



Week	Week beg	Unit	Concepts/Inquiry Questions/Skills/Topics	School events and public holidays	Assessment Type	Assessment Due Date
1	T14/7	Workplace Health Safety and Sustainability	Legislation			
2	20/7		Risk Management Accident and Emergency Procedures			
3	27/7		Record Keeping Environmentally sustainable work practices	29/7 Interhouse Athletics		
4	3/8	Work Teams	Quality teams Characteristics Stages of team development	4/8 Yr 10,11,12 Parent-Teacher Interviews		
5	10/8			10/8 Class Photos (11&12) 11/8 Class Photos (8-10) 12/8 Exhibition holiday 13/8 Pupil-free day		
6	17/8		Team members Task analysis Meetings			
7	24/8		Meeting technologies Performance reviews Conflict management	27/8 Co-curricular photo day - no assessment		
8	31/8	Computer Operations Electronic Presentations	Working with slides and text Working with presentations ClipArt Drawing and WordArt	1/9, 2/9 QCST		
9	7/9		Producing a slideshow Outline view Designing the presentation Masters and templates Organisation charts Using the chart object	8/9 Yr 8 and 9 Parent-Teacher Interviews 9/9 Yr 12 block exams begin		
10	14/9		Working with slides and text Working with presentations ClipArt Drawing and WordArt	16/9 Year 12 block exams finish	Assignment Group work Report Multi modal presentations	Presentations commence Week 9
Mid Semester Vacation						
1 (11)	5/10	Financial Records	Banking procedures	No assessment permitted		
2 (12)	12/10		<ul style="list-style-type: none"> • Organisational policies and procedures • Current developments • Preparation and processing of banking documents • Banking guidelines • Validity and authorisation • personnel 	13/10 Immunisations 15/10 QCAT testing (½ day)		

3 (13)	T20/10		Source documents <ul style="list-style-type: none"> • organisational policies and procedures • imprest system • preparation of vouchers and petty cash book • recording and balancing • reimbursement • validation, authorisation • personnel 	19/10 Pupil-free day 22/10 Yr 9 QCAT testing (½ day) 23/10 Co-curricular photo day - no assessment	
4 (14)	26/10			29/10 Yr 9 QCAT testing (½ day)	
5 (15)	2/11				
6 (16)	9/11				
7 (17)	16/11			10/11 Yr 12 Block exams begin 16/11 Yr 11 block exams begin 18/11 Yr 12 blocks finish 20/11 Graduation 20/11 Last day for assessment Year 10	
8 (18)	23/11			25/11 Yr 11 blocks finish 27/11 Last day for assessment Years 8 & 9	
9 (19)	30/11	Alternative Program for Years 8 & 9 students commences Wednesday 2 December and concludes on Friday 11 th December. Instruction under the supervision of each Faculty will be delivered.			
10 (20)	7/12				