

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

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	26 Jan – 30 Jan	HLWHS001 Participate in workplace health and safety	Monday 26 January — Australia Day Holiday	IVET Enrolment Complete and submit IVET enrolment
			Tuesday 27 January – Welcome calls for students: Prep – Year 12	
			Wednesday 28 January – Learning for success: Prep – Year 12	
			Course orientation	
			Complete IVET enrolment as directed by trainer	
			Discuss volunteer work placement options	
			Topics 1 – 9	
			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		Topics 1 – 9	In-class training activities As directed by teacher
			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	
			Assessment Task 2 - Demonstration	
			AT2 Tasks 1 and 4	
3	9 Feb – 13 Feb		Wednesday 11 February — Brainstorm Productions theatre performances: Years 10–12 (optional)	In-class training activities As directed by teacher
			Friday 13 February — Senior orientation day: Years 10–12	
			Topics 10 - 14	
			Student resource pages 10 – 40	
			10 Workplace emergencies; 11 WHS procedures and instructions; 12 WHS record keeping; 13 Spills management; 14 PPE requirements	
			Assessment Task 2 - Demonstration	
			AT2 Tasks 2 and 3	
4	16 Feb – 20 Feb		Topics 15 - 18	In-class training activities As directed by teacher
			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	
			Assessment Task 1 - Questions	
			AT1 - Questions	
5	23 Feb – 27 Feb	BSBCMM201 Communicate in the workplace	1 Introduction; 2 Effective communication	In-class training activities As directed by teacher
			Student resource pages 3 - 8	
6	2 Mar – 6 Mar		3 Gather, convey and receive information and ideas	In-class training activities As directed by teacher
			Student resource pages 9 – 20	
			Assessment Task 2	
			Commence AT2 - Project	
7	9 Mar – 13 Mar		4 Complete workplace documentation and correspond	In-class training activities As directed by teacher
			Student resource pages 21 – 30	

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

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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 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	Topics 1 – 6 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 Assessment Task 1 Review AT1 – Knowledge Questions	In-class training activity As directed by teacher
2	27 Apr – 1 May		Topics 7 – 10 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 Assessment Task 1 Commence AT1 – Knowledge Questions	In-class training activity As directed by teacher
3	4 May – 8 May		Monday 4 May — Labour Day Topics 11 - 13 11 Biases; 12 Social awareness; 13 Improve own self and social awareness	In-class training activity As directed by teacher
4	11 May – 15 May		Topics 14 - 16 14 Diversity and inclusiveness; 15 Safe environments; 16 Marginalised groups Assessment Task 2 Commence AT2 – Observation/demonstration	In-class training activity As directed by teacher
5	18 May – 22 May		Topics 17 and 18 17 Communication; 18 Promoting understanding across diverse groups	In-class training activity As directed by teacher
6	25 May – 29 May		Assessment Tasks 1 and 2 AT1 – Knowledge Questions AT2 – Observation/demonstration	CHCDIV001 TA1 CHCDIV001 TA2 Due Friday 29 May 5:00 pm
7	1 Jun – 5 Jun		1 Prepare to interact with others at work Student resource pages 3 - 28	In-class training activity As directed by teacher
8	8 Jun – 12 Jun		2 Participate in interactions with others at work Student resource pages 3 - 28	In-class training activity As directed by teacher
9	15 Jun – 19 Jun		Monday 15 June – Thursday 18 June — School camp: Year 11 3 Review own performance Student resource pages 3 - 28 Assessment Tasks 1 and 2 AT1 – Knowledge theory assessment AT2 – Role plays	FSKOCM07 TA1 FSKOCM07 TA2 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 Resubmissions/observations Catch up on outstanding assessment tasks	Resubmissions/observations

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Year 11/12 CHC24015 Certificate II in Active Volunteering

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

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

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