

Class Course Planner – 2024

Semester 1 – Term 1

Class: Year 9 Economics & Business

Teacher: Ms John

Topic: Participants in a Changing Work Environment



Trinity Bay SHS

Hoare Street

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www.trinitybayshs.eq.edu.au

Vocabulary list (must know words/terms): working conditions, industrial relations, personal finance, bad debts, risk management, financial risks, financial rewards, superannuation, awards, business, business environment, employment contract, industrial action, income, leave, National Employment Standards (NES), penalty rate, trade union, workplace health and safety laws, corporate social responsibility (CSR)

Term Week		Assessment x 3	Feedback x 3
T1 Wk1	<p>Roles & responsibilities of participants in the workplace</p> <ul style="list-style-type: none"> Identify participants & their responsibilities in the work environment (e.g. employers, employees, industrial organisations, governments) Analyse source documents - budgeting and payslips <p>Friday 26th Jan – Public Holiday: Australia Day</p>	Pre-test knowledge	Course Planner
T1 Wk2	<p>Roles & responsibilities of participants in the workplace</p> <ul style="list-style-type: none"> Identify employer responsibilities to workers and the government (e.g. superannuation, paid parental leave, income tax, company tax or GST) Use sources to analyse participants & their responsibilities in the work environment (e.g. employers, employees, industrial organisations, governments) 		
T1 Wk3	<p>Managing financial risks & rewards</p> <ul style="list-style-type: none"> Debate the difference between good and bad debt, how to manage debt, the risks of over-indebtedness, and the importance of having a savings buffer 		
T1 Wk4	<p>Managing financial risks & rewards</p> <ul style="list-style-type: none"> Identify ways consumers can protect themselves from risks (e.g. through setting financial goals, insurances, savings, investments, diversification, scam avoidance and superannuation) Analyse strategies to maximise financial rewards 	Formative Assessment – Online Quiz	Bookwork check
T1 Wk5	<p>The role of the Australian economy in allocating & distributing resources</p> <ul style="list-style-type: none"> Identify the five sectors of the Australian economy and how they distribute resources Explore Australia's interdependence with other economies and brainstorm the ways that consumers, producers, workers and governments interact with other economies 		
T1 Wk6	<p>The role of the Australian economy in allocating & distributing resources</p> <ul style="list-style-type: none"> Explain the concepts of WHS and Corporate Social Responsibility (CSR) Examine the implications of participating in an interdependent global economy for consumers, workers, businesses and government (e.g. mapping the global supply chain for a product to identify the advantages and disadvantages for participants in the chain) 		
T1 Wk7	<p>The role of the Australian economy in allocating & distributing resources</p> <ul style="list-style-type: none"> Analyse the effects of economic and business decisions and the potential consequences of alternative actions Recommend and justify decisions based on economic, socio-cultural and environmental factors Practice exam question – 5 sector model of the economy & Formative Quiz 	Formative Assessment – Online Quiz	Bookwork check
T1 Wk8	<ul style="list-style-type: none"> Prescribed Revision & Practice Exam <p>NAPLAN Testing – Wed/Thur/Fri</p>		
T1 Wk9	<p>Revision: Exam</p>	Summative Assessment – Combination Response Exam	Exam Feedback
T1 Wk10	<p>Feedforward - Introduction to new topic</p> <p>Friday 29th Mar – Public Holiday: Good Friday</p>		



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Semester 1 – Term 1

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Class: Year 10 Certificate II Workplace Skills (BSB20120)

Teacher(s): Mrs Lucas

RTO Provider 30446

Term Week	Curriculum Intent	Assessment	Feedback
T1 Wk1	<p>BSBTEC101 Operate Digital Devices</p> <ul style="list-style-type: none"> Prepare workspace, furniture and equipment to suit user ergonomic requirements, where required Activate digital device, and access or log on according to organisation policies and procedures Identify basic functions and features of digital devices Request assistance from relevant personnel for using digital device, where required Identify and apply keyboard functions for both alpha and numeric keyboard input devices Open relevant file, document, or application Edit content of the file, document, application, or similar in accordance with simple instructions Save and close all open files, documents or applications using organisational conventions for naming files Deactivate digital device according to user procedures <p>BSBCMM211 - Apply communication skills</p> <ul style="list-style-type: none"> Identify formats for written information according to organisational policies and procedures Draft written information using presentation styles, format and detail relevant to own role and submit to supervisor for approval 		Course Planner
T1 Wk2	<p>BSBTEC101 Operate Digital Devices</p> <ul style="list-style-type: none"> Key components of the digital system, including what each does Open relevant file, document, or application Edit content of the file, document, application, or similar in accordance with simple instructions Save changes in digital device Access help functions, where required Identify and access storage devices relevant to the digital device Use search functions to locate files or applications <p>BSBCMM211 - Apply communication skills</p> <ul style="list-style-type: none"> Identify formats for written information according to organisational policies and procedures Draft written information using presentation styles, format and detail relevant to own role and submit to supervisor for approval Seek and respond to feedback on written communication 		
T1 Wk3	<p>BSBTEC101 Operate Digital Devices</p> <ul style="list-style-type: none"> Key functions of the operating system Create folders and subfolders with relevant names Rename and move folders and subfolders <p>BSBCMM211 - Apply communication skills</p> <ul style="list-style-type: none"> Identify formats for written information according to OPPM Draft written information using presentation styles, format and detail relevant to own role and submit to supervisor for approval Seek and respond to feedback on written communication <p>BSBWHS211 - Contribute to the health and safety of self and others</p> <ul style="list-style-type: none"> Identify organisational WHS policies and procedures that apply to own work setting Carry out pre-start systems and equipment checks under supervision and according to organisational policies and procedures 		

T1 Wk4&5	<p>BSBTEC101 Operate Digital Devices</p> <ul style="list-style-type: none"> • Customise desktop or application configuration • Create shortcuts onto the desktop or menu, and request assistance from relevant personnel, where required <p>BSBCMM211 - Apply communication skills</p> <ul style="list-style-type: none"> • Identify formats for written information according to organisational policies and procedures • Draft written information using presentation styles, format and detail relevant to own role and submit to supervisor for approval • Seek and respond to feedback on written communication <p>BSBWHS211 - Contribute to the health and safety of self and others</p> <ul style="list-style-type: none"> • Carry out work tasks according to WHS instructions • Participate in responding to incidents according to OPPM 	ASSESSMENT VSBPROJ1 Observation	
T1 Wk6	<p>BSBTEC101 Operate Digital Devices</p> <ul style="list-style-type: none"> • Download new applications with assistance from relevant stakeholder • Remove files or applications as required, with assistance from relevant stakeholder <p>BSBCMM211 - Apply communication skills</p> <ul style="list-style-type: none"> • Identify formats for written information according to organisational policies and procedures • Draft written information using presentation styles, format and detail relevant to own role and submit to supervisor for approval • Seek and respond to feedback on written communication 		
T1 Wk7	<p>Assessment item 1 – Portfolio of written communication Critical aspects for assessment and evidence required to demonstrate competency:</p>	ASSESSMENT VWSPROJ1 Portfolio	<i>Oral feedback on assessment</i> <i>Feedback on assessment</i>
T1 Wk8	<p>Repeat units of competency and critical aspects of competencies as listed above</p>		
T1 Wk9	<p>Assessment Item 1 – Questionnaire</p>	ASSESSMENT VSBPROJ1 Questioning	<i>Written and oral feedback on assessment</i>
T1 Wk 10	<p>Completion of competencies Students to revisit all Assessments to continue to gain competencies</p>		



Class Course Planner Project 1

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Class: FSK20119 Certificate II in Skills for Work and Vocational Pathways

RTO Provider 30446

Week	CURRICULUM INTENT	Assessment	Feedback
1	<ul style="list-style-type: none"> Introduction to FSK20119, QCE points and classroom expectations Context of project-based learning, Admin4U and workplace documents 	Project 1	Course Planner Progress Tracker
2	<i>FSKOCM007 Interact effectively with others at work</i> <i>FSKRDG010 Read and respond to routine workplace information</i> <ul style="list-style-type: none"> Analysing text / scenario: technical vocabulary, use of formal language, intonation, asking for clarification, active listening, verbal vs non-verbal language, customer service policy, and identify oral communication strategies required for spoken interaction 	Role Play Task 1&2	
3	<i>FSKOCM007 Interact effectively with others at work</i> <i>FSKRDG010 Read and respond to routine workplace information</i> <ul style="list-style-type: none"> Analysing text / scenario: technical vocabulary, use of formal language, intonation, asking for clarification, active listening, verbal vs non-verbal language, customer service policy 	Role Play Task 3&4	
4	<i>FSKOCM007 Interact effectively with others at work</i> <i>FSKRDG010 Read and respond to routine workplace information</i> <ul style="list-style-type: none"> Interpret workplace documents: intended audience, personal details form, tax file number form 	Assignment Task 1&2	Progress Tracker
5	<i>FSKOCM007 Interact effectively with others at work</i> <i>FSKRDG010 Read and respond to routine workplace information</i> <ul style="list-style-type: none"> Interpret workplace documents: intended audience, formal vs informal language, recording a voicemail, sending follow-up emails 	Assignment Task 3&4	
6	<i>FSKOCM007 Interact effectively with others at work</i> <i>FSKRDG010 Read and respond to routine workplace information</i> <ul style="list-style-type: none"> Read and interpret workplace documents: internal vs client emails 	Assignment Task 5&6	
7	<i>FSKOCM007 Interact effectively with others at work</i> <i>FSKRDG010 Read and respond to routine workplace information</i> <ul style="list-style-type: none"> Create workplace documents: memorandum, policy and procedures, business letter 	Assignment Task 7	
8	<i>FSKOCM007 Interact effectively with others at work</i> <i>FSKRDG010 Read and respond to routine workplace information</i> <ul style="list-style-type: none"> Create workplace documents: memorandum, policy and procedures, business letter 	Assignment Task 7	
9	<i>FSKOCM007 Interact effectively with others at work</i> <i>FSKRDG010 Read and respond to routine workplace information</i> <ul style="list-style-type: none"> Create workplace documents: memorandum, policy and procedures, business letter 	Assignment Task 7	
10	<i>FSKOCM007 Interact effectively with others at work</i> <i>FSKRDG010 Read and respond to routine workplace information</i> <ul style="list-style-type: none"> Work on incomplete tasks for Project 1 		Progress Tracker



Class Course Planner – 2024

Semester 1 – Term 1

Year 10 Business and Accounting

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www.trinitybayshs.eq.edu.au

Teacher(s): Mr de Courcey

Vocab list: *business life cycle, sole trader, partnership, private and public company, strategic planning, organisational structures, stakeholders, intrapreneurs and entrepreneurs, leadership, management, mission statements, SWOT, criteria, report*

Term Week	Curriculum Intent	Assessment	Feedback
T1 Wk1 (22 – 26 Jan)	Business Fundamentals <ul style="list-style-type: none"> Describe facts, features and characteristics of a variety of business structures including profit based, not for profit/community based businesses, government owned corporations (GOC) and government business enterprises (GBE) Explain stages of a business life cycle <i>Public Holiday – Friday (26/01/24)</i>		Course Planner
T1 Wk2 (29 Jan – 2 Feb)	Business Fundamentals <ul style="list-style-type: none"> Explain legal ownership structures (sole trader, partnership, public and private company) Explain strategic planning (goals, mission, vision, objectives) Analyse the similarities and differences in mission statements 		
T1 Wk3 (5 – 9 Feb)	Business Fundamentals <ul style="list-style-type: none"> Explain the role of analytical tools in strategic planning (SWOT) Explain business goals (profitability, market share, employment, societal needs and wants, sustainability and growth) 		
T1 Wk4 (12 – 16 Feb)	Business Fundamentals <ul style="list-style-type: none"> Explain internal, operating and macro environmental factors (organisational structures, stakeholders, PEST factors) 		
T1 Wk5 (19 – 23 Feb)	Business Fundamentals <ul style="list-style-type: none"> Explain leadership and management roles (owners, managers, directors, entrepreneurs and intrapreneurs) Explain management styles (autocratic, consultative, democratic, laissez-faire) 		
T1 Wk6 (26 Feb – 1 Mar)	Business Fundamentals <ul style="list-style-type: none"> Explain leadership styles (authoritative, charismatic, authentic, coaching, mentoring, transformational) Explain the role of the key business functions (finance, human resources, marketing and operations) 		
T1 Wk7 (4 – 8 Mar)	Business Fundamentals <ul style="list-style-type: none"> Evaluate case study businesses using the criteria of competitiveness and effectiveness 		
T1 Wk8 (11 – 15 Mar)	Exam Revision		
T1 Wk9 (18 – 22 Mar)	Assessment Short response, interpretive items, extended response	Exam – 90 min	<i>Written and oral feedback on assessment</i>
T1 Wk10 (25 – 29 Mar)	Introduction to Term 2 Business Unit <i>Public Holiday – Friday (29/03/24)</i>		



Class Course Planner – 2024

Semester 1: Term 1

Foundations, Governance and Laws

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Class: Year 10 Legal Studies

Term Week	Curriculum Intent	Assessment	Homework and feedback
T1 Wk1	<p>Introduction to 10 Legal Studies</p> <ul style="list-style-type: none"> Key concepts and vocabulary Cultural influences on Australia's political system (representative, responsible and accountable government) Identify key institutional features of Australia's system of government Compare and contrast different forms of governance <p>Public Holiday: Australia Day - Friday 26 January 2024</p>	Unit pre-test	<p>Pre-test results</p> <p>Coursework planner</p> <p>Watch:</p> <p>https://www.youtube.com/watch?v=fin8i_Z4IRs</p>
T1 Wk2	<p>Structure of Government in Australia</p> <ul style="list-style-type: none"> Compare and contrast the legislative powers of Commonwealth and State/Territories Describe sources of law Houses of Parliament and Single majority, double majority and minority governments 		<p>Read: https://peo.gov.au/understand-our-parliament/how-parliament-works/system-of-government/australian-system-of-government/</p>
T1 Wk3	<p>Structure of Government in Australia continued</p> <ul style="list-style-type: none"> Parliament as a law-making body and the legislative process Examine the challenges to and ways of sustaining a resilient democracy and a cohesive society in Australia Explain and analyse the strengths and weaknesses of parliament as a law-making body 		<p>Read: https://peo.gov.au/understand-our-parliament/how-parliament-works/bills-and-laws/making-a-law-in-the-australian-parliament/</p>
T1 Wk4	<p>Why do we need laws and how do we sustain democracy?</p> <ul style="list-style-type: none"> Describe differences between laws and rules; characteristics of an effective law Society's need for order; rights of individuals, groups organisations and governments; rule of law; natural justice; separation of powers Just and equitable outcomes 		<p>Why do we need laws?</p> <p>https://youtu.be/4UzShQs4Jyc</p> <p>Rule of law: https://youtu.be/FGe6kxVYvVo</p> <p>https://www.ruleoflaw.org.au/guide/index.html</p> <p>Read: https://peo.gov.au/understand-our-parliament/how-parliament-works/system-of-government/democracy/</p>
T1 Wk5	<p>Role of the Courts</p> <ul style="list-style-type: none"> Define the different Courts in Australia and their role Independence of courts and Statutory Interpretation Describe the relationship between legislation and case law Compare and contrast express and implied rights Describe the doctrine of terra nullius and the Native Title Act 1993 		<p>Read: https://www.fedcourt.gov.au/digital-law-library/judges-speeches/chief-justice-allso/allsop-cj-20191112</p>
T1 Wk6	<p>Specialized courts</p> <p>Student will choose 1 specialized court or tribunal and undertake inquiry in order to describe and explain the relationship of specialist courts and tribunals with state and federal jurisdictions</p>	Midterm assessment	
T1 Wk7	<p>Australia's Constitution</p> <ul style="list-style-type: none"> Changing the constitution – examining a referendum Analyse and evaluate effectiveness of a constitutional bill of rights, such as in the USA, with a statutory bill of rights, such as in New Zealand 		<p>Feedback on Mid term assessment</p> <p>Find and read sections 51, 109 and 128 of the Constitution:</p> <p>https://ausconstitution.peo.gov.au/</p>
T1 Wk8	<p>Analyse a landmark Constitutional Law case</p>		
T1 Wk9	<p>Revision and Exam</p> <ul style="list-style-type: none"> Students revise for, and undertake, their Short Response Exam. 	Short Response Exam	
T1 W10	<ul style="list-style-type: none"> Feedback and Revision of Short Response Exam Public Holiday: Good Friday - Friday 29 March 2024 		Short Response Exam Feedback and Student Conferencing



Class Course Planner – 2024

Semester 1 – Term 1

Year 11 Business

Trinity Bay SHS

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Teacher(s): Mrs Duffy

Vocab list: *business life cycle, sole trader, partnership, private and public company, strategic planning, organisational structures, stakeholders, intrapreneurs and entrepreneurs, leadership, management, mission statements, SWOT, PEST, criteria, environmental factors, competitive environment, seed stage, Maslow’s Hierarchy of Needs*

Term Week	Curriculum Intent	Assessment	Feedback
UNIT 1, TOPIC 1			
T1 Wk1 (Jan 22 - 26)	Business Creation: Fundamentals of Business <ul style="list-style-type: none"> Describe facts, features and characteristics of a variety of business structures including profit based, not for profit/community based businesses, government owned corporations (GOC) and government business enterprises (GBE) Explain business goals (profitability, market share, employment, societal needs and wants, sustainability and growth) Explain internal, operating and macro environmental factors (PEST) Public Holiday – Friday (26/01/24)		Course Planner
T1 Wk2 (Jan 29 - Feb 2)	Business Creation: Fundamentals of Business <ul style="list-style-type: none"> Explain stages of a business life cycle Explain strategic planning (goals, mission, vision, objectives) Explain analytical tools Explain the role of analytical tools in strategic planning (SWOT) Explain the relationship between business goals and strategic planning across the business life cycle 		
T1 Wk3 (Feb 5 - 9)	Business Creation: Fundamentals of Business <ul style="list-style-type: none"> Select information relating to the environmental factors of a business to classify strengths, weaknesses, opportunities, threats (SWOT analysis) Interpret relationships and patterns in the SWOT analysis to draw conclusions about the implications of strategic planning Select information relating to the mission statements of two businesses to analyse the similarities and differences Interpret relationships and patterns in the mission statements to draw conclusions about stages of the business life cycle 		
T1 Wk4 (Feb 12 - 16)	Business Creation: Fundamentals of Business <ul style="list-style-type: none"> Explain legal ownership structures (sole trader, partnership, public and private company) Explain the relationship between business goals and strategic planning across the business life cycle 		
T1 Wk5 (Feb 19 - 23)	Business Creation: Fundamentals of Business <ul style="list-style-type: none"> Explain internal, operating and macro environmental factors (stakeholders, PEST, organisational structure, culture) Explain the role of the key business functions (finance, HR, marketing, operations) in achieving business goals Explain the role of technology and the key business functions Explain leadership and management roles (owners, managers, directors, entrepreneurs and intrapreneurs) and styles (autocratic, consultative, democratic, laissez-faire) 		
T1 Wk6 (Feb 26 - Mar 1)	Business Creation: Fundamentals of Business <ul style="list-style-type: none"> Analyse leadership and management roles and draw conclusions about the implications of key business functions Explain the role of criteria (competitiveness, effectiveness, efficiency, stakeholder satisfaction) in evaluating business decisions 		

T1 Wk7 (Mar 4 - 8)	Business Creation: Fundamentals of Business <ul style="list-style-type: none"> Evaluate case study businesses using the criteria of competitiveness and effectiveness 		
T1 Wk 8 (Mar 11 - 15)	Exam Revision & Assessment Short response, interpretive items, extended response	Exam – 2 hrs	<i>Written and oral feedback on assessment</i>
UNIT 1, TOPIC 2			
T1 Wk9 (Mar 18 - 22)	Business Creation: Business Ideation <ul style="list-style-type: none"> Describe business facts and characteristics, including <ul style="list-style-type: none"> Environmental factors that influence the creation of business ideas The competitive environment for a business idea Explain the seed stage of the business life cycle Explain the challenges of the seed stage in the business life cycle Select data and information relating to the macro environment for a business idea to analyse the political, economic, social and technological forces (PEST analysis) Interpret the relationships and patterns in the PEST analysis to draw conclusions about the implications of a business idea Create responses to communicate business ideas to a range of stakeholders 		
T1 Wk10 (Mar 25 - 29)	Business Creation: Business Ideation <ul style="list-style-type: none"> Explain skills, characteristics and motives of entrepreneurs Explain motivational theories, including Maslow's Hierarchy of Needs Explain the relationship between Maslow's Hierarchy of Needs and the creation of business ideas <p><i>Public Holiday – Friday (29/3/24)</i></p>		



Class Course Planner 2024

Semester 1, Term 1

Trinity Bay SHS

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Trainer & Assessor: Ms Tamo

BSB30120 Certificate III in Business (RTO Code: 30446)

BSBPUR301 Purchase goods and services

BSBTEC302 Design and produce spreadsheets

Week	Course Intent	Assessment	Feedback
Wk1	Unit Introduction <ul style="list-style-type: none"> Introduction to financial delegation and purchasing functions Introduction to spreadsheets and formulas Orientation to simulated workplace tasks 		
Wk2	Project 2 - Finance & Purchasing <ul style="list-style-type: none"> Accessing cloud based file storage The imprest financial system Completing petty cash documentation Creating charts in Excel TASK 1 - Petty Cash Reimbursement TASK 2 - Petty Cash Review	Task 1 Draft Due	<i>Draft feedback</i>
Wk3	Project 2 - Finance & Purchasing <ul style="list-style-type: none"> Creating petty cash documentation Incorporating formulas into spreadsheets Applying style guide policies Pricing potential new purchases Complying with purchasing policies TASK 3 - Petty Cash Form Update TASK 4 - Quotes	Task 2 & 3 Draft Due	<i>Draft feedback</i>
Wk4	Project 2 - Finance & Purchasing <ul style="list-style-type: none"> Purchase requisition processes TASK 5 - Quote Register TASK 6 - Purchase Requisitions	Task 4 & 5 Draft Due	<i>Draft feedback</i>
Wk5	Project 2 - Finance & Purchasing <ul style="list-style-type: none"> Compare and evaluate potential purchases Appropriate purchasing methods Refer purchases to relevant personnel TASK 7 - Evaluate	Task 6 Draft Due	<i>Draft feedback</i>
Wk6	Project 2 - Finance & Purchasing <ul style="list-style-type: none"> Purchasing principals Relevant legislation and codes of practice Prepare a purchase order TASK 8 - Purchase Orders	Task 7 Draft Due	<i>Draft feedback</i>
Wk7	Project 2 - Finance & Purchasing <ul style="list-style-type: none"> Purposes of various financial policies Storage of workplace financial documents TASK 9 - Interview Preparation		<i>Draft feedback</i>
Wk8	Project 2 - Finance & Purchasing <ul style="list-style-type: none"> Receiving purchases Tracking assets TASK 10 - Receive Purchases	Task 8 & 9 Draft Due	<i>Draft feedback</i>
Wk9	Project 2 - Finance & Purchasing <ul style="list-style-type: none"> Review all draft assessment tasks with trainer Finalise and submit all evidence for Project 2 	VBI Project 2 DUE	
Wk10	Complete any outstanding assessment tasks		



Class Course Planner Project 4

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Class: FSK20119 Certificate II in Skills for Work and Vocational Pathways

RTO Provider 30446

Week	CURRICULUM INTENT NOTE: Includes continuing / completion of term 3 units	Assessment x 3	Feedback x 3
1	BSBWHS211 Contribute to health and safety of self and others FSKOCM005 Use oral communication skills for effective workplace presentations FSKLRG006 - Participate in work placement <ul style="list-style-type: none"> • Course overview: student induction/ unit requirements/ housekeeping • Locating and saving files to my documents • Reviewing activity and assessment tasks for term 4 units • Case Study 1 • Completed incident form/ Completed Hazard form 	Pre-test (Writing sample)	Course Planner
2	BSBWHS211 Contribute to health and safety of self and others FSKOCM005 Use oral communication skills for effective workplace presentations <ul style="list-style-type: none"> • Case Study 2 • Case Study 3 	Ongoing –portfolio activity and assessment tasks	Ongoing –feedback on portfolio activity and assessment tasks
3	BSBWHS211 Contribute to health and safety of self and others FSKOCM005 Use oral communication skills for effective workplace presentations <ul style="list-style-type: none"> • Short answer Questions • WH&S WORKBOOK 	Ongoing –portfolio activity and assessment tasks	Ongoing –feedback on portfolio activity and assessment tasks
4	BSBWHS211 Contribute to health and safety of self and others FSKOCM005 Use oral communication skills for effective workplace presentations <ul style="list-style-type: none"> • Short answer Questions • WH&S WORKBOOK 	Ongoing –portfolio activity and assessment tasks	Review of progress through portfolio tasks
5	BSBWHS211 Contribute to health and safety of self and others FSKOCM005 Use oral communication skills for effective workplace presentations <ul style="list-style-type: none"> • Assignment 1 • Prepare a WHS Report 	Ongoing –portfolio activity and assessment tasks	Ongoing –feedback on portfolio activity and assessment tasks
6	BSBWHS211 Contribute to health and safety of self and others FSKOCM005 Use oral communication skills for effective workplace presentations <ul style="list-style-type: none"> • Assignment 1 • Present a WHS Report 	Ongoing –portfolio activity and assessment tasks	Ongoing –feedback on portfolio activity and assessment tasks
7	BSBWHS211 Contribute to health and safety of self and others FSKOCM005 Use oral communication skills for effective workplace presentations <ul style="list-style-type: none"> • Assignment 2 • Prepare PowerPoint presentation for staff induction 	Ongoing –portfolio activity and assessment	Review of progress through portfolio tasks
8	BSBWHS211 Contribute to health and safety of self and others FSKOCM005 Use oral communication skills for effective workplace presentations <ul style="list-style-type: none"> • Assignment 2 • Prepare PowerPoint presentation for staff induction • Quiz 	Ongoing –portfolio activity and assessment tasks	Ongoing –feedback on portfolio activity and assessment tasks
9	BSBWHS211 Contribute to health and safety of self and others FSKOCM005 Use oral communication skills for effective workplace presentations <ul style="list-style-type: none"> • Assignment 2 • PowerPoint presentation for staff induction 	Ongoing –portfolio activity and assessment tasks	Feed-forward; review progress through competencies
10	BSBWHS211 Contribute to health and safety of self and others FSKOCM005 Use oral communication skills for effective workplace presentations <ul style="list-style-type: none"> • Assignment 2 • PowerPoint presentation for staff induction • Quiz 	Ongoing –portfolio activity and assessment tasks	Ongoing –feedback on portfolio activity and assessment tasks

	FSKLRG006 - Participate in work placement <ul style="list-style-type: none">• Students are to participate in 1-week work experience throughout the course of the certificate	Reflection, placement logbook	Feedback from employer and or certificate (VPG)
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Class Course Planner – 2024

Semester 1: Term 1

Foundations, Governance and Laws

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Class: Year 11 Legal Studies

T/W	Curriculum Intent	Assessment	Feedback / Homework
T1 Wk1	Introduction to 11 Legal Studies <ul style="list-style-type: none"> Key concepts and vocabulary Explain the purpose of laws in society and characteristics of an effective law Explain the difference between a law and a rule Describe the Rule of Law and identify its connection with just and equitable outcomes Explain how concepts of just and equitable outcomes as a foundation principle of criminal law in Australia Describe the difference between onus of proof and standard of proof - 	Unit pre-test	<i>Pre-test results</i> Watch: <i>Why do we need laws?</i> https://youtu.be/4UzShQs4Jyc <i>Rule of law:</i> https://youtu.be/FG6kxVYvVo
T1 Wk2	Law-making in Australia <ul style="list-style-type: none"> Describe the role of the Australian Constitution Describe the sources of law in Australia – statutory law (e.g. <i>Criminal Code 1899</i> (Qld)), common law, international law, customary law Explain the process of statutory law-making and the role of states, territories and the Australian Government Explain how the separation of powers doctrine operates in the Australian Legal System 		Watch Law Making in Australia: https://youtu.be/uEZZKexpCHM Read: Roles of different governments Watch: Separation of powers in Australia
T1 Wk3	Law-making in Australia Continued <ul style="list-style-type: none"> Describe the difference between adversarial and inquisitorial systems of Criminal Justice Explain the process of statutory interpretation and the role of the courts Explain what legal criteria are for decisions Describe the court hierarchy 		Watch: Adversarial vs Inquisitorial Criminal Justice Watch: Statutory Interpretation in Australia Watch: Overview of role and purpose of courts
T1 Wk4	<ul style="list-style-type: none"> Analyse: <ul style="list-style-type: none"> criminal legal issues and then examine different viewpoints the role of customary law in Australia’s legal system and then examine different viewpoints Describe the links between the legal foundations to the criminal justice system as a general overview, including the investigative process, the trial process, and punishment and sentencing 	Practice Short-Response Exam	
T1 Wk5	Criminal Law <ul style="list-style-type: none"> Explain what constitutes Criminal Behaviour Compare and Contrast Indictable and Summary Offences Classify criminal offences into categories (e.g. against the person, property and the public interest) in reference to the Criminal Code Analyse and apply elements of offences to a range of criminal scenario Explain the criminal investigation process and the features that lead to just and equitable outcomes Explain the principles of criminal law (presumption of innocence, right to silence, reasonable suspicion, onus of proof and standard of proof) 		<i>Practice Short Response Exam Feedback</i> Read this page on Criminal Offences. Read about Indictable and Summary Offences Here
T1 Wk6	Criminal investigation process <ul style="list-style-type: none"> Explain the types of evidence police may collect at a crime scene and during an investigation process Explain the role police play in the criminal investigation process Explain the rights and responsibilities of police (Police Powers and Responsibilities Act 2000 (Qld)), suspects, accused and victims 		Read: The Police Investigation Read: Police Powers in Queensland Further procedures of Queensland Police is available in their Operational Manual

T/W	Curriculum Intent	Assessment	Feedback / Homework
T1 Wk7	Criminal investigation process <ul style="list-style-type: none"> Explain situations where search and arrest warrants are required Explain police discretionary powers Explain legal processes regarding juveniles (Youth Justice Act 1992 (Qld)) Analyse crime rates to ascertain relationships 		Read: Warrants in Queensland
T1 Wk8	<ul style="list-style-type: none"> Analyse and evaluate the extent to which the criminal investigation process balances individuals' rights with society's need for order Revision & Examination 	FA1 Examination - Combination Response (25%)	
T1 Wk9	Criminal Trial Process <ul style="list-style-type: none"> Describe key personnel and terminology including Crown, prosecutor, defendant, jury, conviction, counsel, defences Examine the trial process including mentions, committal hearing, arraignment, pleas and appeals Use scenarios to explain bail conditions and jury selection 		FA1 Examination - Combination Response (25%) Feedback Read: People in the Courtroom
T1 Wk10	Fairness in a Trial <ul style="list-style-type: none"> Trial by Judge or Jury? Examine examples to understand better: <ul style="list-style-type: none"> Presumption of Innocence, Burden of Proof and Rules of Evidence Jury Decisions: unanimous verdict, majority verdict, hung juries and when jury members behave badly 		Watch: Presumption of Innocence : Read pages 1-6 and pages 10 of this Paper . Achievement Ladder and student conference

Key Unit Vocabulary –

act	customary law	justice	rule of law
adversarial system	denunciation	law	rules
arms of government (legislative judicial and executive)	deterrence	norms	separation of powers
Australian Constitution	equitable outcomes	onus of proof	standard of proof
civil law	hierarchy	powers (residual concurrent and exclusive)	statute law
code	indictable offence	presumption of innocence	summary offence
common law	inquisitorial system	punishment	
crime	jurisdiction	rehabilitation	
criminal law	just and equitable	retribution	



Class Course Planner – 2024

Semester 1 – Term 1

Trinity Bay SHS

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Class: 11 Applied Tourism

Teacher: Mr Lort-Phillips

Week	Curriculum Intent	Assessment	Feedback
T1 Wk1	Introduction to Tourism <ul style="list-style-type: none"> What is Tourism? – students explore their own understandings and perceptions in order to define 'Tourism' Types of Tourism – students understand the various types of tourism, particularly 'adventure' tourism 		Course planner
T1 Wk2	Tourism Basics <ul style="list-style-type: none"> Types of travel – students investigate (package tours, outbound, inbound, domestic, international, long haul, short haul travel) Accommodation and Transport – students investigate a range of transportation and accommodation options in the tourism industry Popular Destinations – students understand the 'pull' and 'push' factors of destinations and reasons for varying popularity of different places 	Quiz WK1 Content	
T1 Wk3	Reasons for Travel/Geographical elements of tourism <ul style="list-style-type: none"> Students investigate the reasons people to choose to travel and the factors that influence travel choices (time/cost/location/interests) The difference between traveller generating regions, tourist transit regions and tourist destinations 	Quiz WK1&2 Content	
T1 Wk4	The Effect of Tourism around the World <ul style="list-style-type: none"> Economic Impacts – students are introduced to the economic importance of tourism to communities and countries (Thailand COVID-19) Social/Cultural Impacts – students explore the different events that have an impact on Tourism, both positive and negative (Thailand Sex Tourism) Environmental Impacts – students explore the positive and negative impacts of tourism on the environment (Fraser Island -Dingoes/Erosion) 	Quiz WK2&3 Content	
T1 Wk5	Tourist Destination – Case Study (Bali) <ul style="list-style-type: none"> Students analyse the social/cultural/environmental and economic impacts of tourism for an international tourism destination Students identify and explain challenges and opportunities for an international tourism destination Swimming Carnival 	PEEL Paragraph	Feedback on PEEL
T1 Wk6	Assessment WK1		
T1 Wk7	Assessment WK2		
T1 Wk8	Assessment WK3	Draft due (WK8)	
T1 Wk9	Assessment WK4	Multimodal Assessment due (last lesson WK9)	
T1 Wk10	Feedback/Feedforward <ul style="list-style-type: none"> Students receive feedback from assessment Students complete a written reflection on their learning Feedforward for term 2 		



Class Course Planner – 2024

Semester 1 – Term 1

Year 12 Business

Trinity Bay SHS

Hoare Street

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Teacher/s: Mr de Courcey

Vocab list: SWOT, STEEPLE, maturity stage, economies of scale, project management, hostile competitive environment, Fiedler's contingency model, total quality management (TQM), contingency planning, outsourcing, power interest grid, USP analysis

Term Week	Curriculum Intent	Assessment	Feedback
UNIT 3 – TOPIC 2 BUSINESS DIVERSIFICATION – STRATEGIC DEVELOPMENT			
T1 Wk1 (22 – 26 Jan)	Strategic Development <ul style="list-style-type: none"> Describe the internal and operating environmental factors that impact on <i>marketing and operations</i> of a business in the mature stage of the business life cycle Describe the macro environmental factors of a business in the mature stage of the business life cycle <p>Public Holiday – Friday (26/01/24)</p>		<i>Written and oral feedback on assessment</i>
T1 Wk2 (29 Jan – 2 Feb)	Strategic Development <ul style="list-style-type: none"> Describe 'economies of scale' relevant to operations and marketing Explain the challenges of operating in a hostile competitive environment Explain the interrelationships between contemporary marketing strategies, branding and loyalty Select data and information relating to traditional, digital and emerging marketing platforms to analyse strengths, weaknesses, opportunities and threats (SWOT analysis) Interpret the relationships, patterns and trends in the SWOT analysis to draw conclusions about the implications of marketing strategies Evaluate marketing strategies for a business operating in a hostile competitive environment to make a decision and propose a recommendation using criteria 		
T1 Wk3 (5 – 9 Feb)	Strategic Development <ul style="list-style-type: none"> Explain project management Explain total quality management including quality control and quality assurance Explain the relationships between TQM and long-term achievements through customer satisfaction Explain the relationship between project management technology and operational efficiency for a business Explain the role of contingency planning using Fiedler's contingency model Explain outsourcing Explain the challenges faced by management in the outsourcing of operational and marketing activities 		
T1 Wk4 (12 – 16 Feb)	Strategic Development <ul style="list-style-type: none"> Select data and information relating to marketing and operational functions for a mature business to analyse outsourcing power interest (grid) Interpret the relationships, patterns and trends in outsourcing power interest grid to draw conclusions about the implications of outsourcing Evaluate marketing and operational activities to outsource as an alternative business strategy for a business in the maturity stage to make a decision and propose a recommendation using criteria 		

T1 Wk5 (19 – 23 Feb)	Strategic Development – Case Study <ul style="list-style-type: none"> Select data and information relating to a business' current situation in a competitive hostile environment to analyse strengths, weaknesses, opportunities and threats (SWOT analysis) Select data and information relating to competitors in a hostile environment to analyse the unique selling position (USP analysis) Interpret the relationships, patterns and trends in the situational SWOT and USP analyses to draw conclusions about the implications of strategic planning Evaluate marketing and operational strategies for a business operating in a hostile competitive environment to make a decision and propose a recommendation using criteria 	Handout: IA2: Investigation – Business Report	
T1 Wk6 (26 Feb – 1 Mar)	Assessment – IA2 – Investigation		
T1 Wk7 (4 – 8 Mar)	Assessment – IA2 – Investigation		
T1 Wk8 (11 – 15 Mar)	Assessment – IA2 – Investigation		<i>Written and oral feedback on draft assessment</i>
T1 Wk9 (18 – 22 Mar)	Assessment – IA2 – Investigation	IA2: Investigation DUE	
	Introduction: Unit 4 - Topic 1 Business Evolution – Repositioning a Business		
T1 Wk10 (25 – 29 Mar)	Repositioning a Business <ul style="list-style-type: none"> Explain the post maturity stage of the business life cycle Explain the possible outcomes for a business in the post maturity stage of the business life cycle including steady state and decline <p>Public Holiday – Friday (29/03/24)</p>		



Class Course Planner 2024

Semester 1, Term 1

Trinity Bay SHS

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Trainer & Assessor: Ms Tamo

BSB30120 Certificate III in Business (RTO Code: 30446)

BSBPUR301 Purchase goods and services

BSBTEC302 Design and produce spreadsheets

Week	Course Intent	Assessment	Feedback
Wk1	Unit Introduction <ul style="list-style-type: none"> Introduction to financial delegation and purchasing functions Introduction to spreadsheets and formulas Orientation to simulated workplace tasks 		
Wk2	Project 2 - Finance & Purchasing <ul style="list-style-type: none"> Accessing cloud based file storage The imprest financial system Completing petty cash documentation Creating charts in Excel TASK 1 - Petty Cash Reimbursement TASK 2 - Petty Cash Review	Task 1 Draft Due	<i>Draft feedback</i>
Wk3	Project 2 - Finance & Purchasing <ul style="list-style-type: none"> Creating petty cash documentation Incorporating formulas into spreadsheets Applying style guide policies Pricing potential new purchases Complying with purchasing policies TASK 3 - Petty Cash Form Update TASK 4 - Quotes	Task 2 & 3 Draft Due	<i>Draft feedback</i>
Wk4	Project 2 - Finance & Purchasing <ul style="list-style-type: none"> Purchase requisition processes TASK 5 - Quote Register TASK 6 - Purchase Requisitions	Task 4 & 5 Draft Due	<i>Draft feedback</i>
Wk5	Project 2 - Finance & Purchasing <ul style="list-style-type: none"> Compare and evaluate potential purchases Appropriate purchasing methods Refer purchases to relevant personnel TASK 7 - Evaluate	Task 6 Draft Due	<i>Draft feedback</i>
Wk6	Project 2 - Finance & Purchasing <ul style="list-style-type: none"> Purchasing principals Relevant legislation and codes of practice Prepare a purchase order TASK 8 - Purchase Orders	Task 7 Draft Due	<i>Draft feedback</i>
Wk7	Project 2 - Finance & Purchasing <ul style="list-style-type: none"> Purposes of various financial policies Storage of workplace financial documents TASK 9 - Interview Preparation		<i>Draft feedback</i>
Wk8	Project 2 - Finance & Purchasing <ul style="list-style-type: none"> Receiving purchases Tracking assets TASK 10 - Receive Purchases	Task 8 & 9 Draft Due	<i>Draft feedback</i>
Wk9	Project 2 - Finance & Purchasing <ul style="list-style-type: none"> Review all draft assessment tasks with trainer Finalise and submit all evidence for Project 2 	VBI Project 2 DUE	
Wk10	Complete any outstanding assessment tasks		



Class Course Planner Project 1

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Class: **FSK20119 Certificate II in Skills for Work and Vocational Pathways**

RTO Provider 30446

Week	CURRICULUM INTENT	Assessment	Feedback
1	<ul style="list-style-type: none"> Introduction to FSK20119, QCE points and classroom expectations Context of project-based learning, Admin4U and workplace documents 	Project 1	Course Planner Progress Tracker
2	<i>FSKOCM007 Interact effectively with others at work</i> <i>FSKRDG010 Read and respond to routine workplace information</i> <ul style="list-style-type: none"> Analysing text / scenario: technical vocabulary, use of formal language, intonation, asking for clarification, active listening, verbal vs non-verbal language, customer service policy, and identify oral communication strategies required for spoken interaction 	Role Play Task 1&2	
3	<i>FSKOCM007 Interact effectively with others at work</i> <i>FSKRDG010 Read and respond to routine workplace information</i> <ul style="list-style-type: none"> Analysing text / scenario: technical vocabulary, use of formal language, intonation, asking for clarification, active listening, verbal vs non-verbal language, customer service policy 	Role Play Task 3&4	
4	<i>FSKOCM007 Interact effectively with others at work</i> <i>FSKRDG010 Read and respond to routine workplace information</i> <ul style="list-style-type: none"> Interpret workplace documents: intended audience, personal details form, tax file number form 	Assignment Task 1&2	Progress Tracker
5	<i>FSKOCM007 Interact effectively with others at work</i> <i>FSKRDG010 Read and respond to routine workplace information</i> <ul style="list-style-type: none"> Interpret workplace documents: intended audience, formal vs informal language, recording a voicemail, sending follow-up emails 	Assignment Task 3&4	
6	<i>FSKOCM007 Interact effectively with others at work</i> <i>FSKRDG010 Read and respond to routine workplace information</i> <ul style="list-style-type: none"> Read and interpret workplace documents: internal vs client emails 	Assignment Task 5&6	
7	<i>FSKOCM007 Interact effectively with others at work</i> <i>FSKRDG010 Read and respond to routine workplace information</i> <ul style="list-style-type: none"> Create workplace documents: memorandum, policy and procedures, business letter 	Assignment Task 7	
8	<i>FSKOCM007 Interact effectively with others at work</i> <i>FSKRDG010 Read and respond to routine workplace information</i> <ul style="list-style-type: none"> Create workplace documents: memorandum, policy and procedures, business letter 	Assignment Task 7	
9	<i>FSKOCM007 Interact effectively with others at work</i> <i>FSKRDG010 Read and respond to routine workplace information</i> <ul style="list-style-type: none"> Create workplace documents: memorandum, policy and procedures, business letter 	Assignment Task 7	
10	<i>FSKOCM007 Interact effectively with others at work</i> <i>FSKRDG010 Read and respond to routine workplace information</i> <ul style="list-style-type: none"> Work on incomplete tasks for Project 1 		Progress Tracker



Class Course Planner – 2024

Semester 1 – Term 1

Year 12 Legal Studies

Trinity Bay SHS

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www.trinitybayshs.eq.edu.au

Teacher/s: Mr de Courcey

Vocab list: commissions, inquiries, law reform, lobby, advocacy, utilitarianism, terms of reference, consultations, issues papers, submissions, Law reform

Term Week	Curriculum Intent	Assessment	Feedback
UNIT 3 – TOPIC 1			
LAW, GOVERNANCE & CHANGE – GOVERNANCE IN AUSTRALIA			
T1 Wk1 (22 – 26 Jan)	Governance in Australia <ul style="list-style-type: none"> Revision of Unit in Preparation for IA1 <p><i>Public Holiday – Friday (26/01/24)</i></p>		
T1 Wk2 (29 Jan – 2 Feb)	Governance in Australia <ul style="list-style-type: none"> Revision of Unit in Preparation for IA1 		
T1 Wk3 (5 – 9 Feb)	Governance in Australia <ul style="list-style-type: none"> Revision of Unit in Preparation for IA1 	IA1: Examination (Combination Response)	
UNIT 3 – TOPIC 2			
LAW, GOVERNANCE & CHANGE – LAW REFORM WITHIN A DYNAMIC SOCIETY			
T1 Wk4 (12 – 16 Feb)	Law Reform Within a Dynamic Society <ul style="list-style-type: none"> identify changing Australian values and pressures on legal freedoms describe why laws and related processes require change because of a range of impetus 		
T1 Wk5 (19 – 23 Feb)	Law Reform Within a Dynamic Society <ul style="list-style-type: none"> explain the role of royal commissions & examine the guiding criteria of making laws and related processes more equitable, modern, fair and efficient explain the role of parliamentary enquiries, coronial inquests, specialist task force and the Australian Institute of Criminology in communicating patterns and costs of crimes and how this can influence law reform 		<i>Written and oral feedback on assessment</i>
T1 Wk6 (26 Feb – 1 Mar)	Law Reform Within a Dynamic Society <ul style="list-style-type: none"> select legal information and analyse challenges to law reform (eg. social divisions, government budgetary constraints, political pressures, the ‘nanny state’ and other barriers to legal change evaluate possible alternatives to propose recommendations 	Handout: IA2: Investigation – Inquiry Report	
T1 Wk7 (4 – 8 Mar)	Assessment – IA2 – Investigation		
T1 Wk8 (11 – 15 Mar)	Assessment – IA2 – Investigation		
T1 Wk9 (18 – 22 Mar)	Assessment – IA2 - Investigation		<i>Written and oral feedback on draft assessment</i>
T1 Wk10 (25 – 29 Mar)	Assessment – IA2 – Investigation	IA2: Investigation DUE	
	Introduction: Unit 4 – Topic 1 Human Rights in Legal Contexts		
<i>Public Holiday – Friday (29/03/24)</i>			



Class Course Planner – 2024 Semester 1 – Term 1

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Class: 12 Tourism – Sustainable Tourism

Teacher/s: Ms Tamo

Term Week	Curriculum Intent	Assessment	Feedback
T1 Wk1	Introduction to Sustainability <ul style="list-style-type: none"> What is sustainability? Why is it practiced in Tourism? What natural assets are there in the Cairns Region? Benefits of being sustainable http://www.tourism.australia.com/industry-advice/what-are-the-benefits-of-being-sustainable.aspx Public Holiday – Australia Day 26/1/24 (Friday)		Course planner
T1 Wk2	Eco-tourism <ul style="list-style-type: none"> What is eco-tourism? How do tour operators and businesses become certified? Eco Tourism Accreditation 		
T1 Wk3	Sustainability and best practice amongst the whole industry <ul style="list-style-type: none"> The role of sustainability played by the Hotel Industry Greenhotelier.org green.hotelscombined.com Airline industry and carbon emissions 		
T1 Wk4	The Great Barrier Reef <ul style="list-style-type: none"> Tourism on the Great Barrier Reef Current threats to the GBR – bleaching, Crown of Thorns Starfish and how it is impacting the industry Policies and guidelines for tourism use of the Marine Park – what operators have to abide to i.e zoning, protected species, access for cruise ships, sewage discharge, moorings 		
T1 Wk5	Conservation <ul style="list-style-type: none"> Organisations who are working in the tourism industry to promote conservation http://www.wildlifetourism.org.au/ 		
T1 Wk6	Sustainable Tourism Development <ul style="list-style-type: none"> Development of Tourism and the impacts made on natural resources Impacts associated with economic and social impacts due to development – high tourism development can lead to pollution, excess consumption, and effect on social systems. Sustainable construction of Skyrail Rainforest Cableway - https://www.skyrail.com.au/about/construction 		
T1 Wk7	Tourist impacts <ul style="list-style-type: none"> The role a tourist can play whilst holidaying at a destination to minimise their footprint. Identifying your ecological footprint Cases of tourists behaving badly 		
T1 Wk8	Revision <ul style="list-style-type: none"> Revision of key concepts in preparation for exam – sustainability, eco-tourism, tourism development, conservation, best practice, ecotourism accreditation 		
T1 Wk9	Exam <ul style="list-style-type: none"> 70 minute short response test including multiple choice, short response and interpretation of data (50-250 words) 		
T1 Wk 10	Introduction to Cultural Awareness Indigenous Tourism <ul style="list-style-type: none"> Overview of Indigenous Tourism in Australia How Tourism Australia promotes Indigenous Tourism to the world. Key attractions in Australia. 		ACHIEVEMENT LADDER