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| 1    | 23 Jan - 27 Jan | Orientation Course orientation:  
- BSDE VET Orientation  
- Cert II in Business course structure (including file management)  
- Units of Competency for Semester 1  |  | VET Orientation  |
|      |          |  |  |  |
| 2    | 30 Jan - 3 Feb | Training, BSBD201 Work effectively in a business environment Working at Australian Hardware - Induction:  
- Your job description and role at Australian Hardware  
- Staff Handbook  
- Your colleagues at Australian Hardware (organisational chart and staff list)  | Training Activity 1.1  |  |
|      |          |  |  |  |
| 3    | 6 Feb - 10 Feb | Training, BSBD201 Work effectively in a business environment Working at Australian Hardware - Induction:  
- Policies and procedures  
- WHS Manual  | Training Activity 1.2  |  |
|      |          |  |  |  |
| 4    | 13 Feb - 17 Feb | Training, BSBD201 Contribute to health and safety of self and others Working at Australian Hardware - Working safely:  
- Safety Sense  
- Safety considerations in the office  
- Responsibilities of the worker, PCBU and duty holders  | Training Activity 1.3  |  |
|      |          |  |  |  |
| 5    | 20 Feb - 24 Feb | Training, BSBD201 Contribute to health and safety of self and others Working at Australian Hardware - Working safely:  
- Identifying hazards  
- Assessing risk (including hierarchy of controls)  
- Reporting hazards  | Training Activity 1.4  |  |
|      |          |  |  |  |
| 6    | 27 Feb - 3 Mar | Training, BSBD201 Contribute to health and safety of self and others Working at Australian Hardware - Working safely:  
- Emergency procedures  
- Responding to workplace accidents/incidents  
- Reporting accidents/incidents  | Training Activity 1.5  |  |
|      |          |  |  |  |
| 7    | 6 Mar - 10 Mar | Training, BSBD201 Contribute to health and safety of self and others Working at Australian Hardware - Working safely:  
- Contributing to workplace health and safety  
- Health and safety committees  
- Auditing your work area  | Training Activity 1.6  |  |
|      |          |  |  |  |
| 8    | 13 Mar - 17 Mar | Assessment Work on Assessment Item 1 Folio Task 1  
Work on Assessment Item 1 Response to Questions Part A  | A11FOL Task 1  |  |
| 9    | 20 Mar - 24 Mar | Assessment Work on Assessment Item 1 Folio Task 2  
Work on Assessment Item 1 Response to Questions Part A  | A11FOL Task 2  |  |
| 10   | 27 Mar - 31 Mar | Assessment Resubmissions/Competency Conversations Opportunities for Work placement/Competency demonstration  | Resubmissions  |  |

**Public Holidays:** Australia Day - Thursday 26th January  
**School Holidays:** Saturday 1st April – Monday 17th April
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| 1    | Tuesday 18 Apr - 21 Apr | Working at Australian Hardware - Getting organised: | - Determining workplace goals and tasks  
- Breaking tasks down  
- Setting priorities  | Training Activity 1.7 |
| 2    | 24 Apr - 28 Apr | Working at Australian Hardware - Getting organised: | - Time management and scheduling  
- Considering resources  
- Planning for contingencies  | Training Activity 1.8  
Goal Setting Review (Weds 26/4) |
| 3    | 1 May - 5 May | Working at Australian Hardware - Working effectively: | - Getting the work done  
- Problem solving  
- Monitoring your work  
- Seeking and responding to feedback  | Training Activity 1.9  
Monday 1st May Day Public Holiday |
| 4    | 8 May - 12 May | Work on Assessment Item 1 Folio Task 3  
Work on Assessment Item 1 Response to questions Part B  
Senior Camp (Mon 8/5 – Friday 12/5) | | No work to submit |
| 5    | 15 May - 19 May | Work on Assessment Item 1 Folio Task 3  
Work on Assessment Item 1 Response to Questions Part B | | A1FOL Task 3 |
| 6    | 22 May - 26 May | Working effectively with others: | - Workplace teams  
- Characteristics of a good team  
- Characteristics of a good team member  | Training Activity 1.10  
Training Activity 1.11 |
| 7    | 29 May - 2 June | Working effectively with others (team task): | - Team roles  
- Identifying team goals  
- Allocating tasks (including resource and time management)  | Training Activity 1.12  
Exam block year 11/12 starts – (Thursday 1st June)  
Exam block year 11/12 finishes – (Wednesday 7th June) |
| 8    | 5 June - 9 Jun | Working effectively with others (team task): | - Managing difference  
- Monitoring progress (including feedback)  
- Improving performance  | No work to submit |
| 9    | 12 Jun - 16 Jun | Work on Assessment Item 1 Folio Task 4  
Work on Assessment Item 1 Response to Questions Part B | | No work to submit |
| 10   | 19 Jun - 23 Jun | Work on Assessment Item 1 Folio Task 4  
Work on Assessment Item 1 Response to Questions Part B | | A1FOL Task 4  
A1QUESTS Part B |

Public Holidays: Easter Monday 17th April, Tuesday 25th April Anzac Day, Monday 1st Labour Day Public Holiday

School Holidays: Saturday 24 June – Sunday 9th July
### Week 1
- Dates: 10 Jul - 14 Jul
- Topic: Introduction to word processing:
  - Revision of WHS - ergonomics
  - File naming and file management (including customising desktop, shortcuts, navigation etc)
  - Basic computer functions and features of the computer and accessing help

### Week 2
- Dates: 17 Jul - 21 Jul
- Topic: Introduction to word processing:
  - Features of a word processing program (MS Word)
  - Editing (cut, paste, move, find and replace)
  - Basic formatting (fonts - size, colour and type)
  - Alignment (horizontal including tabs and paragraph settings)
  - Page setup (orientation, vertical alignment)

### Week 3
- Dates: 24 Jul - 28 Jul
- Topic: Simple business documents:
  - Agenda
  - Invitation
  - Proofreading and printing (including resource conservation)

### Week 4
- Dates: 31 July - 4 Aug
- Topic: Simple business documents:
  - Business letters
  - ▪ Parts
  - ▪ Letter styles
  - ▪ Punctuation styles

### Week 5
- Dates: 7 Aug - 11 Aug
- Topic: Simple business documents:
  - Organisational requirements (style guides)

### Week 6
- Dates: 14 Aug - 18 Aug
- Topic: Simple business documents:
  - Practise

### Week 7
- Dates: 21 Aug - 25 Aug
- Topic: Work on Assessment Item 2 Folio Task 1
  - Work on Assessment Item 2 Response to Questions Part A

### Week 8
- Dates: 28 Aug - 1 Sep
- Topic: Work on Assessment Item 2 Folio Task 2
  - Work on Assessment Item 2 Response to Questions Part A

### Week 9
- Dates: 4 Sep - 8 Sep
- Topic: Advanced word processing:
  - Tables
  - Columns

### Week 10
- Dates: 11 Sep - 15 Sep
- Topic: Advanced word processing:
  - Templates
  - Styles
  - Headers/footers (including different/odd and even pages)

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**Public Holidays:** Royal Queensland Show - Wednesday 16th August (Brisbane)

**School Holidays:** Saturday 16th September – Monday 2nd October

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**Year 11 Certificate II in Business Work Rate Calendar - Term 4 2017**

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• Mail merge  
**Monday 2nd: Queens Birthday Holiday** |
| 2    | 9 Oct - 13 Oct | Assessment | Work on Assessment Item 2 Folio Task 3  
Work on Assessment Item 2 Response to Questions Part B | A12FOL Task 3  
A12QUES Part C |
| 3    | 16 Oct - 20 Oct | Assessment | Work on Assessment Item 2 Folio Task 3  
Work on A12 Response to Questions Part C | A12FOL Task 3  
A12QUES Part C |
| 4    | 23 Oct - 27 Oct | Training, BSBITU303 Design and produce text documents | Document design:  
• Principles of design  
• Flyers (and brochures) | Training Activity 2.11 |
| 5    | 30 Oct - 3 Nov | Training, BSBITU303 Design and produce text documents | Document design:  
• Reports  
• 2-page letters | Training Activity 2.12 |
| 6    | 6 Nov - 10 Nov | Assessment | Work on Assessment Item 2 Folio Task 4  
Work on Assessment Item 2 Response to Questions Part D  
Yr 11 Exam block (6/11 – 10/11) | No work to submit |
| 7    | 13 Nov - 17 Nov | Assessment | Work on Assessment Item 2 Folio Task 4  
Work on Assessment Item 2 Response to Questions Part D | A12FOL Task 4  
A12QUES Part D |
| 8    | 20 Nov - 24 Nov | Resubmissions/Competency Conversations Opportunities for Work placement/Competency demonstration | Year 11 QCS Workshop (Wednesday 22/11 – Friday 24/11)  
Year 10 & 11 finish Nov 24 | Resubmissions |

Public Holidays: Queens Birthday - Monday 2nd October, Student Free Day - Monday 16th October  
School Holidays: Saturday 9th December – Monday 22nd January 2018