

# Year 11/12 CHC24015 Certificate II in Active Volunteering

## Work rate calendar (WRC) 2026

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				
<b>Supervised assessment</b>		Summative exams are to be supervised by the student's official exam supervisor.		
<b>Non-supervised assessment</b>		Students must sign a declaration of academic integrity.		
Week	Dates	Unit	Topic	Class work / Assessment to be submitted
1	26 Jan – 30 Jan	HLTWHS001 Participate in workplace health and safety	Monday 26 January — Australia Day Holiday	<b>IVET Enrolment</b>
			Tuesday 27 January – Welcome calls for students: Prep – Year 12 Wednesday 28 January – Learning for success: Prep – Year 12	Complete and submit IVET enrolment
			<b>Course orientation</b> Complete IVET enrolment as directed by trainer Discuss volunteer work placement options	
			<b>Topics 1 – 9</b> Student resource pages 3 – 9 1 Intro to WHS; 2 Importance of WHS in the workplace; 3 Key principles of WHS; 4 Duty of care; 5 Codes of Practice; 6 WHS consultation, committees and representatives; 7 Monitoring WHS; 8 Workplace hazards; 9 Hierarchy of controls	
2	2 Feb – 6 Feb	HLTWHS001 Participate in workplace health and safety	<b>Topics 1 – 9</b> Student resource pages 3 – 9 1 Intro to WHS; 2 Importance of WHS in the workplace; 3 Key principles of WHS; 4 Duty of care; 5 Codes of Practice; 6 WHS consultation, committees and representatives; 7 Monitoring WHS; 8 Workplace hazards; 9 Hierarchy of controls	<b>In-class training activities</b> As directed by teacher
			<b>Assessment Task 2 - Demonstration</b> AT2 Tasks 1 and 4	<b>HLTWHS001 AT2 Tasks 1 and 4</b> Due Friday 6 February 5:00 pm
3	9 Feb – 13 Feb		Wednesday 11 February — Brainstorm Productions theatre performances: Years 10–12 (optional) Friday 13 February — Senior orientation day: Years 10–12	<b>In-class training activities</b> As directed by teacher
			<b>Topics 10 - 14</b> Student resource pages 10 – 40 10 Workplace emergencies; 11 WHS procedures and instructions; 12 WHS record keeping; 13 Spills management; 14 PPE requirements	<b>HLTWHS001 AT2 Tasks 2 and 3</b> Due Friday 13 February 5:00 pm
4	16 Feb – 20 Feb	BSBCMM201 Communicate in the workplace	<b>Topics 15 - 18</b> Student resource pages 41 – 45 15 Participate in WHS consultative processes; 16 Reporting unsafe practices, incidents and accidents; 17 Reflecting on own safe work practices; 18 Signs and symptoms of stress and fatigue	<b>In-class training activities</b> As directed by teacher
			<b>Assessment Task 1 - Questions</b> AT1 - Questions	<b>HLTWHS001 AT1</b> Due Friday 20 February 5:00 pm
5	23 Feb – 27 Feb		<b>1 Introduction; 2 Effective communication</b> Student resource pages 3 - 8	<b>In-class training activities</b> As directed by teacher
6	2 Mar – 6 Mar		<b>3 Gather, convey and receive information and ideas</b> Student resource pages 9 – 20	<b>In-class training activities</b> As directed by teacher
		BSBCMM201 Communicate in the workplace	<b>Assessment Task 2</b> Commence AT2 - Project	
7	9 Mar – 13 Mar		<b>4 Complete workplace documentation and correspond</b> Student resource pages 21 – 30	<b>In-class training activities</b> As directed by teacher

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8	16 Mar – 20 Mar	BSBCMM201 Communicate in the workplace	<b>5 Communicate in a way that responds positively to individual differences</b> Student resource pages 31 – 38 <b>Assessment Task 1</b> Commence AT1 – Written Questions	
9	23 Mar – 27 Mar		<b>Assessment Tasks 1 and 2</b> AT1 – Written Questions AT2 - Project	<b>BSBCMM201 AT1</b> <b>BSBCMM201 AT2</b> Due Friday 27 March 5:00 pm
10	30 Mar – 3 Apr		<b>Exams: Year 11</b> Monday 30 March – Thursday 2 April <b>Resubmissions/observations</b> Catch up on outstanding assessment tasks Thursday 2 April — Fun run day: Prep – Year 12 Friday 3 April — Good Friday	<b>Resubmissions/observations</b>

# Year 11/12 CHC24015 Certificate II in Active Volunteering

## Work rate calendar (WRC) 2026

Term 2

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				
<b>Supervised assessment</b>		Summative exams are to be supervised by the student's official exam supervisor.		
<b>Non-supervised assessment</b>		Students must sign a declaration of academic integrity.		
Week	Dates	Unit	Topic	Class work / Assessment to be submitted
1	20 Apr – 24 Apr	CHCDIV001 Work with diverse people	<b>Topics 1 – 6</b> 1 Housekeeping, assessment information; 2 Introduction; 3 Diversity and its key features and areas; 4 Discrimination and its impact; Legal and ethical considerations; The Universal Declaration of Human Rights <b>Assessment Task 1</b> Review AT1 – Knowledge Questions	<b>In-class training activity</b> As directed by teacher
2	27 Apr – 1 May		<b>Topics 7 – 10</b> 7 Human rights and needs; 8 Workplace frameworks; 9 Rights and responsibilities of workers, employers and clients; 10 Aboriginal and/or Torres Strait Islander Peoples <b>Assessment Task 1</b> Commence AT1 – Knowledge Questions	<b>In-class training activity</b> As directed by teacher
3	4 May – 8 May		Monday 4 May — Labour Day <b>Topics 11 - 13</b> 11 Biases; 12 Social awareness; 13 Improve own self and social awareness	<b>In-class training activity</b> As directed by teacher
4	11 May – 15 May		<b>Topics 14 - 16</b> 14 Diversity and inclusiveness; 15 Safe environments; 16 Marginalised groups <b>Assessment Task 2</b> Commence AT2 – Observation/demonstration	<b>In-class training activity</b> As directed by teacher
5	18 May – 22 May		<b>Topics 17 and 18</b> 17 Communication; 18 Promoting understanding across diverse groups	<b>In-class training activity</b> As directed by teacher
6	25 May – 29 May		<b>Assessment Tasks 1 and 2</b> AT1 – Knowledge Questions AT2 – Observation/demonstration	<b>CHCDIV001 TA1</b> <b>CHCDIV001 TA2</b> Due Friday 29 May 5:00 pm
7	1 Jun – 5 Jun	FSKOCM07 Interact effectively with others at work	<b>1 Prepare to interact with others at work</b> Student resource pages 3 - 28	<b>In-class training activity</b> As directed by teacher
8	8 Jun – 12 Jun		<b>2 Participate in interactions with others at work</b> Student resource pages 3 - 28	<b>In-class training activity</b> As directed by teacher
9	15 Jun – 19 Jun		Monday 15 June – Thursday 18 June — School camp: Year 11 <b>3 Review own performance</b> Student resource pages 3 - 28 <b>Assessment Tasks 1 and 2</b> AT1 – Knowledge theory assessment AT2 – Role plays	<b>FSKOCM07 TA1</b> <b>FSKOCM07 TA2</b> Due Friday 19 June 5:00 pm
10	22 Jun – 26 Jun		Wednesday 24 June — Move it day: Prep – Year 12 Thursday 25 June — Senior formal: Year 12 <b>Resubmissions/observations</b> Catch up on outstanding assessment tasks	<b>Resubmissions/observations</b>

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# Year 11/12 CHC24015 Certificate II in Active Volunteering

## Work rate calendar (WRC) 2026

Term 3

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				
<b>Supervised assessment</b>		Summative exams are to be supervised by the student's official exam supervisor.		
<b>Non-supervised assessment</b>		Students must sign a declaration of academic integrity.		
Week	Dates	Unit	Topic	Class work / Assessment to be submitted
1	13 Jul – 17 Jul	CHCVOL001 Be an effective volunteer	<b>Introduction; The volunteering sector; National Volunteering Standards; The Universal Declaration on Volunteering; Prepare for volunteer work</b> Learning Activities 1 - 4 <b>Assessment Task 2 - Project</b> Begin researching organisations for volunteer work placement	<b>In-class training activity</b> As directed by teacher
2	20 Jul – 24 Jul		<b>Volunteer work policies and procedures</b> Learning Activities 5 - 8	<b>In-class training activity</b> As directed by teacher
3	27 Jul – 31 Jul		<b>Work as a volunteer; Work as part of a team; Access support structures</b> Learning Activities 9 – 11	<b>In-class training activity</b> As directed by teacher
4	3 Aug – 7 Aug		<b>Check completed work with supervisor; Request advice, assistance and clarification when required; Report issues and unresolved problems; Complete relevant reports and workplace documents</b> Learning Activities 12 and 13 <b>Assessment Tasks 1 and 2</b> AT1 – Knowledge Questions AT2 - Project	<b>In-class training activity</b> As directed by teacher <b>CHCVOL001 AT1</b> <b>CHCVOL001 AT1</b> Due Friday 7 August 5:00 pm
5	10 Aug – 14 Aug		Wednesday 12 August — Royal Queensland Show (Ekka) Holiday <b>Assessment Tasks 3 and 4 – Observation/demonstration (work placement)</b>	<b>CHCVOL001 AT3</b> <b>CHCVOL001 AT4</b> Due Friday 21 August 5:00 pm
6	17 Aug – 21 Aug		Complete volunteer work placement hours – record logs in logbook	
7	24 Aug – 28 Aug	CHCCOM001 Provide first point of contact	<b>1 Providing first point of contact</b> Student resource pages 3 – 7	<b>In-class training activity</b> As directed by teacher
8	31 Aug – 4 Sep		<b>Mock exams: Year 12</b> Monday 31 August – Thursday 3 September Friday 4 September — Student free day <b>1 Providing first point of contact; 2 Collecting routine client information</b> Student resource pages 8 - 12	<b>In-class training activity</b> As directed by teacher
9	7 Sep – 11 Sep		<b>Mock exams: Year 12</b> Monday 7 September – Friday 11 September <b>2 Collecting routine client information; 3 Identify the priority</b> Student resource pages 13 – 19 <b>Assessment Task 2</b> Commence AT2 – Demonstration	<b>In-class training activity</b> As directed by teacher
10	14 Sep – 18 Sep		<b>Exams: Year 11</b> Monday 14 September – Thursday 17 September Friday 18 September — Connect day at Movie World: Years 11–12 <b>3 Identify the priority</b> Student resource pages 20 – 24	<b>In-class training activity</b> As directed by teacher

# Year 11/12 CHC24015 Certificate II in Active Volunteering

## Work rate calendar (WRC) 2026

Term 4

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 a declaration of academic integrity.

Week	Dates	Unit	Topic	Class work / Assessment to be submitted
1	5 Oct – 9 Oct	CHCCOM001	Monday 5 October — King's Birthday Holiday <b>4 Provide service information</b> Student resource pages 25 – end <b>Assessment Tasks 1 and 2</b> AT1 – Written Questions AT2 - Demonstration	<b>In-class training activity</b> As directed by teacher <b>CHCCOM001 AT1</b> <b>CHCCOM001 AT2</b> Due Friday 9 October 5:00 pm
2	12 Oct – 16 Oct	CHCCOM005 Communicate and work in health or community services	<b>Topics 1 - 8</b> Learning Activities 1, 2 and 3 Introduction and assessment requirements; 2 Communicate effectively; 3 Benefits of effective communication; 4 Listening; 5 Speaking; 6 Communication techniques; 7 Non-verbal communication <b>Assessment Task 2</b> Plan for AT2 – Observation/demonstration	<b>In-class training activity</b> As directed by teacher
3	19 Oct – 23 Oct		<b>Topics 9 – 12</b> 9 Legal and ethical considerations; 10 Collaborate with colleagues; 11 Organisation structure; 12 Multidisciplinary team	<b>In-class training activity</b> As directed by teacher
4	26 Oct – 30 Oct		<b>Exams: Year 12</b> Monday 26 October – Friday 30 October <b>Role of support services; Funding</b> Learning Activity 4 Role of support services and links and interrelationships with other services; Funding sources <b>Assessment Task 2</b> Commence AT2 – Observation/demonstration	<b>In-class training activity</b> As directed by teacher
5	2 Nov – 6 Nov		<b>Exams: Year 12</b> Monday 2 November – Friday 6 November <b>Lines of communication; Referrals; Influences on communication; Communications constraints; Conflict management</b> Learning Activities 5, 6 and 7 <b>Assessment Task 1</b> Commence AT1 – Knowledge Questions	<b>In-class training activity</b> As directed by teacher
6	9 Nov – 13 Nov		<b>Exams: Year 12</b> Monday 9 November – Friday 13 November <b>Reporting requirements; Sources of information; Reporting breaches</b> Report problems to supervisor; Sources of information about legal and ethical aspects; Reporting breach or non-adherence <b>Assessment Tasks 1 and 2</b> AT1 – Knowledge Questions AT2 – Observation/demonstration	<b>In-class training activity</b> As directed by teacher <b>CHCCOM005 AT1</b> <b>CHCCOM005 AT2</b> Due Friday 13 November 5:00 pm

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7	16 Nov – 20 Nov	CHCCOM005 Communicate and work in health or community	<b>Exams: Year 12</b> Monday 16 November – Tuesday 17 November Friday 20 November — Graduation day / Final day: Year 12 <b>Resubmissions/observations</b> Catch up on outstanding assessment tasks to finalise qualification	<b>Resubmissions/ observations</b> <b>Qualification completed</b> Friday 20 November - final date for attainment of Certificate II in Active Volunteering
8	23 Nov – 27 Nov		<b>Exams: Year 11</b> Monday 23 November – Thursday 26 November Friday 27 November — Last day: Years 10–11	
9	30 Nov – 4 Dec			
10	7 Dec – 11 Dec			