

Year 11/12 FNS20120 Certificate II in Financial Services

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: Budgeting and saving	Monday 27 January — Australia Day Holiday		
			Tuesday 28 January – Welcome calls for students: Prep – Year 12		
			Wednesday 29 January – Learning for success: Prep – Year 12		
VET and course orientation					
VET Induction					
2	3 Feb – 7 Feb		VET and course orientation		VET Induction Submit VET Agreement with USI
			VET Orientation		
			Simulated business induction		
3	10 Feb – 14 Feb		Friday 14 February — Senior orientation day: Years 10–12		Training activity 1.1
			Budgeting		
		Budgeting as a financial tool The importance of setting financial goals			
4	17 Feb – 21 Feb	Saving and investing		Training activity 1.2 and 1.3	
		Facts and data about saving and investing in today's society Types of investments			
5	24 Feb – 28 Feb	Developing a personal budget		Training activity 1.4 Part A and Part B	
		Using Excel as a tool for calculating income, expenditure and savings Ways in which to reduce spending			
6	3 Mar – 7 Mar	Sources of information when planning your budget and savings			
7	10 Mar – 14 Mar	Assessment 1 (A1)		A1FOL Due Friday 14 March 5:00 pm	
		A1FOL Folio Assessment			
8	17 Mar – 21 Mar	A1QUES Questions Assessment		A1QUES Due Friday 21 March 5:00 pm	
9	24 Mar – 28 Mar	Exams: Year 11		Resubmissions/competency conversations/observations	
		Monday 24 March – Friday 28 March			
		Assessment 1 (A1)			
		Resubmissions/competency conversations/observations			
10	31 Mar – 4 Apr	Module 2: Understanding debt and consumer credit	Thursday 3 April — Cross country / Fun run: Prep – Year 12	Training activity 2.1	
			Credit and Debt		
			Credit and its role in society		

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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: Understanding debt and consumer credit	Monday 21 April — Easter Monday	Training activity 2.2	
			Tuesday 22 April – Thursday 24 April — School camp: Year 11		
			Friday 25 April — Anzac Day		
			Credit and Debt		
			Credit options used by individuals and businesses		
			Secured and unsecured loans		
2	28 Apr – 2 May		Credit and Debt	Training activity 2.3	
			Comparing the costs and benefits of using credit		
			Ways to use credit effectively		
3	5 May – 9 May		Monday 5 May — Labour Day	Training activity 2.4	
		Credit and Debt			
		Ways to use credit effectively			
		How to manage credit so that debt is minimised			
4	12 May – 16 May	Using Business Software	Training activity 2.5		
		Getting to know your role and responsibilities at CoffeeVille	Training activity 2.6		
		Identifying task requirements			
		Selecting relevant technology and software			
		Adjusting workplace, furniture and equipment to ergonomic requirements			
5	19 May – 23 May	Using Business Software	Training activity 2.7		
		Identifying and using various software applications common in the workplace	Training activity 2.8		
6	26 May – 30 May	Using Business Software	Training activity 2.9		
		How to review and edit final information/data			
		How to prepare files for storage according to organisational requirements, naming and storing			
7	2 Jun – 6 Jun	Assessment 2 (A2)	A2FOL and A2QUES		
		A2FOL Folio Assessment	Due Friday 13 June		
8	9 Jun – 13 Jun	A2QUES Questions Assessment	5:00 pm		
9	16 Jun – 20 Jun	Assessment 2 (A2)	Resubmissions/competency conversations/observations		
		Resubmissions/competency conversations/observations			
10	23 Jun – 27 Jun	Module 3: Working safely and effectively	Thursday 26 June — Senior formal: Year 12	Training activity 3.1	
			Friday 27 June — Athletics carnival / Sports day: Prep – Year 12		
			Workplace Health and Safety		
			What is the legislation for WHS?		
			What are the roles and responsibilities of workers with regards to WHS?		
			What are the policies and procedures to follow for WHS?		

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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: Working safely and effectively	Workplace Health and Safety How to identify and classify hazards The process for auditing a work area and reporting hazards found How to implement hazard control measures	Training activity 3.2 Part A and Part B
2	21 Jul – 25 Jul		Workplace Health and Safety How to respond to emergencies/accidents/incidents Reporting accidents/incidents	Training activity 3.2 Part C Training activity 3.3
3	28 Jul – 1 Aug		Communicating in the workplace Why workplace communication is important Policies and procedures relating to communication at CoffeeVille	Training activity 3.4
4	4 Aug – 8 Aug		Communicating in the workplace The process to use to draft and finalise written communication	Training activity 3.5
5	11 Aug – 15 Aug		Wednesday 13 August — Royal Queensland (Ekka) Show Holiday Communicating in the workplace Verbal communication skills, including listening, speaking and questioning and non-verbal communication skills	Training activity 3.6
6	18 Aug – 22 Aug		Assessment 3 (A3) A3FOL Folio Assessment A3QUES Questions Assessment	A3FOL and A3QUES Due Friday 29 August 5:00 pm
7	25 Aug – 29 Aug			
8	1 Sept – 5 Sept		Mock exams: Year 12 Monday 1 September – Thursday 4 September Friday 5 September — Student free day Assessment 3 (A3) Resubmissions/competency conversations/observations	Resubmissions/competency conversations/observations
9	8 Sept – 12 Sept	Module 4: Working in the financial services industry	Mock exams: Year 12 Monday 8 September – Friday 12 September Working effectively in the financial services industry Types of businesses that are involved in the financial services industry How the industry is regulated Roles within the financial services industry Skills and attributes required to perform these roles	Training activity 4.1
10	15 Sept – 19 Sept		Exams: Year 11 Monday 15 September – Friday 19 September Friday 19 September — Connect day: Years 11–12 Working effectively in the financial services industry Basic financial records used in business	Training activity 4.2

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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: Working in the financial services industry	Monday 6 October — King's Birthday Holiday	Training activity 4.2
			Working effectively in the financial services industry Basic financial records used in business	
Working in a team environment What is a team? Skills to be an effective team member	Activities as advised by teacher			
Working in a team environment Effective team factors Working in teams	Activities as advised by teacher			
Exams: Year 12 Monday 27 October – Friday 31 October Assessment 4 (A4) A4FOL Folio Assessment A4QUES Questions Assessment	A4FOL and A4QUES Due Friday 7 November 5:00 pm			
Exams: Year 12 Monday 3 November – Friday 7 November Assessment 4 (A4) A4FOL Folio Assessment A4QUES Questions Assessment				
Exams: Year 12 Monday 10 November – Friday 14 November Assessment 4 (A4) Resubmissions/competency conversations/observations	Resubmissions/competency conversations/observations			
Exams: Year 12 Monday 17 November – Tuesday 18 November 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	Qualification completed Friday 21 November - final date for attainment of Certificate II in Financial Services			
Exams: Year 11 Monday 24 November – Friday 28 November Friday 28 November — Final day: Years 10–11				
9	1 Dec – 5 Dec			
10	8 Dec – 12 Dec			

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