

# Year 11/12 FNS20120 Certificate II in Financial Services

## 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: Budgeting and Saving	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>VET and course orientation</b>	
			Orientation	
			Simulated business induction	
2	29 Jan – 2 Feb		<b>Budgeting</b>	Training activity 1.1
			Budgeting as a financial tool	
			The importance of setting financial goals	
3	5 Feb – 9 Feb		Friday 9 February — Senior orientation day: Years 10–12	Training activity 1.2 and 1.3
		<b>Saving and investing</b>		
		Facts and data about saving and investing in today's society		
		Types of investments		
4	12 Feb – 16 Feb	<b>Developing a personal budget</b>	Training activity 1.4 Part A and Part B	
		Using Excel as a tool for calculating income, expenditure and savings		
5	19 Feb – 23 Feb	Ways in which to reduce spending		
		Sources of information when planning your budget and savings		
6	26 Feb – 1 Mar	<b>Assessment 1 (A1)</b>	<b>A1FOL</b>	
		Folio Assessment (A1FOL)	Due Friday 8 March	
		Questions Assessment (A1QUES)	5:00 pm	
7	4 Mar – 8 Mar		<b>A1QUES</b>	
			Due Friday 15 March	
8	11 Mar – 15 Mar		5:00 pm	
9	18 Mar – 22 Mar	<b>Exams: Year 11</b>	<b>Resubmissions/competency conversations/observations</b>	
		Monday 18 March – Friday 22 March		
		<b>Assessment 1 (A1)</b>		
		Resubmissions/competency conversations/observations		
10	25 Mar – 29 Mar	Module 2	Thursday 28 March — Cross country / Fun run: Prep – Year 12	
			Friday 29 March — Good Friday	
			<b>Credit and Debt</b>	
		Credit and the role it plays in society		

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## Term 2

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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	Module 2: Understanding debt and consumer credit	<b>Credit and Debt</b> Credit options used by individuals and businesses Secured and unsecured loans	Training activity 2.1 Training activity 2.2
2	22 Apr – 26 Apr		Thursday 25 April — Anzac Day <b>Credit and Debt</b> Comparing the costs and benefits of using credit Ways to use credit effectively	Training activity 2.3
3	29 Apr – 3 May		<b>Credit and Debt</b> Ways to use credit effectively How to manage credit so that debt is minimised	Training activity 2.4
4	6 May – 10 May		Monday 6 May — Labour Day <b>Using Business Software</b> Getting to know your role and responsibilities at CoffeeVille Identifying task requirements Selecting relevant technology and software Adjusting the workplace, furniture and equipment to suit ergonomic requirements	Training activity 2.5 Training activity 2.6
5	13 May – 17 May		<b>Using Business Software</b> Identifying and using various software applications common in the workplace	Training activity 2.7 Training activity 2.8
6	20 May – 24 May		<b>Using Business Software</b> How to review and edit final information/data How to prepare files for storage according to organisational requirements, naming and storing	Training activity 2.9
7	27 May – 31 May		<b>Assessment 2 (A2)</b> Folio Assessment (A2FOL) Questions Assessment (A2QUES)	<b>A2FOL and A2QUES</b> Due Friday 7 June 5:00 pm
8	3 Jun – 7 Jun			
9	10 Jun – 14 Jun		Monday 10 June – Thursday 13 June — School camp: Year 11 <b>Assessment 2 (A2)</b> Resubmissions/competency conversations/observations	<b>Resubmissions/competency conversations/observations</b>
10	17 Jun – 21 Jun		Module 3	Thursday 20 June — Senior formal: Year 12 Friday 21 June — Athletics carnival / Sports day: Prep – Year 12 <b>Workplace Health and Safety</b> What is the legislation for WHS? What are the roles and responsibilities of workers with regards to WHS? What are the policies and procedures to follow for WHS?

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## Work rate calendar (WRC) 2024

## 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 3: Working safely and effectively	<b>Workplace Health and Safety</b> How to identify and classify hazards The process for auditing a work area and reporting hazards found How to implement hazard control measures	Training activity 3.2
2	15 Jul – 19 Jul		<b>Workplace Health and Safety</b> How to respond to emergencies/accidents/incidents Reporting accidents/incidents	Training activity 3.2 Training activity 3.3
3	22 Jul – 26 Jul		<b>Communicating in the workplace</b> Why workplace communication is important What policies and procedures relating to communication are in place at CoffeeVille	Training activity 3.4
4	29 Jul – 2 Aug		<b>Communicating in the workplace</b> The process to use to draft and finalise written communication	Training activity 3.5
5	5 Aug – 9 Aug		<b>Communicating in the workplace</b> Verbal communication skills, including listening, speaking and questioning and non-verbal communication skills	Training activity 3.6
6	12 Aug – 16 Aug		Wednesday 14 August — Royal Queensland (Ekka) Show Holiday	<b>Assessment 3 (A3)</b>
7	19 Aug – 23 Aug		Folio Assessment (A3FOL) Questions Assessment (A3QUES)	5:00 pm
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 (A3)</b> Resubmissions/competency conversations/observations	<b>Resubmissions/competency conversations/observations</b>
9	2 Sept – 6 Sept	Module 4: Working in the financial services industry	<b>Mock exams: Year 12</b> Monday 2 September – Friday 6 September <b>Working effectively in the financial services industry</b> Types of businesses that are involved in the financial services industry How the industry is regulated	Training activity 4.1
10	9 Sept – 13 Sept		<b>Exams: Year 11</b> Monday 9 September – Thursday 12 September <b>Working effectively in the financial services industry</b> Roles within the financial services industry and the skills and attributes required to perform them Basic financial records used in business Friday 13 September — Connect excursion: Years 10–12	Training activity 4.2 Training activity 4.3

Disclaimer: Information contained in this document is correct at time of publishing.

# Year 11/12 FNS20120 Certificate II in Financial Services

## Work rate calendar (WRC) 2024

## Term 4

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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	30 Sept – 4 Oct	Module 4: Working in the financial services industry	<b>Working in a team environment</b> What is a team? Skills to be an effective team member	Activities as advised by teacher
2	7 Oct – 11 Oct		Monday 7 October — King's Birthday Holiday <b>Working in a team environment</b> Effective team factors Working in teams	Activities as advised by teacher
3	14 Oct – 18 Oct		<b>Exams: Year 12</b> Monday 21 October – Friday 1 November	<b>A4FOL and A4QUES</b> Due Friday 1 November 5:00 pm
4	21 Oct – 25 Oct		<b>Assessment 4 (A4)</b> Folio Assessment (A4FOL) Questions Assessment (A4QUES)	
5	28 Oct – 1 Nov			
6	4 Nov – 8 Nov		<b>Exams: Year 12</b> Monday 4 November – Friday 8 November <b>Assessment 4 (A4)</b> Resubmissions/competency conversations/observations	<b>Resubmissions/competency conversations/observations</b>
7	11 Nov – 15 Nov		<b>Exams: Year 12</b> Monday 11 November – Wednesday 13 November Thursday 14 November — Graduation: Year 12 Friday 15 November — Final day: Year 12	<b>Qualification completed</b> Friday 15 November - final date for attainment of Certificate II in Financial Services
8	18 Nov – 22 Nov		<b>Exams: Year 11</b> 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			