millilitres, grams to kilograms, kilometres to metres, hours to minutes	In class training
7	19 Aug – 23 Aug		Being safe at work Problem solving with measurement: Work through basic investigations involving measurement Solve basic workplace scenarios involving measurement	In class training
8	26 Aug – 30 Aug		Friday 30 August — Student free day style="background-color: #e67e22;"> Being safe at work Units of measurement Recall which unit of measure would be used for different scenarios style="background-color: #f1c40f;"> Assessment 5 Questions (A5QUES) Work through A5QUES	A5QUES Due Friday 30 August
9	2 Sept – 6 Sept		Assessment 5 Observation (A5OBS) Watch an example of video evidence and begin planning how you will complete your Measurement Video for A5OBS	A5OBS Due Friday 6 September
10	9 Sept – 13 Sept		Assessment 5 Competency Conversations	Competency conversations

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Term 4

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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	30 Sept – 4 Oct	Unit 6: BSBCMM101 Apply basic communication skills	Being safe at work New unit of competency: BSBCMM101 Apply basic communication skills Communication Skills: Verbal and non-verbal, eye contact, how to greet people, appropriate ways to ask for help in the workplace Following simple instructions	In class training
2	7 Oct – 11 Oct		Monday 7 October — King's Birthday Holiday Being safe at work Meetings and emails: What are they and why do we have them in the workplace? What could be discussed? Expected behaviour and language	In class training
3	14 Oct – 18 Oct		Being safe at work Top tips Paraphrasing practise Various forms of workplace communication (oral, written, digital) Assessment 6 Questions (A6QUES) Work through A6QUES	A6QUES Due Friday 18 October
4	21 Oct – 25 Oct		Being safe at work Assessment 6 Folio (A6FOL) Task 2 role plays: Watch examples Plan and practise your role play video and submit	A6FOL Due Friday 25 October
5	28 Oct – 1 Nov		Assessment 6 Competency Conversations	Competency conversations
6	4 Nov – 8 Nov		Workplace awareness	General Workplace Awareness WHS
7	11 Nov – 15 Nov	Friday 15 November — Final day: Year 12 General Workplace Awareness Literacy and Numeracy		Qualification completed Friday 15 November - final date for attainment of Certificate I in Access to Vocational Pathways
8	18 Nov – 22 Nov			
9	25 Nov – 29 Nov			
10	2 Dec – 6 Dec			
11	9 Dec – 13 Dec			

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