

Year 10/11/12 FSK10219 Certificate I in Skills for Vocational Pathways

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	Module 1: Entering the workplace	Monday 27 January — Australia Day Holiday	In-class training activities
			Tuesday 28 January – Welcome calls for students: Prep – Year 12	Activities as advised by teacher
			Wednesday 29 January – Learning for success: Prep – Year 12	Submit VET Agreement with USI
Orientation				
VET induction, including Simulated Business orientation				
2	3 Feb – 7 Feb		Job searching	In-class training activities
Using job websites and reading job advertisements	Activities as advised by teacher			
3	10 Feb – 14 Feb		Friday 14 February — Senior orientation day: Years 10–12	A1FOL Task 1
Identifying skill gaps	Due Friday 14 February 5:00pm			
Current skills and skill gaps for specific jobs; training options				
Assessment 1 Folio (A1FOL)				
A1FOL Task 1				
4	17 Feb – 21 Feb	Communication in the workplace		
Verbal and non-verbal communication strategies; greetings, asking for help, solving problems, answering questions, ending conversations				
5	24 Feb – 28 Feb	Workplace scenarios	A1FOL Task 2	
Role play of workplace scenarios	Due Friday 28 February 5:00pm			
Assessment 1 Folio (A1FOL)				
A1FOL Task 2				
6	3 Mar – 7 Mar	Upskilling for the workplace	In-class training activities	
Identify skills you could develop to make you more employable; develop a learning plan to build skills; Identify which type of learner you are; investigate skills and characteristics employers are looking for in their employees	Activities as advised by teacher			
Assessment 1 (A1)				
A1FOL Task 3 (Typing Club Lessons) commence				
A1QUES Question 1				
7	10 Mar – 14 Mar	Overcoming barriers	In-class training activities	
Skills and characteristics employers look for; barriers people have in applying for jobs or learning new skills; ways to overcome barriers	Activities as advised by teacher			
Assessment 1 (A1)				
A1FOL Task 3 (Typing Club Lessons) continue				
A1QUES Questions 2 - 6				
8	17 Mar – 21 Mar	Assessment 1 (A1)	A1QUES	
A1FOL Task 3 (Typing Club Lessons) continue	Due Friday 21 March 5:00pm			
Finalise and submit A1QUES				
9	24 Mar – 28 Mar	Assessment 1 Folio (A1FOL)	Resubmissions/competency conversations/observations	
A1FOL Task 3 (Typing Club Lessons) continue				
Resubmissions/competency conversations/observations				
10	31 Mar – 4 Apr	Thursday 3 April — Cross country / Fun run: Prep – Year 12	A1FOL Task 3	
Assessment 1 Folio (A1FOL)	Due Friday 4 April 5:00pm			
A1FOL Task 3 (Typing Club Lessons) conclude				

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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.		
Non-supervised assessment		Students must sign declaration of academic integrity.		
Week	Dates	Unit	Topic	Class work / Assessment to be submitted
1	21 Apr – 25 Apr	Module 2: Digital skills in the workplace	Monday 21 April — Easter Monday Tuesday 22 April – Thursday 24 April — School camp: Year 11 Friday 25 April — Anzac Day Personal skills assessment Vocabulary, text features, read and analyse careers websites	Resubmissions/competency conversations/observations
2	28 Apr – 2 May		Personal skills assessment Skills assessment Assessment 2 Folio (A2FOL) Work through A2 Folio Task 1 with your trainer in class	A2FOL Task 1 Due Friday 2 May 5:00pm
3	5 May – 9 May		Monday 5 May — Labour Day Resume writing Construct a resume	In-class training activities Activities as advised by teacher
4	12 May – 16 May		Resume writing Construct a resume Assessment 2 Folio (A2FOL) A2FOL Task 2 - draft resume	A2FOL Task 2 Due Friday 16 May 5:00pm
5	19 May – 23 May		Create a resume Use digital skills to create a resume Assessment 2 Folio (A2FOL) A2FOL Task 3 - final resume (make corrections to the draft and finalise the resume)	A2FOL Task 3 Due Friday 23 May 5:00pm
6	26 May – 30 May		Create workplace documents Identify text features and information in simulated business's <i>Style Guide</i> ; use letterhead template from Intranet to create poster and change layout to suit <i>Style Guide</i> 's requirements for Marketing/Advertising Material Assessment 2 Folio (A2FOL) A2FOL Task 4 - draft flyer	In-class training activities Activities as advised by teacher A2FOL Task 4 Due Friday 30 May 5:00pm
7	2 Jun – 6 Jun		Assessment 2 Folio (A2FOL) A2FOL Task 5 - final flyer (make corrections to the draft and finalise the flyer)	A2FOL Task 5 Due Friday 6 June 5:00pm
8	9 Jun – 13 Jun		Using digital skills for workplace tasks Use and purpose of digital devices in various work places; complete and review ease of use of digital workplace tasks e.g., timesheet, order form; ergonomics in workplaces e.g., computer workstation; locate simulated business's WHS Procedures and research guidelines for ergonomic workstation requirements; online etiquette and security	In-class training activities Activities as advised by teacher
9	16 Jun – 20 Jun		Assessment 2 Questions (A2QUES) Work through and submit A2 Questions	A2QUES Due Friday 20 June 5:00pm
10	23 Jun – 27 Jun		Thursday 26 June — Senior formal: Year 12 Friday 27 June — Athletics carnival / Sports day: Prep – Year 12 Assessment 2 Folio (A2FOL) Resubmissions/competency conversations/observations	Resubmissions/competency conversations/observations

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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	14 Jul – 18 Jul	Module 3: Safety in the workplace	Introduction to Workplace Health and Safety (WHS) Purpose, legislation, Policy and Procedure and WHS in simulated business	Resubmissions/competency conversations/observations
2	21 Jul – 25 Jul		Hazards and risks Definitions; hazards and risk assessment; Work Area Audit form Assessment 3 Folio (A3FOL) A3FOL Task 1	In-class training activities Activities as advised by teacher A3FOL Task 1 Due Friday 25 July 5:00pm
3	28 Jul – 1 Aug		Wednesday 30 July — SET plan meetings: Year 10 Hazards and risks Procedure following a work area audit; complete Hazard Report Forms Assessment 3 Folio (A3FOL) A3FOL Task 2	In-class training activities Activities as advised by teacher A3FOL Task 2 Due Friday 1 August 5:00pm
4	4 Aug – 8 Aug		Accidents and incidents Types of potential accidents and incidents; procedure when witnessing an accident/incident; Accident/Incident Report Form Assessment 3 Folio (A3FOL) A3FOL Task 3	In-class training activities Activities as advised by teacher A3FOL Task 3 Due Friday 8 August 5:00pm
5	11 Aug – 15 Aug		Wednesday 13 August — Royal Queensland (Ekka) Show Holiday WHS committee meetings The purpose of and procedures for WHS committee meetings Assessment 3 Folio (A3FOL) A3FOL Task 4 (All students to attend meeting and must use a microphone)	A3FOL Task 4 Due Monday 11 August 5:00pm
6	18 Aug – 22 Aug		WHS documentation Simulated business's Policies and Procedures; WHS Policy and legislation; stakeholder responsibilities; emergencies and evacuations	Resubmissions/competency conversations/observations
7	25 Aug – 29 Aug		Safety signs Identify categories, associated colours and shapes of safety signs	Resubmissions/competency conversations/observations
8	1 Sept – 5 Sept		Mock exams: Year 12 Monday 1 September – Thursday 4 September Friday 5 September — Student free day Assessment 3 Questions (A3QUES) Work through and submit A3 Questions	A3QUES Due Thursday 4 September 5:00pm
9	8 Sept – 12 Sept		Mock exams: Year 12 Monday 8 September – Friday 12 September Assessment 3 Folio (A3FOL) Resubmissions/competency conversations/observations	Resubmissions/competency conversations/observations
10	15 Sept – 19 Sept		Exams: Year 11 Monday 15 September – Friday 19 September Wednesday 17 September — Connect day: Years 9–10 Friday 19 September — Connect day: Years 11–12 Using maths in the workplace Place value; fractions, decimals, percentages; workplace problem-solving	In-class training activities Activities as advised by teacher

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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	6 Oct – 10 Oct	Module 4: Maths in the workplace	Monday 6 October — King's Birthday Holiday	In-class training activities
			Preparing financial documents	Activities as advised by teacher
Invoices and Order forms in workplace scenarios and the maths involved	A4FOL			
Assessment 4 Folio (A4FOL)	Due Friday 10 October 5:00pm			
Complete and submit A4 Folio Tasks				
2	13 Oct – 17 Oct		Using maths in the workplace to solve problems	In-class training activities
			Matching common fractions > decimal > percentage; ascending/descending order; identifying suitable measuring units, abbreviations and equipment; estimating; using maths 'tools' in problem-solving scenarios	Activities as advised by teacher
3	20 Oct – 24 Oct		Monday 20 October – Wednesday 22 October – School camp: Years 9 – 10	A4QUES
			Assessment 4 Questions (A4QUES)	Due Friday 24 October 5:00pm
			Work through and submit A4 Questions	
4	27 Oct – 31 Oct	Assessment 4 Observation (A4OBS)	A4OBS	
		Take videos and submit A4OBS – a video capturing device e.g. webcam or phone is required for this assessment	Due Friday 31 October 5:00pm	
5	3 Nov – 7 Nov	Resubmissions/competency conversations/observations	Resubmissions/competency conversations/observations	Resubmissions/competency conversations/observations
	Submit any outstanding assessment to finalise the qualification			
6	10 Nov – 14 Nov		Resubmissions/competency conversations/observations	Resubmissions/competency conversations/observations
		Submit any outstanding assessment to finalise the qualification		
	Complete VET survey			
7	17 Nov – 21 Nov	Exams: Year 12	Qualification completed	
		Monday 17 November – Tuesday 18 November	Friday 21 November - final date for attainment of Certificate I in Skills for Vocational Pathways	
		Wednesday 19 November — Celebration: Year 12		
		Thursday 20 November — Graduation: Year 12		
		Friday 21 November — Final day: Year 12		
		Friday 21 November — Aquatic carnival: Prep – Year 11		
Resubmissions/competency conversations/observations	Submit any outstanding assessment to finalise the qualification by 19 November			
8	24 Nov – 28 Nov	Friday 28 November — Final day: Years 10-11	In-class activities	
		REMINDER: Complete VET survey	Activities as advised by teacher	
9	1 Dec – 5 Dec			
10	8 Dec – 12 Dec			