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</table>
| 1  | 22-Jan - 26-Jan | Orientation, Australian Hardware  | Orientation:  
- BSDE VET Orientation  
- Cert II in Business course structure (including file management)  
- Units of Competency for Semester 1  | Class work send in  
Quizzes:  
- VET orientation  
- Action USI  
- Upload VET Contract  |
| 2  | 29-Jan - 2-Feb | Working at Australian Hardware, BSBIND201  | Induction:  
- Your job description and role at Australian Hardware  
- Staff Handbook  
- Your colleagues at Australian Hardware (organisational chart and staff list)  
- Policies and procedures  
- WHS Manual  | Training Activity 1.1  |
| 3  | 5-Feb - 9-Feb  | Working at Australian Hardware, BSBIND201  | Working safely:  
- Safety Sense  
- Safety considerations in the office  
- Responsibilities of the worker, PCBU and duty holders  | Training Activity 1.2  |
| 4  | 12-Feb - 16-Feb | Australia Day – Fri 29  |  | Training Activity 1.3  |
| 5  | 19-Feb - 23-Feb  | Working at Australian Hardware, BSBIND201  | Working safely:  
- Identifying hazards  
- Assessing risk (including hierarchy of controls)  
- Reporting hazards  | Training Activity 1.4  |
| 6  | 26-Feb - 2-Mar  | Working at Australian Hardware, BSBIND201  | Working safely:  
- Emergency procedures  
- Responding to workplace accidents/incidents  
- Reporting accidents/incidents  | Training Activity 1.5  |
| 7  | 5-Mar - 9-Mar  | Working at Australian Hardware, BSBIND201  | Working safely:  
- Contributing to workplace health and safety  
- Health and safety committees  
- Auditing your work area  | Training Activity 1.6  |
| 8  | 12-Mar - 16-Mar | AI 1 Folio of documents - Tasks 1 and 2  | AI 1 Folio Tasks 1 and 2  
Al 1 Response to questions - Part A  |  
Yr 11/12: Exam block - Mon 19th to Wed 21st  |
| 9  | 19-Mar - 23-Mar  | Assessment  |  | Due Friday, 23 March  |
| 10 | 26-Mar - 30-Mar  | Good Friday - Fri 30th  | Resubmissions/Competency Conversations  
Opportunities for Work placement/Competency demonstration  | Resubmissions  |

Public Holidays: Australia Day - Friday 26th January; Good Friday - Friday 30th March
School Holidays: Saturday 31st March – Monday 16th April
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<tbody>
<tr>
<td>1</td>
<td>16-Apr - 20-Apr</td>
<td>Working at Australian Hardware: BSBWOR202 Organise and complete daily work activities; BSBIND201 Work effectively in a business environment</td>
<td><strong>Student Free Day - Mon 16th</strong>&lt;br&gt;Getting organised:&lt;br&gt;- Determining workplace goals and tasks&lt;br&gt;- Breaking tasks down&lt;br&gt;- Setting priorities</td>
<td>Training Activity 1.7</td>
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<td>2</td>
<td>23-Apr - 27-Apr</td>
<td>P-T interviews - Tue 24th&lt;br&gt;Anzac Day - Wed 25th</td>
<td><strong>Getting organised:</strong>&lt;br&gt;- Time management and scheduling&lt;br&gt;- Considering resources&lt;br&gt;- Planning for contingencies</td>
<td>Training Activity 1.8</td>
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<td>3</td>
<td>30-Apr - 4-May</td>
<td>Working effectively:</td>
<td><strong>Labour Day - Mon 7th</strong>&lt;br&gt;Yr 11/12: Senior Camp - Tue 8th to Fri 11th</td>
<td>Training Activity 1.9</td>
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<td>4</td>
<td>7-May - 11-May</td>
<td>ASSESSMENT</td>
<td><strong>Al1 Folio of Documents - Task 3</strong>&lt;br&gt;<strong>Al1 Response to questions - Part B</strong></td>
<td>Due Friday 25 May</td>
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<td>5</td>
<td>14-May - 18-May</td>
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<td>6</td>
<td>21-May - 25-May</td>
<td>Working effectively with others:</td>
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<td>Training Activity 1.10</td>
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<td>7</td>
<td>28-May - 1-Jun</td>
<td>Working effectively with others (team task):&lt;br&gt;- Team roles&lt;br&gt;- Identifying team goals&lt;br&gt;- Allocating tasks (including resource and time management)</td>
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<td>Training Activity 1.11</td>
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<td>8</td>
<td>4-Jun - 8-Jun</td>
<td>Yr 11/12: Exam Block – Thu 7th – Wed 13th</td>
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<td>Training Activity 1.12</td>
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<td>9</td>
<td>11-Jun - 15-Jun</td>
<td>Working effectively with others (team task):&lt;br&gt;- Managing difference&lt;br&gt;- Monitoring progress (including feedback)&lt;br&gt;- Improving performance</td>
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<td>10</td>
<td>18-Jun - 22-Jun</td>
<td>Al 1 Folio of Documents&lt;br&gt;Al 1 Response to questions</td>
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<td>Due Friday 29 June</td>
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<td>11</td>
<td>25-Jun - 29-Jun</td>
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**Student Free day:** Monday 16th April  
**Public Holidays:** Wednesday 25th April Anzac Day, Monday 7th May Labour Day  
**School Holidays:** Saturday 30th June – Sunday 15th July
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**Public Holidays:**
- Royal Queensland Show (EKKA) - Wednesday 15th August (Brisbane)
- Queen's Birthday - Monday 1st October
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<tr>
<td>1</td>
<td>8-Oct - 12-Oct</td>
<td>Advanced word processing: Advanced word processing: BSBITU303 Design and produce text documents</td>
<td><strong>Advanced word processing:</strong> • Mail merge <strong>AI 2 Folio of Documents</strong> <strong>AI 2 Response to questions</strong> <strong>Student Free Day – Mon 22nd</strong></td>
<td>Training Activity 2.10</td>
</tr>
<tr>
<td>2</td>
<td>15-Oct - 19-Oct</td>
<td>Assessment</td>
<td><strong>AI 2 Folio Task 3</strong> <strong>AI 2 Response to questions Parts B and C</strong> Due: AI2QUES Part B</td>
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<td>3</td>
<td>22-Oct - 26-Oct</td>
<td>Assessment</td>
<td><strong>AI 2 Folio Task 3</strong> <strong>AI 2 Response to questions Parts B and C</strong> Due: AI2FOL Task 3 and AI2QUES Part B</td>
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<tr>
<td>4</td>
<td>29-Oct - 2-Nov</td>
<td>Advanced word processing: Design and produce text documents</td>
<td><strong>Document design:</strong> • Principles of design • Flyers (and brochures)<strong>Yr 11 Exam block</strong> <strong>AI2 Folio of Documents</strong> <strong>AI2 Response to questions</strong></td>
<td>Training Activity 2.11</td>
</tr>
<tr>
<td>5</td>
<td>5-Nov - 9-Nov</td>
<td>Advanced word processing: Design and produce text documents</td>
<td><strong>Document design:</strong> • Reports • 2-page letters</td>
<td>Training Activity 2.12</td>
</tr>
<tr>
<td>6</td>
<td>12-Nov - 16-Nov</td>
<td>Assessment</td>
<td><strong>AI2 Folio Task 4</strong> <strong>Response to questions Part D</strong></td>
<td>Due Friday 23 November</td>
</tr>
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<td>7</td>
<td>19-Nov - 23-Nov</td>
<td>Resubmissions/Competency Conversations <strong>Opportunities for Work placement/Competency demonstration</strong></td>
<td><strong>Yr 11: QCS Practice Test – Wed 28th to Fri 30th</strong> <strong>Yr 11: Last day – Fri 30th</strong></td>
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<td>Resubmissions/Competency Conversations <strong>Opportunities for Work placement/Competency demonstration</strong></td>
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<td>Resubmissions</td>
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<td>3-Dec - 7-Dec</td>
<td>Student Free Day - Monday 22nd October</td>
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<td>10-Dec - 14-Dec</td>
<td>Student Free Day - Monday 22nd October</td>
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**School Holidays:** Saturday 15th December – Monday 28th January 2019