

# Year 11 FSK20119 Certificate II in Skills for Work and 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: Safety in the workplace	Monday 22 January — Welcome calls for students: Prep – Year 12	<b>Submit VET Agreement with USI</b>
			Wednesday 24 January — Learning for success: Prep – Year 12	
			Friday 26 January — Australia Day Holiday	
			<b>Welcome &amp; VET Orientation</b> VET agreement with USI and simulated business orientation	
2	29 Jan – 2 Feb		<b>Course organisation</b> Course outline and structure; setting up folders and organisation	
3	5 Feb – 9 Feb		Friday 9 February — Senior orientation day: Years 10–12	<b>Training Activity T1.1A</b> (Worksheet) Due Wednesday 7 February
			<b>New staff induction</b> Coffeeville (simulated business) overview and roles, including health and safety	<b>Training Activity T1.1B</b> (Safety check certificate) Due Friday 9 February
4	12 Feb – 16 Feb		<b>Workplace hazards</b> Identifying types of hazards; risk vs hazard; processes for reporting hazards; Hazard Report form	
5	19 Feb – 23 Feb		<b>Benefits of Job Safety Analysis (JSA)</b> Steps for conducting JSA; communicating outcomes to staff; completing Hazard Report form	<b>Training Activity T1.2A</b> (Video analysis and quizzes) Due Wednesday 21 February
				<b>Training Activity T1.2B</b> (Hazard report form) Due Friday 23 February
6	26 Feb – 1 Mar	<b>Assessment 1 (A1)</b> A1 Folio Tasks 1 and 2 A1 Questions Part A	<b>A1FOL Tasks 1 and 2</b> <b>A1QUES Part A</b> Due Friday 1 March 5:00 pm	
7	4 Mar – 8 Mar	<b>Worksite inspections</b> Completing inspection checklists; importance of reporting hazards and faulty equipment	<b>Training Activity T1.3A</b> (Work Area Audit form) Due Friday 8 March	
8	11 Mar – 15 Mar	<b>Worksite inspections</b> Completing Equipment Fault forms and audit report forms as a Café Attendant at CoffeeVille	<b>Training Activity T1.3B</b> (Equipment Fault form) Due Friday 15 March	
9	18 Mar – 22 Mar	<b>Exams: Year 11</b> Monday 18 March – Friday 22 March	<b>Training Activity T1.4</b> (Accident-incident form) Due Friday 22 March	
		<b>Incident reporting</b> Procedures/process for reporting accidents/incidents		
10	25 Mar – 29 Mar	Thursday 28 March — Cross country / Fun run: Prep – Year 12	<b>A1FOL Tasks 3 and 4</b> Due Thursday 28 March 5:00 pm	
		Friday 29 March — Good Friday		
		<b>Assessment 1 (A1)</b> A1 Folio Tasks 3 and 4		

# Year 11 FSK20119 Certificate II in Skills for Work and Vocational Pathways

## Work rate calendar (WRC) 2024

## Term 2

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	15 Apr – 19 Apr	Module 1: Safety in the workplace	<b>Employers and employees</b> Duty of care; roles and responsibilities; legal obligations; WHS legislation; appropriate procedures and PPE (personal protective equipment)	<b>Training Activity T1.5</b> (Worksheet) Due Friday 19 April
2	22 Apr – 26 Apr		<b>Thursday 25 April — Anzac Day</b> <b>Emergency Response Plan</b> Create an emergency response plan; read and understand evacuation maps, emergency signs and first aid	<b>Training Activity T1.6A</b> (Fire Evacuation) Due Wednesday 24 April <b>Training Activity T1.6B</b> (Video analysis and quiz) Due Friday 26 April
3	29 Apr – 3 May		<b>Assessment 1 (A1)</b> A1 Folio Task 5 A1 Ques Part B	<b>A1FOL Task 5</b> <b>A1QUES Part B</b> Due Friday 3 May 5:00 pm
4	6 May – 10 May		<b>Monday 6 May — Labour Day</b> <b>Assessment 1 (A1)</b> A1 Questions Parts C, D and E	<b>A1QUES Parts C, D and E</b> Due Friday 10 May 5:00 pm
5	13 May – 17 May		<b>WHS processes</b> Basic WHS Inductions kit; contribute to WHS meeting and consultative processes	
6	20 May – 24 May		<b>Assessment 1 (A1)</b> A1 Folio Task 6 (submit planning sheet for trainer/assessor approval <b>prior</b> to participating in meeting)	<b>A1FOL Task 6</b> Due Friday 24 May 5:00 pm
7	27 May – 31 May		<b>Assessment 1 (A1)</b> Resubmissions/competency conversations/observations A1 Assessor Observations	<b>Resubmissions/competency conversations/observations</b>
8	3 Jun – 7 Jun	Module 2: Communicate and connect in the workplace	<b>Team environment involving communication</b> Verbal and non-verbal; types of non-verbal communication	<b>Training Activity T2.1</b> (Quiz) Due Friday 7 June
9	10 Jun – 14 Jun		<b>Monday 10 June – Thursday 13 June — School camp: Year 11</b> <b>Team environment involving communication</b> Types of listening and importance of communicating in the workplace	<b>Training Activity T2.2</b> (Quiz) Due Friday 14 June
10	17 Jun – 21 Jun		<b>Friday 21 June — Athletics carnival / Sports day: Prep – Year 12</b> <b>Effective teams</b> Ways to communicate; barriers and strategies; team roles	<b>Training Activity T2.3</b> (Quiz) Due Friday 21 June

# Year 11 FSK20119 Certificate II in Skills for Work and Vocational Pathways

## Work rate calendar (WRC) 2024

## Term 3

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	8 Jul – 12 Jul	Module 2: Communicate and connect in the workplace	<b>Teamwork</b> Effective teams; ways to communicate, barriers and strategies; team roles	<b>Training Activity T2.4</b> (Quiz) Due Friday 12 July
2	15 Jul – 19 Jul		<b>Assessment 2 (A2)</b> A2 Questions Part A	<b>A2QUES Part A</b> Due Friday 19 July 5:00 pm
3	22 Jul – 26 Jul		<b>Assessment 2 (A2)</b> A2 Folio Task 1 (submit planning sheet for trainer/assessor approval <b>prior</b> to participating in meeting) A2 Assessor Observations	<b>A2FOL Task 1</b> Due Friday 26 July 5:00 pm
4	29 Jul – 2 Aug		<b>Communicating with customers</b> Customer complaints: what is a customer complaint; reasons for customers' complaint; handling complaints	<b>Training Activity T2.5</b> (Worksheet) Due Friday 2 August
5	5 Aug – 9 Aug		<b>Communicating with customers</b> Appropriate communication styles to use; determining action required and who to seek advice from	<b>Training Activity T2.6</b> (Worksheet) Due Friday 9 August
6	12 Aug – 16 Aug		Wednesday 14 August — Royal Queensland (Ekka) Show Holiday <b>Digital technology</b> Types of business correspondence: emails, flyers, brochures, letters, memos and cards; how to write and format business correspondence and netiquette	<b>Training Activity T2.7</b> (Worksheet) Due Friday 16 August
7	19 Aug – 23 Aug		<b>Digital technology</b> Netiquette; types and ways business correspondence is used to effectively communicate with employees, customers, suppliers and other relevant parties	<b>Training Activity T2.8</b> (Netiquette game) Due Friday 23 August
8	26 Aug – 30 Aug		Friday 30 August — Student free day <b>Digital technology</b> Creating, proofreading, and emailing a letter	
9	2 Sept – 6 Sept		<b>Assessment 2 (A2)</b> A2 Folio Task 2 and 3 A2 Questions Part B and C	<b>A2FOL Task 2 and 3</b> <b>A2QUES Parts B and C</b> Due Friday 6 September 5:00 pm
10	9 Sept – 13 Sept		<b>Exams: Year 11</b> Monday 9 September – Thursday 12 September Friday 13 September — Connect excursion: Years 10–12 <b>Assessment 2 (A2)</b> Resubmissions/competency conversations/observations	<b>Resubmissions/competency conversations/observations</b> Due Friday 13 September 5:00 pm

# Year 11 FSK20119 Certificate II in Skills for Work and 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 2: Communicate and connect in the workplace	<b>Assessment 2 (A2)</b> A2 Folio Task 4 (submit draft to allow trainer/assessor feedback, then submit draft and final as one submission)	<b>A2FOL Task 4</b> Due Friday 4 October 5:00 pm
2	7 Oct – 11 Oct		Monday 7 October — King's Birthday Holiday <b>Assessment 2 (A2)</b> A2 Folio Task 5 (submit planning sheet for trainer/assessor approval <i>prior</i> to participating in meeting)	<b>A2FOL Task 5</b> Due Friday 11 October 5:00 pm
3	14 Oct – 18 Oct		<b>Assessment 2 (A2)</b> Resubmissions/competency conversations/observations	<b>Resubmissions/competency conversations/observations</b>
4	21 Oct – 25 Oct		<b>Employees' and employer's rights</b> Confidentiality, rights & privacy within the workplace; ethics and ethical issues; bullying and violence at work	
5	28 Oct – 1 Nov		<b>Assessment 2 (A2)</b> A2 Folio Task 6 A2 Ques Part D Resubmissions/competency conversations/observations	<b>A2FOL Task 6</b> <b>A2QUES Part D</b> Due Friday 1 November 5:00 pm
6	4 Nov – 8 Nov		<b>Assessment 2 (A2)</b> Resubmissions/competency conversations/observations	<b>Resubmissions/competency conversations/observations</b>
7	11 Nov – 15 Nov		<b>Assessment 2 (A2)</b> Resubmissions/competency conversations/observations	<b>Resubmissions/competency conversations/observations</b>
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			