

Year 12 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	
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 3: Managing tasks and problem-solving	Wednesday 24 January — Learning for success: Prep – Year 12	Complete A1 and/or A2
			Friday 26 January — Australia Day Holiday	Submit outstanding Module 1 and/or 2 assessment
Assessment (2023)				
Complete and submit any outstanding Module 1 and/or 2 assessments				
2	29 Jan – 2 Feb		Assessment (2023)	Complete A1 and/or A2
Complete and submit any outstanding Module 1 and/or 2 assessments	Submit outstanding Module 1 and/or 2 assessment			
3	5 Feb – 9 Feb		Friday 9 February — Senior orientation day: Years 10–12	Submit A1 and/or A2
			Student responsibilities - refresher	Final submission of outstanding Module 1 and/or 2 assessment
			Course outline and structure; revision of student folder setup and organisation; review of navigation of CoffeeVille	Due no later than Friday 9 February
Measurement and numeracy				
Time; money; percentages; distance; estimation; litres and millilitres; temperature; capacity; area and estimation				
4	12 Feb – 16 Feb	Measurement and numeracy		
Order of operations; problem-solving model and converting types of measurement and numeracy				
5	19 Feb – 23 Feb	Time	Training Activity T3.1	
Ways time is used in the workplace	(Completing a timesheet) Due Friday 23 February			
6	26 Feb – 1 Mar	Money	Training Activity T3.2	
Using decimals; adding up; rounding; calculating GST; problem-solving model and ways money is used in the workplace; calculating weekly wages	(Money) Due Friday 8 March			
7	4 Mar – 8 Mar			
8	11 Mar – 15 Mar	Assessment 3 (A3)	A3FOL Tasks 1, 2 and 3	
A3 Folio Tasks 1, 2 and 3	A3QUES Part A			
A3 Questions Part A	Due Friday 15 March 5:00 pm			
9	18 Mar – 22 Mar	Percentages and fractions	Training Activity T3.3	
Calculating portions; determining rates; mark-ups/mark downs and discounts	(QUIZ) Due Friday 22 March			
10	25 Mar – 29 Mar	Thursday 28 March — Cross country / Fun run: Prep – Year 12	Training Activity T3.4	
Friday 29 March — Good Friday	(Percentages and fractions worksheet) Due Thursday 28 March			

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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: Managing tasks and problem-solving	Estimation Checking estimation against actual measurements; problem-solving model; measuring equipment and calculating volume; weight and linear/area	Training Activity T3.5 (Worksheet) Due Friday 26 April
2	22 Apr – 26 Apr		Thursday 25 April — Anzac Day	
3	29 Apr – 3 May		Assessment 3 (A3) A3 Folio Tasks 4, 5 and 6	A3FOL Tasks 4, 5 and 6 Due Friday 19 April 5:00 pm
4	6 May – 10 May		Monday 6 May — Labour Day Assessment 3 (A3) A3 Folio Task 7 A3 Questions Part B	A3FOL Task 7 A3QUES Part B Due Friday 10 May 5:00 pm
5	13 May – 17 May		Assessment 3 (A3) A3 Folio Task 8 A3 Questions Part C and D	A3FOL Task 8 A3QUES Parts C and D Due Friday 17 May 5:00 pm
6	20 May – 24 May		Assessment 3 (A3) Resubmissions/competency conversations/observations	Resubmissions/competency conversations/observations
7	27 May – 31 May	Module 4: Career planning and workplace learning	Career investigation Navigating search engines; career goals	
8	3 Jun – 7 Jun		Assessment 4 (A4) A4 Folio Tasks 1, 2 and 3	A4FOL Tasks 1, 2 and 3 Due Friday 7 June 5:00 pm
9	10 Jun – 14 Jun		Assessment 4 (A4) A4 Folio Task 4	A4FOL Task 4 Due Friday 14 June 5:00 pm
10	17 Jun – 21 Jun		Thursday 20 June — Senior formal: Year 12 Friday 21 June — Athletics carnival / Sports day: Prep – Year 12 Review of career investigation Further training and upskilling	

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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 4: Career planning and workplace learning	Review further training and upskilling Identifying work related learning requirements; accessing additional learning options; training for specified career requirements; potential learning barriers and strategies for overcoming barriers	
2	15 Jul – 19 Jul		Assessment 4 (A4) A4 Folio Task 5A, 5B and 5C A4 Questions Part A (Students are to commence work on chosen skill development)	A4FOL Tasks 5A, 5B and 5C A4QUES Part A Due Friday 26 July 5:00 pm
3	22 Jul – 26 Jul		Working within organisational requirements Organisational policies and procedures; legislation and rights and responsibilities in the workplace	
4	29 Jul – 2 Aug		Assessment 4 (A4) A4 Folio Tasks 6, 7 and 8 Note: As part of A4FOL Task 5c (Implementation of Workplace Learning Plan), these tasks must be completed within the week to assess work organisation and ability to meet deadlines.	A4FOL Tasks 6, 7 and 8 Due Friday 2 August 5:00 pm
5	5 Aug – 9 Aug		Assessment 4 (A4) A4 Folio Task 9 (team activity) A4 Questions Parts B and C	A4FOL Task 9 A4QUES Parts B and C Due Friday 16 August 5:00 pm
6	12 Aug – 16 Aug		Wednesday 14 August — Royal Queensland (Ekka) Show Holiday	
7	19 Aug – 23 Aug		Assessment 4 (A4) Resubmissions/competency conversations/observations	Resubmissions/competency conversations/observations
8	26 Aug – 30 Aug		Mock exams: Year 12 Monday 26 August – Thursday 29 August Friday 30 August — Student free day Managing work and personal priorities Organising yourself and managing your time effectively	
9	2 Sept – 6 Sept		Mock exams: Year 12 Monday 2 September – Friday 6 September Assessment 4 (A4) A4 Folio Task 5C (Reflection section of Workplace Learning Plan) A4 Questions Part D	A4FOL Task 5C (Reflection) A4QUES Part D Due Friday 6 September 5:00 pm
10	9 Sept – 13 Sept		Friday 13 September — Connect excursion: Years 10–12 Assessment 4 (A4) Resubmissions/competency conversations/observations	Resubmissions/competency conversations/observations

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

LEGEND	Class work — send-in	Summative assessment	Exam block	School events	Public holidays	Student free day
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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	Module 4: Career planning and workplace learning	Assessment 4 (A4) A4 Folio Tasks 10 and 11 (Draft and final must be submitted as one submission to allow trainer and assessor the opportunity to provide feedback)	A4FOL Tasks 10 and 11 Due Friday 4 October 5:00 pm	
2	7 Oct – 11 Oct		Monday 7 October — King's Birthday Holiday	Assessment 4 (A4) Resubmissions/competency conversations/observations	Resubmissions/competency conversations/observations
3	14 Oct – 18 Oct		Assessment 4 (A4) Resubmissions/competency conversations/observations	Resubmissions/competency conversations/observations	
4	21 Oct – 25 Oct		Exams: Year 12 Monday 21 October – Friday 25 October	Assessment Resubmissions/competency conversations/observations as advised by assessor	Resubmissions/competency conversations/observations
5	28 Oct – 1 Nov		Exams: Year 12 Monday 28 October – Friday 1 November	Assessment Resubmissions/competency conversations/observations as advised by assessor	Resubmissions/competency conversations/observations
6	4 Nov – 8 Nov		Exams: Year 12 Monday 4 November – Friday 8 November	Assessment Resubmissions/competency conversations/observations as advised by assessor	Resubmissions/competency conversations/observations
7	11 Nov – 15 Nov		Exams: Year 12 Monday 11 November – Wednesday 13 November Thursday 14 November — Graduation: Year 12 Friday 15 November — Final day: Year 12		Qualification completed Friday 15 November - final date for attainment of Certificate II in Skills for Work and Vocational Pathways
8	18 Nov – 22 Nov				
9	25 Nov – 29 Nov				
10	2 Dec – 6 Dec				
11	9 Dec – 13 Dec				