

Year 12 FSK20119 Certificate II in Skills for Work and Vocational Pathways

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 3: Managing tasks and problem-solving	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 Welcome & VET Orientation Simulated business orientation refresher Year 2 VET Agreement Form Assessment (2024) Complete and submit any outstanding Module 1 and/or 2 assessments	Submit Year 2 VET agreement Complete A1 and/or A2 Submit outstanding Module 1 and/or 2 assessments from 2024
2	3 Feb – 7 Feb		Student responsibilities - refresher Course outline and structure; revision of student folder setup and organisation; review of navigation of Coffeerville Measurement and numeracy Time; money; percentages; distance; estimation; litres and millilitres; temperature; capacity; area and estimation	Complete A1 and/or A2 Submit outstanding Module 1 and/or 2 assessments Due no later than Friday 7 February
3	10 Feb – 14 Feb		Friday 14 February — Senior orientation day: Years 10–12 Measurement and numeracy Order of operations; problem-solving model and converting types of measurement and numeracy	
4	17 Feb – 21 Feb		Time Ways time is used in the workplace	Training Activity T3.1 (Completing a timesheet) Due Friday 21 February
5	24 Feb – 28 Feb		Money Using decimals; adding up; rounding; calculating GST; problem-solving model and ways money is used in the workplace; calculating weekly wages	Training Activity T3.2 (Money) Due Friday 28 February
6	3 Mar – 7 Mar		Assessment 3 (A3) A3FOL Folio Tasks 1, 2 and 3 A3QUES Questions Part A	A3FOL Tasks 1, 2 and 3 A3QUES Part A Due Friday 7 March 5:00 pm
7	10 Mar – 14 Mar		Percentages and fractions Calculating portions; determining rates; mark-ups/mark downs and discounts	Training Activity T3.3 (QUIZ) Due Friday 14 March
8	17 Mar – 21 Mar		Assessment 3 (A3) Resubmissions/competency conversations/observations	Resubmissions/competency conversations/observations
9	24 Mar – 28 Mar		Exams: Year 11 Monday 24 March – Friday 28 March Resubmissions/competency conversations/observations	Resubmissions/competency conversations/observations
10	31 Mar – 4 Apr		Thursday 3 April — Cross country / Fun run: Prep – Year 12 Resubmissions/competency conversations/observations	Resubmissions/competency conversations/observations

Disclaimer: Information contained in this document is correct at time of publishing.

Year 12 FSK20119 Certificate II in Skills for Work and Vocational Pathways

Work rate calendar (WRC) 2025

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					
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		Module 3: Managing tasks and problem-solving	Monday 21 April — Easter Monday	Training Activity T3.5 (Worksheet) Due Friday 25 April	
			Friday 25 April — Anzac Day		
Estimation Checking estimation against actual measurements; problem-solving model; measuring equipment and calculating volume; weight and linear/area					
2	28 Apr – 2 May		Assessment 3 (A3) A3FOL Folio Tasks 4, 5 and 6	A3FOL Tasks 4, 5 and 6 Due Friday 2 May 5:00 pm	
			Monday 5 May — Labour Day	A3FOL Task 7 A3QUES Part B Due Friday 9 May 5:00 pm	
3	5 May – 9 May		Assessment 3 (A3) A3FOL Folio Task 7 A3QUES Questions Part B		
			Assessment 3 (A3) A3FOL Folio Task 8 A3QUES Questions Part C and D	A3FOL Task 8 A3QUES Parts C and D Due Friday 16 May 5:00 pm	
4	12 May – 16 May		Assessment 3 (A3) Resubmissions/competency conversations/observations	Resubmissions/competency conversations/observations	
5	19 May – 23 May		Module 4: Career planning and workplace learning	Career investigation Navigating search engines; career goals	
6	26 May – 30 May			Assessment 4 (A4) A4FOL Folio Tasks 1, 2 and 3	A4FOL Tasks 1, 2 and 3 Due Friday 6 June
7	2 Jun – 6 Jun	Assessment 4 (A4) A4FOL Folio Task 4	A4FOL Task 4 Due Friday 13 June 5:00 pm		
8	9 Jun – 13 Jun	Assessment 4 (A4) Resubmissions/competency conversations/observations	Resubmissions/competency conversations/observations		
9	16 Jun – 20 Jun	Thursday 26 June — Senior formal: Year 12	Resubmissions/competency conversations/observations		
		Friday 27 June — Athletics carnival / Sports day: Prep – Year 12			
10	23 Jun – 27 Jun	Assessment 4 (A4) Resubmissions/competency conversations/observations			

Year 12 FSK20119 Certificate II in Skills for Work and Vocational Pathways

Work rate calendar (WRC) 2025

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				
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 4: Career planning and workplace learning	Review further training and upskilling Identifying work related learning requirements; accessing additional learning options; training for specified career requirements; potential learning barriers and strategies for overcoming barriers	
2	21 Jul – 25 Jul		Assessment 4 (A4) A4FOL Folio Task 5A, 5B and 5C A4QUES Questions Part A (Students are to commence work on chosen skill development)	A4FOL Tasks 5A, 5B and 5C A4QUES Part A Due Friday 25 July 5:00 pm
3	28 Jul – 1 Aug		Working within organisational requirements Organisational policies and procedures; legislation and rights and responsibilities in the workplace	
4	4 Aug – 8 Aug		Assessment 4 (A4) A4FOL Folio Tasks 6, 7 and 8 Note: As part of A4FOL Task 5c (Implementation of Workplace Learning Plan), these tasks must be completed within the week to assess work organisation and ability to meet deadlines.	A4FOL Tasks 6, 7 and 8 Due Friday 8 August 5:00 pm
5	11 Aug – 15 Aug		Wednesday 13 August — Royal Queensland (Ekka) Show Holiday Assessment 4 (A4) A4FOL Folio Task 9 (team activity) A4QUES Questions Parts B and C	A4FOL Task 9 A4QUES Parts B and C Due Friday 15 August 5:00 pm
6	18 Aug – 22 Aug		Assessment 4 (A4) Resubmissions/competency conversations/observations	Resubmissions/competency conversations/observations
7	25 Aug – 29 Aug		Managing work and personal priorities Organising yourself and managing your time effectively	
8	1 Sept – 5 Sept		Mock exams: Year 12 Monday 1 September – Thursday 4 September Friday 5 September — Student free day Assessment 4 (A4) A4FOL Folio Task 5C (Reflection section of Workplace Learning Plan) A4QUES Questions Part D	
9	8 Sept – 12 Sept		Mock exams: Year 12 Monday 8 September – Friday 12 September Assessment 4 (A4) A4FOL Folio Task 5C (Reflection section of Workplace Learning Plan) A4QUES Questions Part D	A4FOL Task 5C (Reflection) A4QUES Part D Due Friday 12 September 5:00 pm
10	15 Sept – 19 Sept		Friday 19 September — Connect day: Years 11–12 Assessment 4 (A4) Resubmissions/competency conversations/observations	Resubmissions/competency conversations/observations

Disclaimer: Information contained in this document is correct at time of publishing.

LEGEND	Class work — send-in	Summative assessment	Exam block	School events	Public holidays	Student free day
---------------	----------------------	----------------------	------------	---------------	-----------------	------------------

Year 12 FSK20119 Certificate II in Skills for Work and Vocational Pathways

Work rate calendar (WRC) 2025

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 declaration of academic integrity.		
Week	Dates	Unit	Topic	Class work / Assessment to be submitted
1	6 Oct – 10 Oct	Module 4: Career planning and workplace learning	Monday 6 October — King's Birthday Holiday	A4FOL Tasks 10 and 11 Due Friday 10 October 5:00 pm
			Assessment 4 (A4) A4FOL Folio Tasks 10 and 11 (Draft and final must be submitted as one submission to allow trainer and assessor the opportunity to provide feedback)	
2	13 Oct – 17 Oct		Assessment 4 (A4) Resubmissions/competency conversations/observations	Resubmissions/competency conversations/observations
3	20 Oct – 24 Oct		Assessment 4 (A4) Resubmissions/competency conversations/observations	Resubmissions/competency conversations/observations
4	27 Oct – 31 Oct		Exams: Year 12 Monday 27 October – Friday 31 October	Resubmissions/competency conversations/observations
			Assessment Resubmissions/competency conversations/observations as advised by assessor	
5	3 Nov – 7 Nov		Exams: Year 12 Monday 3 November – Friday 7 November	
			Assessment Resubmissions/competency conversations/observations as advised by assessor	
6	10 Nov – 14 Nov		Exams: Year 12 Monday 10 November – Friday 14 November	
			Assessment Resubmissions/competency conversations/observations as advised by assessor	
7	17 Nov – 21 Nov	Exams: Year 12 Monday 17 November – Tuesday 18 November	Qualification completed Friday 21 November - final date for attainment of Certificate II in Skills for Work and Vocational Pathways	
		Assessment Resubmissions/competency conversations/observations as advised by assessor		
		Wednesday 19 November — Celebration: Year 12		
		Thursday 20 November — Graduation: Year 12		
		Friday 21 November — Final day: Year 12		
8	24 Nov – 28 Nov			
9	1 Dec – 5 Dec			
10	8 Dec – 12 Dec			

Disclaimer: Information contained in this document is correct at time of publishing.