

Year 11 Certificate II in Applied Digital Technologies

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: System Software	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 Course Introduction VET & Certificate II in Applied Digital Technologies orientation	Computer use self-evaluation and course orientation activities Submit VET Agreement with USI
2	3 Feb – 7 Feb		Choosing an operating system Hardware and system requirements of an operating system	Training Activity T1.1
3	10 Feb – 14 Feb		Friday 14 February — Senior orientation day: Years 10–12 Installing operating systems Virtual machines; Installing operating systems; Setting up hardware; Installing software	Training Activity T1.2
4	17 Feb – 21 Feb		More installing and settings Customising system settings and the interface; Installing more operating systems and applications	Training Activity T1.3
5	24 Feb – 28 Feb		Settings and user interfaces More system settings; Using the command line	Training Activity T1.4
6	3 Mar – 7 Mar		Assessment 1a (A1a): System Setup A1aFOL folio of work A1aQUES questions	A1aFOL and A1aQUES Due Friday 7 March 5pm
7	10 Mar – 14 Mar		System security Types of destructive software; Preventative Software; Running scans	Training Activity T1.5
8	17 Mar – 21 Mar		Email security Email risks; Spam and phishing; filters and quarantine	Training Activity T1.6
9	24 Mar – 28 Mar		Exams: Year 11 Monday 24 March – Friday 28 March Communicating and security Communicating using digital technology; Sharing information	Training Activity T1.7
10	31 Mar – 4 Apr		Thursday 3 April — Cross country / Fun run: Prep – Year 12 Assessment 1b (A1b): System Security A1bFOL folio of work A1bQUES questions	A1bFOL and A1bQUES Due Friday 4 April 5pm

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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 1	Monday 21 April — Easter Monday	Resubmissions/competency conversations/observations
			Tuesday 22 April – Thursday 24 April — School camp: Year 11	
			Friday 25 April — Anzac Day	
			Assessment 1 Resubmissions/ competency conversations/ observations, as advised by assessor	
2	28 Apr – 2 May	Module 2: Sustainable Workplaces	Sustainable: It's the law Introduction to environmental sustainability; Environmental breaches; Legislation	Training Activity T2.1
3	5 May – 9 May		Monday 5 May — Labour Day Measuring resource use Identifying resources used in the workplace and tracking your use	Training Activity T2.2
4	12 May – 16 May		Improving resource use Improving the use of resources in your workplace	Training Activity T2.3
5	19 May – 23 May		Assessment 2: Sustainable Workplaces A2FOL folio of work A2QUES questions	A2FOL and A2QUES Due Friday 23 May 5pm
6	26 May – 30 May		Module 3: Application Software	Word Processing introduction Styles, lists, tables, images, breaks and sections
7	2 Jun – 6 Jun	Automating documents More styles, headers and footers, page numbering, tables of contents		Training Activity T3.2
8	9 Jun – 13 Jun	Introductory spreadsheets Tables, formatting, simple formulas and functions, simple charts		Training Activity T3.3
9	16 Jun – 20 Jun	Impressive spreadsheets More formulas and functions, more charts, more number formatting		Training Activity T3.4
10	23 Jun – 27 Jun	Friday 27 June — Athletics carnival / Sports day: Prep – Year 12		Training Activity T3.5
		Integrating applications Save formats; CSV files; Linking and embedding		

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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: Application Software	Mail merge goes beyond letters Applying the mail merge concept to a range of text types	Training Activity T3.6
2	21 Jul – 25 Jul		Assessment 3a (A3a): Spreadsheets, Word Processing and Mail Merge A3aFOL folio of work A3aQUES questions	A3aFOL and A3aQUES Due Friday 25 July 5pm
3	28 Jul – 1 Aug		PowerPoint goes beyond slideshows Applying PowerPoint to a range of presentation modes	Training Activity T3.7
4	4 Aug – 8 Aug		Planning presentations Presentation and slide design; Slide masters; Considering organisational requirements	Training Activity T3.8
5	11 Aug – 15 Aug		Wednesday 13 August — Royal Queensland (Ekka) Show Holiday Appealing to your audience Visual effects; Custom shows; Notes and handouts; Save formats	Training Activity T3.9
6	18 Aug – 22 Aug		Assessment 3b (A3b): Presentation Software A3bFOL folio of work A3bQUES questions	A3bFOL and A3bQUES Due Friday 29 August 5pm
7	25 Aug – 29 Aug			
8	1 Sept – 5 Sept		Friday 5 September — Student free day Assessment 3 Resubmissions/ competency conversations/ observations, as advised by assessor	Resubmissions/ competency conversations/ observations
9	8 Sept – 12 Sept	Module 4: Safety	Hazards in the workplace Identifying, classifying and reporting hazards	Training Activity T4.1
10	15 Sept – 19 Sept		Exams: Year 11 Monday 15 September – Friday 19 September Friday 19 September — Connect day: Years 11–12 Making workplaces safer Implementing control measures	Training Activity T4.2

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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: Safety in the Workplace	Monday 6 October — King's Birthday Holiday	Training Activity T4.3
			Workplace incidents Responding to and reporting incidents in the workplace	
2	13 Oct – 17 Oct		WH&S people and processes WH&S roles in the workplace; Following WH&S processes	Training Activity T4.4
3	20 Oct – 24 Oct	Module 4: Safety in the Workplace	Assessment 4 (A4): Safety in the Workplace A4FOL folio of work A4QUES questions	A4FOL and A4QUES Due Friday 24 October 5pm
4	27 Oct – 31 Oct		Assessment 4 Resubmissions/ competency conversations/ observations, as advised by assessor	Resubmissions/ competency conversations/ observations
5	3 Nov – 7 Nov	Competency conversations, observations	Assessment Resubmissions/ competency conversations/ observations, as advised by assessor	Resubmissions/ competency conversations/ observations
6	10 Nov – 14 Nov		Assessment Resubmissions/ competency conversations/ observations, as advised by assessor	Resubmissions/ competency conversations/ observations
7	17 Nov – 21 Nov		Friday 21 November — Aquatic carnival: Prep – Year 11	Resubmissions/ competency conversations/ observations
			Assessment Resubmissions/ competency conversations/ observations, as advised by assessor	Resubmissions/ competency conversations/ observations
8	24 Nov – 28 Nov		Exams: Year 11 Monday 24 November – Friday 28 November Friday 28 November — Final day: Years 10–11	Resubmissions/ competency conversations/ observations
		Assessment Resubmissions/ competency conversations/ observations, as advised by assessor		
9	1 Dec – 5 Dec			
10	8 Dec – 12 Dec			