

Year 10/11/12 BSB10120 Certificate I in Workplace Skills

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: BSBWHS211 Contribute to the health and safety of self and others	Monday 27 January — Australia Day Holiday	Submit VET Agreement with USI	
			Tuesday 28 January – Welcome calls for students: Prep – Year 12		
			Wednesday 29 January – Learning for success: Prep – Year 12		
			Orientation	VET Induction, including Simulated Business Orientation	
2	3 Feb – 7 Feb		WHS laws, staff and roles	PowerPoint 1	Training activities Activities as advised by teacher
3	10 Feb – 14 Feb		Friday 14 February — Senior orientation day: Years 10–12		Training activities Activities as advised by teacher
			Hazards and risks	PowerPoint 2	
4	17 Feb – 21 Feb		Hazards and risks	PowerPoint 2	Training activities Activities as advised by teacher
5	24 Feb – 28 Feb	Emergencies and accidents	PowerPoint 3	Training activities Activities as advised by teacher	
6	3 Mar – 7 Mar	Assessment 1 (A1)	A1FOL Folio A1QUES Questions	A1FOL and A1QUES Due Friday 7 March 5:00 pm	
7	10 Mar – 14 Mar	Module 2: BSBTEC202 Use digital technologies to communicate in a workplace	Identify purpose and method of digital communication	PowerPoint 1	Training activities Activities as advised by teacher
Implement procedures to send and receive digital communication	PowerPoint 2		Training activities Activities as advised by teacher		
9	24 Mar – 28 Mar		Monday 24 March – Wednesday 26 March — School camp: Years 7–8		Training activities Activities as advised by teacher
			Assist with managing digital communication	PowerPoint 3	
10	31 Mar – 4 Apr		Thursday 3 April — Cross country / Fun run: Prep – Year 12		A2FOL and A2QUES
			Assessment 2 (A2)	A2FOL Folio A2QUES Questions	Due Thursday 3 April 5:00 pm

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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 3: BSBTEC201 Use business software applications	Monday 21 April — Easter Monday	Training activities
			Friday 25 April — Anzac Day	Activities as advised by teacher
			Select and prepare to use technology	
PowerPoint 1				
2	28 Apr – 2 May		Input and process information or data	Training activities
			PowerPoint 2	Activities as advised by teacher
3	5 May – 9 May		Monday 5 May — Labour Day	Training activities
			Input and process information or data	Activities as advised by teacher
4	12 May – 16 May		Input and process information or data	Training activities
			PowerPoint 2	Activities as advised by teacher
5	19 May – 23 May	Finalise and store documents	Training activities	
		PowerPoint 3	Activities as advised by teacher	
6	26 May – 30 May		Assessment 3 (A3)	A3FOL and A3QUES
7	2 Jun – 6 Jun		A3FOL Folio	Due Friday 6 June
			A3QUES Questions	5:00 pm
8	9 Jun – 13 Jun	Module 4: BSBOPS101 Use business resources	Prepare resources	Training activities
			PowerPoint 1	Activities as advised by teacher
Operate resources				
PowerPoint 2				
9	16 Jun – 20 Jun		Maintain resources	Training activities
			PowerPoint 3	Activities as advised by teacher
10	23 Jun – 27 Jun	Friday 27 June — Athletics carnival / Sports day: Prep – Year 12	A4FOL and A4QUES	
		Assessment 4 (A4)	Due Friday 27 June	
		A4FOL Folio	5:00 pm	
			A4QUES Questions	

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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 5: BSBTEC101 Operate digital devices	Activate digital devices and access features PowerPoint 1	Training activities Activities as advised by teacher	
2	21 Jul – 25 Jul		Navigate and organise file or application environment PowerPoint 2	Training activities Activities as advised by teacher	
3	28 Jul – 1 Aug		Wednesday 30 July — SET plan meetings: Year 10 Edit and update stored information PowerPoint 3	Training activities Activities as advised by teacher	
4	4 Aug – 8 Aug		Deactivate personal digital device PowerPoint 4	Training activities Activities as advised by teacher	
5	11 Aug – 15 Aug		Assessment 5 (A5) A5FOL Folio A5QUES Questions		A5FOL and A5QUES Due Friday 29 August 5:00 pm
6	18 Aug – 22 Aug				
7	25 Aug – 29 Aug	Module 6: BSBPEF101 Plan and prepare for work readiness	Friday 5 September — Student free day		
8	1 Sept – 5 Sept		Seek advice on future work goals PowerPoint 1	Training activities Activities as advised by teacher	
9	8 Sept – 12 Sept		Assess own skills PowerPoint 2	Training activities Activities as advised by teacher	
10	15 Sept – 19 Sept		Prepare portfolio of evidence PowerPoint 3	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 6: BSBPEF101	Monday 6 October — King's Birthday Holiday	A6FOL and A6QUES Due Friday 17 October 5:00 pm
			Assessment 6 (A6) A6FOL Folio A6QUES Questions	
2	13 Oct – 17 Oct			
3	20 Oct – 24 Oct	Competency conversations/Observations	Monday 20 October – Wednesday 22 October – School camp: Years 9 – 10	Resubmissions/competency conversations/observations As advised by teacher
			Resubmissions/competency conversations/observations Submit any outstanding assessment to finalise the qualification	
4	27 Oct – 31 Oct		Resubmissions/competency conversations/observations Submit any outstanding assessment to finalise the qualification	Resubmissions/competency conversations/observations As advised by teacher
5	3 Nov – 7 Nov		Resubmissions/competency conversations/observations Submit any outstanding assessment to finalise the qualification	Resubmissions/competency conversations/observations As advised by teacher
6	10 Nov – 14 Nov		Resubmissions/competency conversations/observations Submit any outstanding assessment to finalise the qualification	Resubmissions/competency conversations/observations As advised by teacher
7	17 Nov – 21 Nov		Wednesday 19 November — Celebration: Year 12	Qualification completed Friday 21 November - final date for attainment of Certificate I in Workplace Skills
			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		
8	24 Nov – 28 Nov	Friday 28 November — STEM Connect day: Years 5–9		
		Friday 28 November — Final day: Years 10–11		
9	1 Dec – 5 Dec			
10	8 Dec – 12 Dec			