

Year 10/11/12 BSB10120 Certificate I in Workplace Skills

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 | Module 1: BSBWHS211 Contribute to the health and safety of self and others | Monday 22 January — Welcome calls for students: Prep – Year 12 | Training activities Activities as advised by teacher |
| | | | Wednesday 24 January — Learning for success: Prep – Year 12 | |
| | | | Friday 26 January — Australia Day Holiday | |
| | | | Orientation | |
| | | | VET induction, including Simulated Business orientation | Submit VET Agreement with USI |
| | | | WHS laws, staff and roles | |
| | | | PowerPoint 1 | |
| | | | WHS laws, staff and roles | |
| | | | PowerPoint 1 | Training activities Activities as advised by teacher |
| 2 | 29 Jan – 2 Feb | | | WHS laws, staff and roles |
| | | PowerPoint 1 | | |
| 3 | 5 Feb – 9 Feb | | Friday 9 February — Senior orientation day: Years 10–12 | Training activities Activities as advised by teacher |
| | | Hazards and risks | | |
| | | PowerPoint 2 | | |
| 4 | 12 Feb – 16 Feb | | | |
| 5 | 19 Feb – 23 Feb | | Emergencies and accidents | Training activities Activities as advised by teacher |
| | | PowerPoint 3 | | |
| 6 | 26 Feb – 1 Mar | | Assessment 1 (A1) | A1FOL and A1QUES |
| | | A1 Folio | | Due Friday 1 March |
| | | A1 Questions | | 5:00 pm |
| 7 | 4 Mar – 8 Mar | Module 2: BSBTEC202 Use digital technologies to communicate in a workplace | Identify purpose and method of digital communication | Training activities Activities as advised by teacher |
| | | | PowerPoint 1 | |
| 8 | 11 Mar – 15 Mar | | Implement procedures to send and receive digital communication | Training activities Activities as advised by teacher |
| | | | PowerPoint 2 | |
| 9 | 18 Mar – 22 Mar | Assist with managing digital communications | Training activities Activities as advised by teacher | |
| | | PowerPoint 3 | | |
| 10 | 25 Mar – 29 Mar | | Thursday 28 March — Cross country / Fun run: Prep – Year 12 | A2FOL and A2QUES Due Thursday 28 March |
| | | | Friday 29 March — Good Friday | |
| | | | Assessment 2 (A2) | 5:00 pm |
| | | | A2 Folio | |
| | | A2 Questions | | |

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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 | 15 Apr – 19 Apr | Module 3: BSBTEC201 Use business software applications | Select and prepare to use technology PowerPoint 1 | Training activities Activities as advised by teacher |
| 2 | 22 Apr – 26 Apr | | Thursday 25 April — Anzac Day Input and process information or data PowerPoint 2 | Training activities Activities as advised by teacher |
| 3 | 29 Apr – 3 May | | | |
| 4 | 6 May – 10 May | | Monday 6 May — Labour Day Input and process information or data PowerPoint 2 Finalise and store documents PowerPoint 3 | Training activities Activities as advised by teacher |
| 5 | 13 May – 17 May | | Finalise and store documents PowerPoint 3 | Training activities Activities as advised by teacher |
| 6 | 20 May – 24 May | | Assessment 3 (A3) A3 Folio A3 Questions | A3FOL and A3QUES Due Friday 31 May 5:00 pm |
| 7 | 27 May – 31 May | | | |
| 8 | 3 Jun – 7 Jun | Module 4: BSBOPS101 Use business resources | Prepare resources PowerPoint 1 Operate resources PowerPoint 2 | Training activities Activities as advised by teacher |
| 9 | 10 Jun – 14 Jun | | Monday 10 June – Thursday 13 June — School camp: Year 11 Maintain resources PowerPoint 3 | Training activities Activities as advised by teacher |
| 10 | 17 Jun – 21 Jun | | Thursday 20 June — Senior formal: Year 12 Friday 21 June — Athletics carnival / Sports day: Prep – Year 12 Assessment 4 (A4) A4 Folio A4 Questions | A4FOL and A4QUES Due Friday 21 June 5:00 pm |
| | | | | |

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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 | 8 Jul – 12 Jul | Module 5: BSBTEC101 Operate digital devices | Activate digital devices and access features PowerPoint 1 | Training activities Activities as advised by teacher |
| 2 | 15 Jul – 19 Jul | | Navigate and organise file or application environment PowerPoint 2 | Training activities Activities as advised by teacher |
| 3 | 22 Jul – 26 Jul | | Wednesday 24 July – Friday 26 July — SET plan meetings: Year 10 Edit and updates stored information PowerPoint 3 Deactivate personal digital device PowerPoint 4 | Training activities Activities as advised by teacher |
| 4 | 29 Jul – 2 Aug | | Assessment 5 (A5) A5 Folio A5 Questions | A5FOL and A5QUES Due Friday 9 August 5:00 pm |
| 5 | 5 Aug – 9 Aug | | | |
| 6 | 12 Aug – 16 Aug | Module 6: BSBPEF101 Plan and prepare for work readiness | Wednesday 14 August — Royal Queensland (Ekka) Show Holiday Seek advice on future work goals PowerPoint 1 | Training activities Activities as advised by teacher |
| 7 | 19 Aug – 23 Aug | | Assess own skills PowerPoint 2 | Training activities Activities as advised by teacher |
| 8 | 26 Aug – 30 Aug | | Mock exams: Year 12 Monday 26 August – Thursday 29 August Friday 30 August — Student free day Prepare portfolio of evidence PowerPoint 3 | Training activities Activities as advised by teacher |
| 9 | 2 Sept – 6 Sept | | Mock exams: Year 12 Monday 2 September – Friday 6 September Assessment 6 (A6) A6 Folio A6 Questions | A6FOL and A6QUES Due Friday 13 September 5:00 pm |
| 10 | 9 Sept – 13 Sept | | Exams: Year 11 Monday 9 September – Thursday 12 September Friday 13 September — Connect excursion: Years 10–12 Assessment 6 (A6) A6 Folio A6 Questions | |

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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 | Competency conversations/Observations | Resubmissions/competency conversations/observations Submit any outstanding assessment to finalise the qualification | Resubmissions/competency conversations/observations As advised by teacher |
| 2 | 7 Oct – 11 Oct | | Monday 7 October — King's Birthday Holiday Resubmissions/competency conversations/observations Submit any outstanding assessment to finalise the qualification | Resubmissions/competency conversations/observations As advised by teacher |
| 3 | 14 Oct – 18 Oct | | Resubmissions/competency conversations/observations Submit any outstanding assessment to finalise the qualification | Resubmissions/competency conversations/observations As advised by teacher |
| 4 | 21 Oct – 25 Oct | | Exams: Year 12 Monday 21 October – Friday 25 October Resubmissions/competency conversations/observations Submit any outstanding assessment to finalise the qualification | Resubmissions/competency conversations/observations As advised by teacher |
| 5 | 28 Oct – 1 Nov | | Exams: Year 12 Monday 28 October – Friday 1 November Resubmissions/competency conversations/observations Submit any outstanding assessment to finalise the qualification | Resubmissions/competency conversations/observations As advised by teacher |
| 6 | 4 Nov – 8 Nov | | Exams: Year 12 Monday 4 November – Friday 8 November Resubmissions/competency conversations/observations Submit any outstanding assessment to finalise the qualification | Resubmissions/competency conversations/observations As advised by teacher |
| 7 | 11 Nov – 15 Nov | | Exams: Year 12 Monday 11 November – Wednesday 13 November Resubmissions/competency conversations/observations Submit any outstanding assessment to finalise the qualification Thursday 14 November — Graduation: Year 12 Friday 15 November — Final day: Year 12 | Qualification completed Friday 15 November - final date for attainment of Certificate I in Workplace Skills |
| 8 | 18 Nov – 22 Nov | | Exams: Year 11 Monday 18 November – Friday 22 November Friday 22 November — Aquatic carnival: Prep – Year 11 Friday 22 November — Final day: Years 10–11 | |
| 9 | 25 Nov – 29 Nov | | | |
| 10 | 2 Dec – 6 Dec | | | |
| 11 | 9 Dec – 13 Dec | | | |