

# Year 10/11/12 FSK10219 Certificate I in 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				
<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	22 Jan – 26 Jan	Module 1: Entering the workplace	Monday 22 January — Welcome calls for students: Prep – Year 12	<b>In-class training activities</b>
			Wednesday 24 January — Learning for success: Prep – Year 12	Activities as advised by teacher
			Friday 26 January — Australia Day Holiday	<b>Submit VET Agreement with USI</b>
<b>Orientation</b>				
VET induction, including Simulated Business orientation				
2	29 Jan – 2 Feb		<b>Job searching</b>	<b>In-class training activities</b>
Using job websites and reading job advertisements	Activities as advised by teacher			
3	5 Feb – 9 Feb		Friday 9 February — Senior orientation day: Years 10–12	<b>A1FOL Task 1</b>
			<b>Identifying skill gaps</b>	Due Friday 9 February
			Current skills and skill gaps for specific jobs; training options	5:00pm
<b>Assessment 1 Folio (A1FOL)</b>				
A1FOL Task 1				
4	12 Feb – 16 Feb	<b>Communication in the workplace</b>		
Verbal and non-verbal communication strategies; greetings, asking for help, solving problems, answering questions, ending conversations				
5	19 Feb – 23 Feb	<b>Workplace scenarios</b>	<b>A1FOL Task 2</b>	
		Role play of workplace scenarios	Due Friday 23 February	
		<b>Assessment 1 Folio (A1FOL)</b>	5:00pm	
A1FOL Task 2				
6	26 Feb – 1 Mar	<b>Upskilling for the workplace</b>	<b>In-class training activities</b>	
		Identify skills you could develop to make you more employable; develop a learning plan to build skills; Identify which type of learner you are; investigate skills and characteristics employers are looking for in their employees	Activities as advised by teacher	
		<b>Assessment 1 (A1)</b>		
A1FOL Task 3 (Typing Club Lessons)				
A1QUES Question 1				
7	4 Mar – 8 Mar	<b>Overcoming barriers</b>	<b>In-class training activities</b>	
		Skills and characteristics employers look for; barriers people have in applying for jobs or learning new skills; ways to overcome barriers	Activities as advised by teacher	
		<b>Assessment 1 (A1)</b>		
A1FOL Task 3 (Typing Club Lessons)				
A1QUES Questions 2 - 6				
8	11 Mar – 15 Mar	<b>Assessment 1 (A1)</b>	<b>A1QUES</b>	
		A1FOL Task 3 (Typing Club Lessons)	Due Friday 15 March	
		Finalise and submit A1QUES	5:00pm	
9	18 Mar – 22 Mar	<b>Assessment 1 Folio (A1FOL)</b>	<b>Resubmissions/competency conversations/observations</b>	
		Resubmissions/competency conversations/observations		
		A1FOL Task 3 (Typing Club Lessons)		
10	25 Mar – 29 Mar	Thursday 28 March — Cross country / Fun run: Prep – Year 12	<b>A1FOL Task 3</b>	
		Friday 29 March — Good Friday	Due Thursday 28 March	
		<b>Assessment 1 Folio (A1FOL)</b>	5:00pm	
		A1FOL Task 3 (Typing Club Lessons)		

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# Year 10/11/12 FSK10219 Certificate I in Skills for Vocational Pathways

## Work rate calendar (WRC) 2024

### Term 2

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Teachers may adjust topics, class work, assessment and submission dates. Adjustments will be communicated via QLearn or during lessons.

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	Module 2: Digital skills in the workplace	<b>Personal skills assessment</b> Vocabulary, text features, read and analyse careers websites	
2	22 Apr – 26 Apr		Thursday 25 April — Anzac Day <b>Personal skills assessment</b> Skills assessment <b>Assessment 2 Folio (A2FOL)</b> Work through A2 Folio Task 1 with your trainer in class	<b>A2FOL Task 1</b> Due Friday 26 April 5:00pm
3	29 Apr – 3 May		<b>Resume writing</b> Construct a resume	<b>In-class training activities</b> Activities as advised by teacher
4	6 May – 10 May		Monday 6 May — Labour Day <b>Resume writing</b> Construct a resume <b>Assessment 2 Folio (A2FOL)</b> Task 2 - draft resume	<b>A2FOL Task 2</b> Due Friday 10 May 5:00pm
5	13 May – 17 May		<b>Create a resume</b> Use digital skills to create a resume <b>Assessment 2 Folio (A2FOL)</b> Task 3 - final resume (make corrections to the draft and finalise the resume)	<b>A2FOL Task 3</b> Due Friday 17 May 5:00pm
6	20 May – 24 May		<b>Create workplace documents</b> Identify text features and information in simulated business's <i>Style Guide</i> ; use letterhead template from Intranet to create poster and change layout to suit <i>Style Guide</i> 's requirements for Marketing/Advertising Material <b>Assessment 2 Folio (A2FOL)</b> Task 4 - draft flyer	<b>In-class training activities</b> Activities as advised by teacher <b>A2FOL Task 4</b> Due Friday 24 May 5:00pm
7	27 May – 31 May		<b>Assessment 2 Folio (A2FOL)</b> Task 3 - final flyer (make corrections to the draft and finalise the flyer)	<b>A2FOL Task 5</b> Due Friday 31 May 5:00pm
8	3 Jun – 7 Jun		<b>Using digital skills for workplace tasks</b> Use and purpose of digital devices in various work places; complete and review ease of use of digital workplace tasks e.g., timesheet, order form; ergonomics in workplaces e.g., computer workstation; locate simulated business's WHS Procedures and research guidelines for ergonomic workstation requirements; online etiquette and security	<b>In-class training activities</b> Activities as advised by teacher
9	10 Jun – 14 Jun		Monday 10 June – Thursday 13 June — School camp: Year 11 <b>Assessment 2 Questions (A2QUES)</b> Work through and submit A2 Questions	<b>A2QUES</b> Due Friday 14 June 5:00pm
10	17 Jun – 21 Jun		Thursday 20 June — Senior formal: Year 12 Friday 21 June — Athletics carnival / Sports day: Prep – Year 12 <b>Assessment 2 Folio (A2FOL)</b> Resubmissions/competency conversations/observations	<b>Resubmissions/competency conversations/observations</b>

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# Year 10/11/12 FSK10219 Certificate I in Skills for Vocational Pathways

## Work rate calendar (WRC) 2024

### Term 3

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Teachers may adjust topics, class work, assessment and submission dates. Adjustments will be communicated via QLearn or during lessons.

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	Module 3: Safety in the workplace	<b>Introduction to Workplace Health and Safety (WHS)</b> Purpose, legislation, Policy and Procedure and WHS in simulated business	
2	15 Jul – 19 Jul		<b>Hazards and risks</b> Definitions; hazards and risk assessment; Work Area Audit form <b>Assessment 3 Folio (A3FOL)</b> Task 1	<b>In-class training activities</b> Activities as advised by teacher <b>A3FOL Task 1</b> Due Friday 19 July 5:00pm
3	22 Jul – 26 Jul		Wednesday 24 July – Friday 26 July — SET plan meetings: Year 10 <b>Hazards and risks</b> Procedure following a work area audit; complete Hazard Report Forms <b>Assessment 3 Folio (A3FOL)</b> Task 2	<b>In-class training activities</b> Activities as advised by teacher <b>A3FOL Task 2</b> Due Friday 26 July 5:00pm
4	29 Jul – 2 Aug		<b>Accidents and incidents</b> Types of potential accidents and incidents; procedure when witnessing an accident/incident; Accident/Incident Report Form <b>Assessment 3 Folio (A3FOL)</b> Task 3	<b>In-class training activities</b> Activities as advised by teacher <b>A3FOL Task 3</b> Due Friday 2 August 5:00pm
5	5 Aug – 9 Aug		<b>WHS committee meetings</b> The purpose of and procedures for WHS committee meetings <b>Assessment 3 Folio (A3FOL)</b> Task 4 (All students to attend meeting and must use a microphone)	<b>A3FOL Task 4</b> Due Monday 5 August 5:00pm
6	12 Aug – 16 Aug		Wednesday 14 August — Royal Queensland (Ekka) Show Holiday <b>WHS documentation</b> Simulated business's Policies and Procedures; WHS Policy and legislation; stakeholder responsibilities; emergencies and evacuations	
7	19 Aug – 23 Aug		<b>Safety signs</b> Identify categories, associated colours and shapes of safety signs	
8	26 Aug – 30 Aug		<b>Mock exams: Year 12</b> Monday 26 August – Thursday 29 August Friday 30 August — Student free day <b>Assessment 3 Questions (A3QUES)</b> Work through and submit A3 Questions	<b>A3QUES</b> Due Friday 30 August 5:00pm
9	2 Sept – 6 Sept		<b>Mock exams: Year 12</b> Monday 2 September – Friday 6 September <b>Assessment 3 Folio (A3FOL)</b> Resubmissions/competency conversations/observations	<b>Resubmissions/competency conversations/observations</b>
10	9 Sept – 13 Sept		Module 4 <b>Exams: Year 11</b> Monday 9 September – Thursday 12 September Friday 13 September — Connect excursion: Years 10–12 <b>Using maths in the workplace</b> Place value; fractions, decimals, percentages; workplace problem-solving.	<b>In-class training activities</b> Activities as advised by teacher

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<b>LEGEND</b>	Class work — send-in	Summative assessment	Exam block	School events	Public holidays	Student free day
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# Year 10/11/12 FSK10219 Certificate I in Skills for Vocational Pathways

## Work rate calendar (WRC) 2024 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				
<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	30 Sept – 4 Oct	Module 4: Maths in the workplace	<b>Preparing financial documents</b>	<b>In-class training activities</b>
			Invoices and Order forms in workplace scenarios and the maths involved	Activities as advised by teacher
			<b>Assessment 4 Folio (A4FOL)</b>	<b>A4FOL</b>
			Complete and submit A4 Folio Tasks	Due Friday 4 October 5:00pm
2	7 Oct – 11 Oct	Module 4: Maths in the workplace	Monday 7 October — King's Birthday Holiday	<b>In-class training activities</b>
			<b>Using maths in the workplace to solve problems</b>	Activities as advised by teacher
3	14 Oct – 18 Oct	Module 4: Maths in the workplace	Monday 14 October – Wednesday 16 October — School camp: Years 9–10	<b>A4QUES</b>
			<b>Assessment 4 Questions (A4QUES)</b>	Due Friday 18 October 5:00pm
4	21 Oct – 25 Oct	Module 4: Maths in the workplace	<b>Exams: Year 12</b>	<b>A4OBS</b>
			Monday 21 October – Friday 25 October	Due Friday 25 October 5:00pm
5	28 Oct – 1 Nov	Resubmissions/competency conversations/observations	<b>Assessment 4 Observation (A4OBS)</b>	<b>Resubmissions/competency conversations/observations</b>
			Take videos and submit A4OBS – a video capturing device e.g. webcam or phone is required for this assessment	As advised by teacher
6	4 Nov – 8 Nov	Resubmissions/competency conversations/observations	<b>Exams: Year 12</b>	<b>Resubmissions/competency conversations/observations</b>
			Monday 4 November – Friday 8 November	As advised by teacher
7	11 Nov – 15 Nov	Resubmissions/competency conversations/observations	<b>Resubmissions/competency conversations/observations</b>	<b>Resubmissions/competency conversations/observations</b>
			Submit any outstanding assessment to finalise the qualification	As advised by teacher
8	18 Nov – 22 Nov	Resubmissions/competency conversations/observations	<b>Exams: Year 12</b>	<b>Qualification completed</b>
			Monday 11 November – Wednesday 13 November	Friday 15 November - final date for attainment of Certificate I in Skills for Vocational Pathways
			<b>Resubmissions/competency conversations/observations</b>	Submit any outstanding assessment to finalise the qualification
			Thursday 14 November — Graduation: Year 12	
9	25 Nov – 29 Nov	Resubmissions/competency conversations/observations	<b>Exams: Year 12</b>	
			Monday 4 November – Friday 8 November	
10	2 Dec – 6 Dec	Resubmissions/competency conversations/observations	<b>Exams: Year 11</b>	
			Monday 18 November – Friday 22 November	
11	9 Dec – 13 Dec	Resubmissions/competency conversations/observations	Friday 22 November — Aquatic carnival: Prep – Year 11	
			<b>Resubmissions/competency conversations/observations</b>	
			Friday 22 November — Final day: Years 10–11	
9	25 Nov – 29 Nov			
10	2 Dec – 6 Dec			
11	9 Dec – 13 Dec			

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