

Year 11 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 1: Safety in the workplace	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 Welcome calls to students VET agreement with USI Simulated business orientation	Submit VET Agreement with USI
2	3 Feb – 7 Feb		Course organisation Course outline and structure; setting up folders and organisation Assessment submission and structure	
3	10 Feb – 14 Feb		Friday 14 February — Senior orientation day: Years 10–12 New staff induction Coffeeville (simulated business) overview and roles, including health and safety	Training Activity T1.1A (Worksheet) Due Wednesday 12 February Training Activity T1.1B (Safety check certificate) Due Friday 14 February
4	17 Feb – 21 Feb		Workplace hazards Identifying types of hazards; risk vs hazard; processes for reporting hazards; Hazard Report form	
5	24 Feb – 28 Feb		Benefits of Job Safety Analysis (JSA) Steps for conducting JSA; communicating outcomes to staff; completing Hazard Report form	Training Activity T1.2A (Video analysis and quizzes) Due Wednesday 26 February Training Activity T1.2B (Hazard report form) Due Friday 28 February
6	3 Mar – 7 Mar		Assessment 1 (A1) A1FOL Folio Tasks 1 and 2 A1QUES Questions Part A	A1FOL Tasks 1 and 2 A1QUES Part A Due Friday 7 March 5:00 pm
7	10 Mar – 14 Mar		Worksite inspections Completing inspection checklists; importance of reporting hazards and faulty equipment – completing Work Area Audits forms	Training Activity T1.3A (Work Area Audit form) Due Friday 14 March
8	17 Mar – 21 Mar		Worksite inspections Completing Equipment Fault form as a Café Attendant at CoffeeVille	Training Activity T1.3B (Equipment Fault form) Due Friday 21 March
9	24 Mar – 28 Mar		Exams: Year 11 Monday 24 March – Friday 28 March Incident reporting Procedures/process for reporting accidents/incidents	Training Activity T1.4 (Accident-incident form) Due Friday 28 March
10	31 Mar – 4 Apr		Thursday 3 April — Cross country / Fun run: Prep – Year 12 Assessment 1 (A1) A1FOL Folio Tasks 3 and 4	A1FOL Tasks 3 and 4 Due Thursday 3 April 5:00 pm

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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: Safety in the workplace	Monday 21 April — Easter Monday	Training Activity T1.5 (Worksheet) Due Friday 25 April
			Tuesday 22 April – Thursday 24 April — School camp: Year 11	
			Friday 25 April — Anzac Day	
			Employers and employees Duty of care; roles and responsibilities; legal obligations; WHS legislation; appropriate procedures and PPE (personal protective equipment)	
2	28 Apr – 2 May		Emergency Response Plan Create an emergency response plan; read and understand evacuation maps, emergency signs and first aid	Training Activity T1.6A (Fire Evacuation) Due Wednesday 30 April Training Activity T1.6B (Video analysis and quiz) Due Friday 2 May
			Monday 5 May — Labour Day	A1FOL Task 5 A1QUES Part B Due Friday 9 May 5:00 pm
3	5 May – 9 May		Assessment 1 (A1) A1FOL Folio Task 5 A1QUES Ques Part B	A1QUES Parts C, D and E Due Friday 16 May 5:00 pm
4	12 May – 16 May		Assessment 1 (A1) A1QUES Questions Parts C, D and E	
5	19 May – 23 May		WHS processes Basic WHS Inductions kit; contribute to WHS meeting and consultative processes	
6	26 May – 30 May		Module 2: Communicate and connect in the workplace	Assessment 1 (A1) A1FOL Folio Task 6 (submit planning sheet for trainer/assessor approval <i>prior to</i> participating in meeting)
7	2 Jun – 6 Jun	Assessment 1 (A1) Resubmissions/competency conversations/observations A1OBS Assessor Observations		Resubmissions/Competency conversations/Observations
8	9 Jun – 13 Jun	Team environment involving communication Verbal and non-verbal; types of non-verbal communication		Training Activity T2.1 (Quiz) Due Friday 13 June
9	16 Jun – 20 Jun	Team environment involving communication Types of listening and importance of communicating in the workplace		Training Activity T2.2 (Quiz) Due Friday 20 June
10	23 Jun – 27 Jun	Thursday 26 June — Senior formal: Year 12		Training Activity T2.3 (Quiz) Due Friday 27 June
		Friday 27 June — Athletics carnival / Sports day: Prep – Year 12		
		Effective teams Ways to communicate; barriers and strategies; team roles		

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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 2: Communicate and connect in the workplace	Teamwork Effective teams; ways to communicate, barriers and strategies; team roles	Training Activity T2.4 (Quiz) Due Friday 18 July
2	21 Jul – 25 Jul		Assessment 2 (A2) A2QUES Questions Part A	A2QUES Part A Due Friday 25 July 5:00 pm
3	28 Jul – 1 Aug		Assessment 2 (A2) A2FOL Folio Task 1 (submit planning sheet for trainer/assessor approval prior to participating in meeting) A2OBS Assessor Observations	A2FOL Task 1 Due Friday 1 August 5:00 pm
4	4 Aug – 8 Aug		Communicating with customers Customer complaints: what is a customer complaint; reasons for customers' complaint; handling complaints	Training Activity T2.5 (Worksheet) Due Friday 8 August
5	11 Aug – 15 Aug		Wednesday 13 August — Royal Queensland (Ekka) Show Holiday Communicating with customers Appropriate communication styles to use; determining action required and who to seek advice from	Training Activity T2.6 (Worksheet) Due Friday 15 August
6	18 Aug – 22 Aug		Digital technology Types of business correspondence: emails, flyers, brochures, letters, memos and cards; how to write and format business correspondence and netiquette	Training Activity T2.7 (Worksheet) Due Friday 22 August
7	25 Aug – 29 Aug		Digital technology Netiquette; types and ways business correspondence are used to effectively communicate with employees, customers, suppliers and other relevant parties	Training Activity T2.8 (Netiquette game) Due Friday 29 August
8	1 Sept – 5 Sept		Mock exams: Year 12 Monday 1 September – Thursday 4 September Friday 5 September — Student free day Digital technology Creating, proofreading, and emailing a letter	
9	8 Sept – 12 Sept		Mock exams: Year 12 Monday 8 September – Friday 12 September Assessment 2 (A2) A2FOL Folio Task 2 and 3 A2QUES Questions Part B and C	A2FOL Task 2 and 3 A2QUES Parts B and C Due Friday 12 September 5:00 pm
10	15 Sept – 19 Sept		Exams: Year 11 Monday 15 September – Friday 19 September Friday 19 September — Connect day: Years 11–12 Assessment 2 (A2) Resubmissions/competency conversations/observations	Resubmissions/competency conversations/observations Due Friday 19 September 5:00 pm

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Term 4

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Assessment				
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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 2: Communicate and connect in the workplace	Monday 6 October — King's Birthday Holiday Assessment 2 (A2) A2FOL Folio Task 4 (submit draft to allow trainer/assessor feedback, then submit draft and final as one submission)	A2FOL Task 4 Due Friday 10 October 5:00 pm
2	13 Oct – 17 Oct		Assessment 2 (A2) A2FOL Folio Task 5 (submit planning sheet for trainer/assessor approval <i>prior to</i> participating in meeting)	A2FOL Task 5 Due Friday 17 October 5:00 pm
3	20 Oct – 24 Oct		Assessment 2 (A2) Resubmissions/competency conversations/observations	Resubmissions/competency conversations/observations
4	27 Oct – 31 Oct		Exams: Year 12 Monday 27 October – Friday 31 October Employees' and employer's rights Confidentiality, rights & privacy within the workplace; ethics and ethical issues; bullying and violence at work	
5	3 Nov – 7 Nov		Exams: Year 12 Monday 3 November – Friday 7 November Assessment 2 (A2) A2FOL Folio Task 6 A2FOL Ques Part D	A2FOL Task 6 A2QUES Part D Due Friday 7 November 5:00 pm
6	10 Nov – 14 Nov		Exams: Year 12 Monday 10 November – Friday 14 November Assessment 2 (A2) Resubmissions/competency conversations/observations	Resubmissions/competency conversations/observations
7	17 Nov – 21 Nov		Exams: Year 12 Monday 17 November – Tuesday 18 November Friday 21 November — Aquatic carnival: Prep – Year 11 Assessment 2 (A2) Resubmissions/competency conversations/observations	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	
9	1 Dec – 5 Dec			
10	8 Dec – 12 Dec			