

# Year 10 Modified Skills for Vocational Pathways

## Work rate calendar (WRC) 2024

### 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	22 Jan – 26 Jan	<b>Unit 1: Entering the Workplace</b>	Monday 22 January — Welcome calls for students: Prep – Year 12	
			Wednesday 24 January — Learning for success: Prep – Year 12	
			Friday 26 January — Australia Day Holiday	
<b>Course Introduction</b>				
Welcome, discover MVP QLearn				
2	29 Jan – 2 Feb		<b>Course Introduction</b>	SA1 Questions: Q. 1
Assessment and WRC				
Study and organisational skills				
3	5 Feb – 9 Feb		Friday 9 February — Senior orientation day: Years 10–12	
			<b>Technology Skills</b>	
Managing your files and storage				
Office 365 and MS Word				
4	12 Feb – 16 Feb	<b>Job Searching</b>	SA1 Questions: Q. 2 - 3	
Your strengths and weaknesses				
Finding ways to fill skills gaps				
5	19 Feb – 23 Feb	<b>Job Searching, Communication in the Workplace</b>	SA1 Questions: Q. 4 - 6	
		Job search websites		
		Training options		
Communication skills, verbal and non-verbal skills				
6	26 Feb – 1 Mar	<b>Job Searching</b>	SA2 Folio: Q. 1.1, 1.2, 1.3	
		Strategies for overcoming obstacles to employment		
Job search websites		SA1 Questions Due Fri 1 Mar		
7	4 Mar – 8 Mar	<b>Job Searching, Setting Goals</b>	SA2 Folio :Q. 1.4, 3.1, 3.2	
		Identifying training options		
Setting goals to improve work skills, develop a learning plan				
8	11 Mar – 15 Mar	<b>Communication</b>	SA2 Folio: Q. 2.1, 2.2	
Role playing a workplace face-to-face communication				
9	18 Mar – 22 Mar	Monday 18 March – Wednesday 20 March — School camp: Years 7–8	SA2 Folio: Task Q 2.3, 2.4	
		<b>Communication</b>		
Role play		SA2 Folio Due Fri 22nd March		
10	25 Mar – 29 Mar	Thursday 28 March — Cross country / Fun run: Prep – Year 12		
		Friday 29 March — Good Friday		
		<b>Communication</b>		
Workplace scenarios				

# Year 10 Modified Skills for Vocational Pathways

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## Term 2

All students are expected to participate in all online lessons and complete all assessment as outlined in this **Work rate calendar**.

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Assessment				
<b>Supervised assessment</b>		Summative exams are to be supervised by the student's official exam supervisor.		
<b>Non-supervised assessment</b>		Students must sign declaration of academic integrity.		
Week	Dates	Unit	Topic	Class work / Assessment to be submitted
1	15 Apr – 19 Apr	Unit 2: Digital and Literacy Skills in the Workplace	<b>Introduction, Word Processing</b> Orientation, course overview, induction to simulated business IT skills and apps for this course Word processing in business	<b>SA3 Questions: Q. 1- 4</b>
2	22 Apr – 26 Apr		Thursday 25 April — Anzac Day <b>Resumés</b> Vocabulary Text features, examples	
3	29 Apr – 3 May		<b>Resumé Writing</b> Word processing- editing text and pictures Career summary and experience Writing the above as a list in Word using bullet points	<b>SA4 Folio Task 1 Resume:</b> • career summary • experience
4	6 May – 10 May		Monday 6 May — Labour Day <b>Resumé Writing</b> Collating information on ourselves Writing our skills, education and interests into sentences Writing the above as a list in Word using bullet points	<b>SA4 Folio Task 1 Resume:</b> • skills & abilities • interests • education
5	13 May – 17 May		<b>Resumé Writing</b> Writing your referees Copy and paste all work into resumé template Punctuation required in resumé e.g. addresses, business names and titles Proofreading and editing	<b>SA4 Folio Task 1 Resume:</b> • references <b>Submit draft, edit and complete</b>
6	20 May – 24 May		<b>Digital Skills to create a workplace document- Word Processing</b> Word processing- text boxes, headers, footers, pictures. Downloading and saving pictures	<b>SA4 Folio Task 2 Flyer: Draft completed Friday 24th May</b>
7	27 May – 31 May		<b>Digital Skills to create a workplace document- Word Processing</b> Receive feedback on flier, edit then printing pdf of final flyer Word processing- saving and printing	<b>SA4 Folio Task 2 Flyer : Complete</b> <b>SA3 Questions: Q. 5- 6</b> <b>SA4 Folio Due Friday 31st May</b>
8	3 Jun – 7 Jun		<b>Writing in the Workplace, Ergonomics</b> Complete digital workplace tasks e.g. timesheet, order form Ergonomics in workplaces	<b>SA3 Questions: Q. 7- 13</b>
9	10 Jun – 14 Jun		<b>Online Safety and Etiquette</b> Online etiquette Online security Typing Club	<b>SA3 Questions: Q. 14- 16</b> <b>SA3 Questions due Friday 14th June</b>
10	17 Jun – 21 Jun		Friday 21 June — Athletics carnival / Sports day: Prep – Year 12 <b>Typing Skills</b> Typing Club- continue working on goals, self-evaluation Preview of topic for term 3	

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### Term 3

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Assessment				
<b>Supervised assessment</b>		Summative exams are to be supervised by the student's official exam supervisor.		
<b>Non-supervised assessment</b>		Students must sign declaration of academic integrity.		
Week	Dates	Unit	Topic	Class work / Assessment to be submitted
1	8 Jul – 12 Jul	Unit 3: Safety in the Workplace	<b>Introduction</b> Vocabulary Introduction to WHS -what is it and why do we have it? Legislation Investigate CoffeeVille's Policy and Procedure & WHS documents	
2	15 Jul – 19 Jul		<b>Hazards and Risks</b> Identify hazards in workplace scenarios, make a risk assessment CoffeeVille's Work Area Audit forms	SA6 Folio Task 1: Work Area Audit
3	22 Jul – 26 Jul		Wednesday – Friday 24-26 July – SET Plan Days <b>Hazards and Risks</b> Investigate the procedure that follows a Work Area Audit Read examples of Work Area Audit forms	SA6 Folio Task 2: Hazard Report
4	29 Jul – 2 Aug		<b>Accidents and Incidents</b> Accidents and incidents that could occur in various workplaces CoffeeVille Accident/Incident procedure Work through the steps to complete an Accident/Incident Report Form	SA6 Folio Task 3: Accident/ Incident Report
5	5 Aug – 9 Aug		<b>Assessment Completion</b> Complete all tasks for SA1 Folio of Tasks and Submit	SA6 Folio of Tasks Due Friday 9 <sup>th</sup> August
6	12 Aug – 16 Aug		Wednesday 14 August — Royal Queensland (Ekka) Show Holiday <b>WHS Documentation</b> Coffeeville's Policy and Procedure document WHS Policy and relevant legislation Responsibilities of all stakeholders	SA5 Questions: Q. 1 - 5
7	19 Aug – 23 Aug		<b>Emergencies</b> What is required during an emergency at CoffeeVille Evacuation procedures	SA5 Questions: Q. 6 - 11
8	26 Aug – 30 Aug		Friday 30 August — Student free day <b>Safety Equipment</b> Safety equipment for a variety of workplaces Safety signs PPE- safety clothing and equipment	SA5 Questions: Q. 12 - 15
9	2 Sept – 6 Sept		<b>Reading Workplace Documents</b> Scanning, using index, headings, subheadings, symbols to read documents Complete SA5 questions	SA5 Questions: Q. 16 SA5 Questions Due Friday 6 <sup>th</sup> September
10	9 Sept – 13 Sept		Wednesday 11 September — Connect excursion: Years 7–9 Friday 13 September — Connect excursion: Years 10–12 <b>WHS Committee Meetings</b> Why do we have them? Who attends? How often are they held? What is discussed? Communication in meetings	

# Year 10 Modified Skills for Vocational Pathways

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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	30 Sept – 4 Oct	<b>Introduction, Problem Solving</b> Introduction to the topic, Explanation of the assessment. Introduce the money games class challenge Maths problem solving techniques	
2	7 Oct – 11 Oct	Monday 7 October — King's Birthday Holiday <b>Applying Maths Skills to Workplace Scenarios</b> Maths problem solving techniques (continued) Place value to 1000 and with two decimal places Ordering numbers/ prices	SA7 Questions: Q. 1- 2
3	14 Oct – 18 Oct	Monday 14 October – Wednesday 16 October — School camp: Years 9–10 <b>Applying Maths Skills to Workplace Scenarios</b> Equivalence of fractions, decimals and percentages Identifying suitable measurement units and equipment	SA7 Questions: Q. 3- 6
4	21 Oct – 25 Oct	<b>Applying Maths Skills to Workplace Scenarios</b> Reading Measurements Estimating and Measuring Order of operations	SA7 Questions: Q. 7- 11
5	28 Oct – 1 Nov	<b>Problem solving</b> Scenarios- What maths tools? Maths problem solving in the workplace- estimating Workplace scenarios	SA7 Questions: Q. 12- 16
6	4 Nov – 8 Nov	<b>Invoices and Orders</b> Invoices Practice filling in an invoice form Orders Finishing assessment task	SA8 Folio: Invoice SA8 Folio: Order
7	11 Nov – 15 Nov	<b>Completing Work and Extension Topics</b> Finishing Assessment Task Applying maths to workplace scenarios, money skills	SA7 Questions and SA8 Folio due Friday 15th November
8	18 Nov – 22 Nov	Friday 22 November — Aquatic carnival: Prep – Year 11 Friday 22 November — Final day: Years 10–11 <b>Summary, Revision and Extension Topics</b> GST, calculating 10%, adding GST to prices Maths in the workplace, wages and salaries	

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