

## 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

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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	Торіс	Class work / Assessment to be submitted
1	22 Jan –		Monday 22 January — Welcome calls for students: Prep – Year 12	Class activities
	26 Jan		Wednesday 24 January — Learning for success: Prep – Year 12 Friday 26 January — Australia Day Holiday	Activities as advised by teacher
			Roles in administration	
			PowerPoint 1	
2	29 Jan –		The employment life cycle	Class activities
	2 Feb		PowerPoint 2	Activities as advised by teacher
3	5 Feb – 9 Feb		Friday 9 February — Senior orientation day: Years 10–12	Class activities
	9 гер	<u>_</u>		Activities as advised by teacher
4	12 Feb – 16 Feb	atio	Human resource management PowerPoint 3	Class activities
	To Feb	nistr	PowerPoint 3	Activities as advised by teacher
5	19 Feb –	dmi		Class activities
	23 Feb	Unit 1: Working in Administration		Activities as advised by teacher
6	26 Feb –	kinç		FA1 Extended Response
	1 Mar	Worl		Issued Friday 1 March
7	4 Mar –	<del></del>	Formative Assessment 1 (FA1)	
	8 Mar	Unii	Extended response	
8	11 Mar – 15 Mar			FA1 Extended Response Draft
				Due Monday 11 March
				5:00 pm
9	18 Mar – 22 Mar			FA1 Extended Response Final
				Due Friday 22 March
				5:00 pm
10	25 Mar –		Employee and employer rights	
	29 Mar		PowerPoint 4	

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# Work rate calendar (WRC) 2024

Term 2

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#### Assessment Summative exams are to be supervised by the student's official exam supervisor. Supervised assessment Non-supervised assessment Students must sign declaration of academic integrity.

Wook	Dates	Unit	Topic	Class work / Assessment
WEEK	Dates		Торіс	to be submitted
1	15 Apr –		Employee and employer rights	Class activities
	19 Apr		PowerPoint 4	Activities as advised by teacher
2	22 Apr –		Thursday 25 April — Anzac Day	Class activities
	26 Apr		Sustainability PowerPoint 5	Activities as advised by teacher
3	29 Apr –	on		Class activities
	3 May	Unit 1: Working in Administration		Activities as advised by teacher
4	6 May –	nin	Monday 6 May — Labour Day	Class activities
	10 May	Adr	Organisational policies, schedules and structures	Activities as advised by
		Ë	PowerPoint 6	teacher
5	13 May –	ng		FA2 Project
	17 May	orki/		Issued Friday 17 May
6	20 May –	<b>&gt;</b>	Formative Assessment 2 (FA2)	
	24 May	nit 1	Project	
7	27 May –			FA2 Project Draft
	31 May			Due Monday 27 May
				5:00 pm
8	3 Jun –			FA2 Project Final
	7 Jun			Due Friday 7 June
				5:00 pm
9	10 Jun –		Monday 10 June – Thursday 13 June — School camp: Year 11	Class activities
	14 Jun	g	Roles, duties and responsibilities in finance in a business	Activities as advised by
		Unit 2: Working in Finance	PowerPoint 1	teacher
10	17 Jun –	Mal	Friday 21 June — Athletics carnival / Sports day: Prep – Year 12	Class activities
	21 Jun	t 2: Fi	Thiday 21 Julie — Authenos carrilvai / Oports day, 1 Tep — Teal 12	Activities as advised by
		in _		teacher

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# Work rate calendar (WRC) 2024

Term 3

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#### Assessment Summative exams are to be supervised by the student's official exam supervisor. Supervised assessment Non-supervised assessment Students must sign declaration of academic integrity.

Week	Dates	Unit	Торіс	Class work / Assessment to be submitted
1	8 Jul –		Financial policies and procedures, and sources of finance	Class activities
	12 Jul		PowerPoint 2	Activities as advised by teacher
2	15 Jul – 19 Jul			Class activities Activities as advised by teacher
3	22 Jul – 26 Jul			Class activities Activities as advised by teacher
4	29 Jul – 2 Aug		Financial recording, reporting and control systems PowerPoint 3	Class activities Activities as advised by teacher
5	5 Aug – 9 Aug	Unit 2: Working in Finance		Class activities Activities as advised by teacher
6	12 Aug – 16 Aug	orking in	Wednesday 14 August —Royal Queensland (Ekka) Show Holiday	FA3 Extended Response Issued Friday 16 August
7	19 Aug –	š	Formative Assessment 3 (FA3)	
	23 Aug	it 2:	Extended response	
8	26 Aug – 30 Aug	'n	Friday 30 August — Student free day	FA3 Extended Response Draft
				Due Monday 26 August 5:00 pm
9	2 Sept – 6 Sept			FA3 Extended Response Final
				Due Friday 6 September 5:00 pm
10	9 Sept –		Exams: Year 11	
	13 Sept		Monday 9 September – Thursday 12 September	
			Friday 13 September — Connect excursion: Years 10–12	

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## Work rate calendar (WRC) 2024

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.

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week	Dates	Unit	Topic	Class work / Assessment to be submitted
1	30 Sept -		Risk management, financial and investment strategies	Class activities
	4 Oct		PowerPoint 4	Activities as advised by teacher
2	7 Oct -		Monday 7 October — King's Birthday Holiday	Class activities
	11 Oct			Activities as advised by teacher
3	14 Oct -		Financial forecasts and projections	Class activities
	18 Oct	Working in Finance	PowerPoint 5	Activities as advised by teacher
4	21 Oct –	ing		Class activities
	25 Oct	Ē		Activities as advised by
				teacher
5	28 Oct –	rkir	Processing financial transactions	FA4 Project
	1 Nov	2: Wo	PowerPoint 6	Issued Friday 1 November
6	4 Nov –	Unit 2:	Formative Assessment 4 (FA4)	
	8 Nov	ž	Project	
7	11 Nov –			FA4 Project Draft
	15 Nov			Due Monday 11 November
				5:00 pm
8	18 Nov –		Exams: Year 11	FA4 Project Final
	22 Nov		Monday 18 November – Friday 22 November	Due Friday 22 November
			Friday 22 November — Aquatic carnival: Prep – Year 11	5:00 pm
			Friday 22 November — Final day: Years 10–11	3.00 pm
9	25 Nov –			
	29 Nov			
10	2 Dec –			
	6 Dec			
11	9 Dec –			
	13 Dec			

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