

Class Course Planner – 2025

Semester 1 – Term 2

Trinity Bay SHS
Hoare Street
PO Box 5071
Ph. 40 375 222
www.trinitybayshs.eq.edu.au



Year 9: Civics & Citizenship

Topic: Competing as a business in the global economy

Teachers: Various

Key Vocabulary: Business goals (maximise profits, growth, market share), SWOT, cost benefit analysis, competitive advantage, cost leadership, economic globalisation, fair trade, globalisation, gross domestic product (GDP), innovation, international trade, offshoring, opportunity cost, outsourcing, overhead costs, productivity, specialisation, trading partners, transnational corporation (TNC), differentiation, focus.

Term Week	Curriculum Intent	Assessment x 2	Feedback x 3
T2 Wk1	Australian Economy - Revisit <ul style="list-style-type: none"> Introduce competitive advantage (case study on Taco Bell) Business goals (maximise profits, increase market share, growth) Australia's interdependence with other economies. Ways producers in the global economy are interdependent. Transnational corporations (TNCs) <p><i>Monday, 21 April 2025 – Easter Monday Public Holiday</i> <i>Friday, 25 April 2025 – ANZAC Day Public Holiday</i></p>		Course Planner
T2 Wk2	Competitive advantage <ul style="list-style-type: none"> Competitive businesses in the global market Competitive Advantage Strategies - Cost leadership, Differentiation and Focus 		
T2 Wk3	Competitive advantage <ul style="list-style-type: none"> Reasons businesses seek competitive advantage SWOT analysis & overview of internal and external environments of an organisation. Cost benefit analysis <p><i>Monday, 5 May 2025 – Labour Day Public Holiday</i></p>	Consolidation of competitive advantage	
T2 Wk4	Assessment Preparation <ul style="list-style-type: none"> Hand out assessment task. Go through requirements of the task. Complete Steps 1-4 in class – Understand the context and business issues. Introduce exemplar Complete Assignment Research – Gather data and information about the business issue. 		All work to be collected by Teacher and stored with TASK SHEET
T2 Wk5	Assessment Preparation <ul style="list-style-type: none"> Complete Steps 5-6 in class – Analyse data and information about the business issue (completed over 2 lessons) Assessment task Research Stimulus. 		All work to be collected by Teacher and stored with TASK SHEET
T2 Wk6	Assessment Preparation <ul style="list-style-type: none"> Complete Steps 7-8 – Propose and evaluate a range of alternative responses to the business issue 		
T2 Wk7	Assessment Preparation <ul style="list-style-type: none"> Complete Steps 7-8 – Propose and evaluate a range of alternative responses to the business issue Complete Step 9 – Recommend and justify a course of action 		
T2 Wk8	Assessment Preparation <ul style="list-style-type: none"> Complete Step 9 – Recommend and justify a course of action <p><i>Friday – Sports Carnival</i></p>		
T2 Wk9	Assessment Delivery <ul style="list-style-type: none"> Presentations 	Multimodal presentations	
T2 Wk10	Consolidation Activities		



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Semester 1 – Term 2

Year 10 Business and Accounting

Trinity Bay SHS

Hoare Street

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Ph. 40 375 222

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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	Fundamentals of Business <ul style="list-style-type: none"> Review of 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) Review of stages of the business life cycle and challenges faced <i>Public Holiday – Easter Monday (Monday, 21st April 2025)</i> <i>Public Holiday – ANZAC Day (Friday, 25th April 2025)</i>	
T1 Wk2	Fundamentals of Business <ul style="list-style-type: none"> Review of 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	Fundamentals of Business <ul style="list-style-type: none"> Explain business goals (profitability, market share, employment, societal needs and wants, sustainability and growth) <i>Public Holiday – Labour Day (Monday, 5th May 2025)</i> <i>Athletics Carnival – Friday, 9th May 2025</i>	
T1 Wk4	Fundamentals of Business <ul style="list-style-type: none"> Explain internal, operating and macro environmental factors (organisational structures, stakeholders, PEST factors) Explain the role of analytical tools in strategic planning (SWOT) Analyse a business using a SWOT Analysis 	
T1 Wk5	Fundamentals of Business <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	Fundamentals of Business <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	Fundamentals of Business <ul style="list-style-type: none"> Evaluate case study businesses using the criteria 	
T1 Wk8	Exam Revision	
T1 Wk9	Examination – Combination Response	FIA2 - Examination
T1 Wk10	YEAR 10 WORK EXPERIENCE	



Class Course Planner

Term 2

Trinity Bay SHS

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FSK20119 Cert II Skills for Work & Vocational Pathways

Week	Training	Assessment
1	NUMERACY RECAP <ul style="list-style-type: none"> Revise mathematical knowledge Numeracy pre-test PROJECT 3 - WORKPLACE NUMERACY <ul style="list-style-type: none"> Complete calculations (including measurement & volume) Estimate calculations (including prices) Utilise 'Order of Operations' to complete calculations 	Assessment 1 - Calculate
2	<ul style="list-style-type: none"> Calculate retail orders (including GST) and discounts Calculate workplace travel (including time and cost) Calculate for workplace scenarios (including distance, time and measurement) 	Assessment 2 - Workplace
3	<ul style="list-style-type: none"> Calculate for workplace scenarios (including recipes and landscaping) Estimate then measure for weight, length and area Reflect on own estimates Demonstrate numeracy oral language 	Assessment 3 - Measure & Assessment 4 - Observation Record
4	<ul style="list-style-type: none"> Improve assessment responses from trainer feedback 	SUBMIT PROJECT 3
5	PROJECT 4 - WORKPLACE HEALTH & SAFETY <ul style="list-style-type: none"> Introduction to hazards, risk, workplace signs and responsibilities Working ergonomically at your computer desk Complete an office pre-start checklist 	Assessment 1 - Observation (WH&S)
6	<ul style="list-style-type: none"> Analyse workplace policies and common workplace signs Complete an incident report form Complete a workplace WHS inspection identify hazards 	Assessment 2 - SAQ & Assessment 3 - Incident
7	<ul style="list-style-type: none"> Complete a WHS report for hazards identified Present WHS report in a workplace meeting Review communication for WHS scenarios and presentations 	Assessment 4 - Short Report & Assessment 5 - SAQ
8	<ul style="list-style-type: none"> Prepare a 'Work Health and Safety Briefing' covering legislation, responsibilities, potential hazards and emergency evacuation procedures Present the briefing to the work team 	Assessment 6 - Presentation & Assessment 7 - Observation
9	<ul style="list-style-type: none"> Improve assessment responses from trainer feedback 	SUBMIT PROJECT 4
10	<ul style="list-style-type: none"> Off site for work experience 	



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Semester 1 – Term 2

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Class: Year 10 Certificate II Workplace Skills

Teacher(s): Mrs. Tamo/Duffy

Term Week	Curriculum Intent	Assessment	Feedback
T2 Wk1	BSBWHS211 - Contribute to Health & Safety of Self & Others <ul style="list-style-type: none"> Identify individuals and/or parties to whom queries and concerns about safety in the workplace should be directed Identify existing and potential hazards relating to own role, and record and report them according to organisational policies and procedures Friday 25th April – Public Holiday: Anzac Day	ASSESSMENT VWSQUES2	Course Planner
T2 Wk2	BSBWHS211 - Contribute to Health & Safety of Self & Others <ul style="list-style-type: none"> Identify and contribute to implementing WHS instructions and organisational policies and procedures specific to own work area Identify and report incidents and injuries to required personnel according to organisational policies and procedures 	ASSESSMENT VWSPROD2	Oral feedback on assessment
T2 Wk3	BSBWHS211 - Contribute to Health & Safety of Self & Others <ul style="list-style-type: none"> Contribute to workplace meetings, inspections, and other WHS consultative activities Identify existing and potential WHS hazards and report them to designated persons according to organisational policies and procedures Participate in actions to minimise or eliminate workplace hazards and to reduce risks Friday 9th May – Athletics Carnival	ASSESSMENT VWSPROD2	Oral feedback on assessment
T2 Wk4	BSBWHS211 - Contribute to Health & Safety of Self & Others <ul style="list-style-type: none"> Finalisation of Tasks 1, 2 & 3 	Submit Project 2	
T2 Wk6	BSBPEF202 - Plan and apply time management <ul style="list-style-type: none"> Discuss and agree on work goals and plans with assistance from relevant personnel Identify relationship between own work goals and plans, and organisational goals and plans Research time management techniques and strategies Plan and prioritise work tasks within allocated timeframes 	ASSESSMENT VWSQUES3	Oral feedback on assessment
T2 Wk7	BSBPEF202 - Plan and apply time management <ul style="list-style-type: none"> Perform tasks according to designated timelines and instructions Seek assistance from colleagues when difficulties arise in achieving allocated tasks Identify factors affecting work plan Communicate progress on work plan to relevant personnel according to organisational policies and procedures 	ASSESSMENT VWSPROD3	Oral feedback on assessment
T2 Wk8	BSBPEF202 - Plan and apply time management <ul style="list-style-type: none"> Seek feedback on time management from relevant personnel Record changes to time management approach according to task instructions Identify and plan opportunities for improvement in discussion with colleagues 	ASSESSMENT VWSPROD3	Oral feedback on assessment
T2 Wk9	Completion of Competencies <ul style="list-style-type: none"> Students to revisit all assessments to continue to gain competency Finalisation of Tasks 1, 2 & 3 Senior Exam Block	Submit Project 3	
T2 Wk 10	FSKLRG006 - Participate in Work Placement 3 rd -party report		



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Year 10 Legal Studies

Trinity Bay SHS

Hoare Street

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Teacher/s: Mr de Courcey

Vocab list: accused, accident, burglary community service, compulsion, conviction, crown, custodial, defences, defendant, denunciation, diminished responsibility, discretion, good behaviour bond, incarceration, intention, insanity, intoxication, jury, legislation, manslaughter, murder, offence, non-custodial, onus of proof, presumption of innocence, prevention, probation, prosecution, provision, provocation, recidivism, rehabilitation, repetition of insult, retribution, robbery, stealing, self-defence, sentence, standard of proof, suspended sentence, victim

Term Week	Curriculum Intent	Assessment	Feedback
T2 Wk1	<u>Introduction to Crime and Punishment</u> <ul style="list-style-type: none"> Term overview Examine the meaning and purpose of criminal law Explain Societies need for Order Explore the types of criminal offences under the <i>Criminal Code Act 1899</i> (Qld) <p><i>Public Holiday – Easter Monday (Monday, 21st April 2025)</i> <i>Public Holiday – ANZAC Day (Friday, 25th April 2025)</i></p>		Course Planner
T2 Wk2	<u>Foundations of Criminal Law</u> <ul style="list-style-type: none"> Examine the standard of proof and onus of proof in a criminal case as well as the presumption of innocence Identify the different stakeholders in a Criminal Court and explain their roles 		
T2 Wk3	<u>Offences against the Person: Murder, Manslaughter and Assault</u> <ul style="list-style-type: none"> Investigate the legal elements of murder, manslaughter and assault Compare and contrast murder and manslaughter <u>Property Offences: Burglary, Robbery and Stealing</u> <ul style="list-style-type: none"> Investigate the legal elements of Burglary, Robbery and Stealing Compare and contrast Burglary, Robbery and Stealing <p><i>Public Holiday – Labour Day (Monday, 5th May 2025)</i> <i>Athletics Carnival – Friday, 9th May 2025</i></p>		
T2 Wk4	<u>Criminal Responsibility: Defences: Intention, insanity, intoxication and compulsion</u> <ul style="list-style-type: none"> Examine criminal defences to criminal liability in Queensland <u>Sentencing in Queensland</u> <ul style="list-style-type: none"> Investigate the different sentences available in Queensland under the <i>Penalties and Sentences Act 1992</i> (Qld) explain the principles that affect sentencing decisions in the <i>Penalties and Sentences Act 1992</i> (Qld), Examine sources relating to punishment and rehabilitation of offenders and discuss its effectiveness in relation to the purposes of criminal sentencing 		
T2 Wk5	<ul style="list-style-type: none"> Analyse and evaluate case studies (eg. Prohibition, alcopops tax) 	Mid term diagnostic quiz	
	<ul style="list-style-type: none"> <u>Assessment: Inquiry Report</u> <ul style="list-style-type: none"> Analyse task sheet and exemplar Brainstorm research questions Undertake Preliminary Research 		
T2 Wk6	<ul style="list-style-type: none"> <u>Assessment: Inquiry Report</u> 		
T2 Wk7	<ul style="list-style-type: none"> <u>Assessment: Inquiry Report</u> 		
T2 Wk8	<ul style="list-style-type: none"> <u>Assessment: Inquiry Report</u> 		Draft Feedback
T2 Wk9	<ul style="list-style-type: none"> <u>Assessment: Inquiry Report</u> 	FINAL: Inquiry Report Due	
T2 Wk10	YEAR 10 WORK EXPERIENCE		



Class Course Planner – 2025

Semester 1 – Term 2

Year 11 Business

Trinity Bay SHS

Hoare Street

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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, PEST, criteria, environmental factors, competitive environment, seed stage, Maslow's Hierarchy of Needs

Term Week	Curriculum Intent	Assessment	Feedback
UNIT 1, TOPIC 1 – FUNDAMENTALS OF BUSINESS			
T2 Wk1	Business Creation: Fundamentals of Business <ul style="list-style-type: none"> Describe business facts and characteristics of business situations relation to businesses in the various stages of the business life cycle <i>Public Holiday – Easter Monday (Monday, 21st April 2025)</i> <i>Public Holiday – ANZAC Day (Friday, 25th April 2025)</i>	FIA1 – Due Tuesday, Week 1	Course Planner
T2 Wk2	Business Creation: Fundamentals of Business <ul style="list-style-type: none"> Explain strategic planning, including goals, mission statements, vision statements, objectives, strategies and tactics Explain business goals, eg. profitability, market share, employment, societal needs and wants, sustainability and growth 		
T2 Wk3	Business Creation: Fundamentals of Business <ul style="list-style-type: none"> Explain internal, external and macro environmental factors, including: <ul style="list-style-type: none"> Organisational structures Organisational culture Stakeholders STEEPLE Explain the SWOT Analytical Tool Explain leadership and management roles in different business structures <i>Public Holiday – Labour Day (Monday, 5th May 2025)</i> <i>Athletics Carnival – Friday, 9th May 2025</i>		
T2 Wk4	Business Creation: Fundamentals of Business <ul style="list-style-type: none"> Explain leadership styles, eg. authoritative, charismatic, bureaucratic, authentic, coaching, mentoring, transactional, transformational and situational Explain the role of the key business functions (finance, human resources, marketing and operations) in achieving business goals Explain the role of technology and key business functions 		
T2 Wk5	Business Creation: Fundamentals of Business <ul style="list-style-type: none"> Analyse business situations using a SWOT Analysis Interpret relationships and trends within the SWOT Analysis to draw conclusions about the implications for businesses and strategic planning 		
T2 Wk6	Business Creation: Fundamentals of Business <ul style="list-style-type: none"> Evaluate strategic planning implemented by a business to make a decision and propose recommendations using criteria 		
T2 Wk7	Business Creation: Fundamentals of Business <ul style="list-style-type: none"> Fundamentals of Business Case Study 		
T2 Wk8	Business Creation: Fundamentals of Business <ul style="list-style-type: none"> Revision of Unit 		
T2 Wk9	FIA2 – Combination Response Exam		
T2 Wk10	Commence Unit 2, Topic 1		



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Semester 1, Term 2

Trinity Bay SHS

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Trainer & Assessor: Sarah Tamo

BSB30120 - Certificate III in Business (Year 11)

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 	VBU Project 2 DUE	
Wk10	Complete any outstanding assessment tasks		



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Term 1, 2025 (Year 11)

Trinity Bay SHS

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FSK20119 Cert II Skills for Work & Vocational Pathways

Week	Training	Assessment
1	PROJECT 4 - WORKPLACE HEALTH & SAFETY <ul style="list-style-type: none"> Introduction to hazards, risk, workplace signs and responsibilities Working ergonomically at your computer desk Complete an office pre-start checklist 	Assessment 1 - Observation (WH&S)
2	<ul style="list-style-type: none"> Analyse workplace policies and common workplace signs Complete an incident report form Complete a workplace WHS inspection identify hazards	Assessment 2 - SAQ & Assessment 3 - Incident
3	<ul style="list-style-type: none"> Complete a WHS report for hazards identified Present WHS report in a workplace meeting Review communication for WHS scenarios and presentations	Assessment 4 - Short Report & Assessment 5 - SAQ
4	<ul style="list-style-type: none"> Prepare a 'Work Health and Safety Briefing' covering legislation, responsibilities, potential hazards and emergency evacuation procedures Present the briefing to the work team 	Assessment 6 - Presentation & Assessment 7 - Observation
5	<ul style="list-style-type: none"> Improve assessment responses from trainer feedback 	SUBMIT PROJECT 4
6	NUMERACY RECAP <ul style="list-style-type: none"> Revise mathematical knowledge Numeracy pre-test PROJECT 3 - WORKPLACE NUMERACY <ul style="list-style-type: none"> Complete calculations (including measurement & volume) Estimate calculations (including prices) Utilise 'Order of Operations' to complete calculations	Assessment 1 - Calculate
7	<ul style="list-style-type: none"> Calculate retail orders (including GST) and discounts Calculate workplace travel (including time and cost) Calculate for workplace scenarios (including distance, time and measurement) 	Assessment 2 - Workplace
8	<ul style="list-style-type: none"> Calculate for workplace scenarios (including recipes and landscaping) Estimate then measure for weight, length and area Reflect on own estimates Demonstrate numeracy oral language 	Assessment 3 - Measure & Assessment 4 - Observation Record
9	<ul style="list-style-type: none"> Improve assessment responses from trainer feedback 	SUBMIT PROJECT 3
10	<ul style="list-style-type: none"> Off site for work experience 	



Class Course Planner – 2025

Semester 1 – Term 2

Year 11 Legal Studies

Trinity Bay SHS

Hoare Street

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Teacher(s): Mr de Courcey

Vocab list: (U1 T3) the Crown, prosecutor, defendant, double jeopardy, defences and excuses, committal hearing, arraignment, jury, bail, bailiff, judge, verdict, adjournment, remand, conviction, solicitor, barrister, and counsel
(U1 T4) concurrent and cumulative sentencing, custodial and non-custodial sentences, obiter dicta, ratio decidendi, deterrence, retribution, rehabilitation, incarceration, denunciation, prevention, restorative justice, and recidivism

Term Week	Curriculum Intent	Assessment
UNIT 1 – BEYOND REASONABLE DOUBT TOPIC 3 – CRIMINAL TRIAL PROCESS		
T2 Wk1	Criminal Trial Process <ul style="list-style-type: none"> Review topics from Term 1 Explain the trial process <p><i>Public Holiday – Easter Monday (Monday, 21st April 2025)</i> <i>Public Holiday – ANZAC Day (Friday, 25th April 2025)</i></p>	
T2 Wk2	Criminal Trial Process <ul style="list-style-type: none"> Explain (using scenarios): <ul style="list-style-type: none"> Bail Conditions & Decisions Jury Selection Rules of Evidence Explain the attributes of a fair trial Analyse and apply defences to various criminal scenarios 	
UNIT 1 – BEYOND REASONABLE DOUBT TOPIC 4 – PUNISHMENT AND SENTENCING		
T2 Wk3	Punishment & Sentencing <ul style="list-style-type: none"> Describe the range of sentencing options Explain the principles that affect sentencing decisions <p><i>Public Holiday – Labour Day (Monday, 5th May 2025)</i> <i>Athletics Carnival – Friday, 9th May 2025</i></p>	
T2 Wk4	Punishment & Sentencing <ul style="list-style-type: none"> Analyse legal issues related to punishment and sentencing Analyse legal issues about criminal justice Evaluate, using legal criteria, the effectiveness of sentencing and punishment 	
T2 Wk5	FIA2 – Inquiry Report	
T2 Wk6	FIA2 – Inquiry Report	
T2 Wk7	FIA2 – Inquiry Report	FIA2 – Inquiry Report Draft Due
T2 Wk8	FIA2 – Inquiry Report	FIA2 – Inquiry Report Final Due
T2 Wk9	Commence Unit 2, Topic 1	



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Semester 1 Term 2

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Class: Year 11 Applied Tourism - Tourism & Travel

Teacher: Mrs Tamo

Term Week	Curriculum Intent	Assessment	Feedback
T3 Wk1	Travel Agency Operations <ul style="list-style-type: none"> The role of a travel agent Types of travel agencies in operation (store front Australia wide franchise, store front local independent, online) Package tours, travel itineraries, students develop a travel package/itinerary for an international trip to Singapore 		Course Planner
T3 Wk2	Travel Agency Required Information <ul style="list-style-type: none"> Information of the destination i.e., tours, attractions, restaurants Airport codes Time zones Visas, Vaccinations, General Travel Advice, Smarttraveller.com.au Currency exchange Seasons/Peak times 		
T3 Wk3	Itinerary <ul style="list-style-type: none"> Analysis of an itinerary – overview of the final package Create 7-day holiday package for Cairns for a client (may go into week 4 lesson 1) 	Formative assessment task	
T23Wk4	Assessment <ul style="list-style-type: none"> Go through requirements of assessment Analyse each client to identify their requirements 	Investigation assignment handed out	
T3 Wk5	Assessment – Client Portfolio <ul style="list-style-type: none"> Development of portfolio for client 		
T23Wk6	Assessment – Client Portfolio <ul style="list-style-type: none"> Development of portfolio for client 		
T3Wk7	Assessment – Client Portfolio <ul style="list-style-type: none"> Development of portfolio for client 		
T3 Wk8	Assessment – Client Portfolio <ul style="list-style-type: none"> Development of portfolio for client 	Draft due	
T3 Wk9	Assessment – Client Portfolio <ul style="list-style-type: none"> Submit assessment 	Assessment Due	
T3Wk10	Feedback / Feedforward		Achievement Ladder & FF



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Semester 1 – Term 2

Year 12 Business

Trinity Bay SHS

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Teacher/s: Mrs Duffy

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 4 – TOPIC 1			
BUSINESS EVOLUTION – REPOSITIONING A BUSINESS			
T2 Wk1	Unit 4 Business evolution – Topic 1 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 Describe business facts and characteristics relating to a business in the post-maturity stage of the business life cycle including the internal operating and macro environmental factors that influence the repositioning of a business <p><i>PH: Easter Monday – 21 April 2025</i> <i>PH: Anzac Day – 25 April 2025</i></p>		<i>Written and oral feedback on assessment</i>
T2 Wk2	Repositioning a business <ul style="list-style-type: none"> Explain the exit options for a business that is declining in the post maturity stage including voluntary and involuntary administration Evaluate the exit strategies for a business in the post maturity stage to make a decision and propose a recommendation using criteria Describe business facts and characteristics relating to businesses in the post-maturity stage of the business life cycle including the internal operating and macro environmental factors that influence the repositioning of a business Explain the influences on repositioning eg sustainability, corporate social responsibility (CSR), ethical standards, mergers and acquisitions, public relations and crisis management 		
T2 Wk3	Repositioning a business <ul style="list-style-type: none"> Explain the difference between rebranding and repositioning for a business in the post maturity stage Explain strategies of the key business functions for repositioning a business in steady state or decline Explain Porter's five forces tool including supplier power, buyer power, competitive rivalry, threat of substitution and threat of entry <p><i>PH: Labour Day – 5 May 2025</i> <i>Athletics Carnival - 9 May 2025</i></p>		
T2 Wk4	Repositioning a business <ul style="list-style-type: none"> Select data and information relating to a business in the post maturity stage to analyse strengths, weaknesses, opportunities, threats (SWOT analysis) and Porter's five forces Interpret the relationships, patterns and trends in the SWOT analysis and Porter's five forces analysis to draw conclusions about the implications of repositioning strategies Evaluate influences of change for a business in the post maturity stage to make a decision and propose a recommendation using criteria 		
T2 Wk5	Repositioning a business <ul style="list-style-type: none"> Select and analyse data and information relating to repositioning strategies for a business using the STEEPLE analysis Interpret the relationships, patterns and trends in the STEEPLE analysis to draw conclusions about the implications of a repositioning strategy 		
T2 Wk6	Repositioning a business – Case Study <ul style="list-style-type: none"> Describe business facts and characteristics relating to businesses in the post-maturity stage of the business life cycle including the internal operating and macro environmental factors that influence the repositioning of a business Describe the relationship between public relations and ethical practices for a business in crisis management 		

	<ul style="list-style-type: none"> Explain the interrelationship between sustainability, CSR and strategies for a business in the post maturity stage 		
T2 Wk7	Repositioning a business – Case Study <ul style="list-style-type: none"> Explain the relationship between HR and operational strategies when repositioning a business, including redundancy, retraining and development in steady state or decline Evaluate repositioning strategies for a business in the post maturity stage to make a decision and propose a recommendation using criteria 	Handout: IA3: Feasibility Report	
T2 Wk8	Assessment – IA3 – Feasibility Report		
T2 Wk9	Assessment – IA3 – Feasibility Report		
T2 Wk10	Assessment – IA3 – Feasibility Report	IA3 Draft Due: T2 W10 IA3 Final Due: T3, W1	



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Semester 1, Term 2

Trinity Bay SHS

Hoare Street

PO Box 5071

Ph. 40 375 222

www.trinitybayshs.eq.edu.au

Trainer & Assessor: G Lort-Phillips

BSB30115 - Certificate III in Business (RTO Code: 30446)

BSBXCM301 - Engage in workplace communication

BSBOPS305 - Process customer complaints

Week	Course Intent	Assessment	Feedback
Wk1 Anzac Day (Thurs)	Introduction to customer complaints <ul style="list-style-type: none"> Complaint resolution steps Importance of processing customer complaints efficiently Receiving and recording customer complaints Clarifying questions Complaints in relation to organisational structures (referral) Potential solutions to customer complaints Recommending follow up actions Role plays in dealing with customer verbal complaints TASK 1 - Record a Complaint		
Wk2	Project 6 - Complaints <ul style="list-style-type: none"> Communication styles and active listening Communication challenges and examples of workplace conflict Methods (channels) of communication Communication with people from diverse backgrounds Collaborative communication TASK 2 - Effective Communication	Task 1 Draft Due	Draft feedback
Wk3 Labour Day (Mon)	Project 6 - Complaints <ul style="list-style-type: none"> Legislation, industry codes and guidelines relevant to customer complaints Organisational policies and procedures relevant to customer complaints Potential risks for staff who regularly face complaints Requesting feedback following a complaint TASK 3 - Customer Complaints	Task 2 Draft Due	Draft feedback
Wk4	Project 6 - Complaints <ul style="list-style-type: none"> Role plays in dealing with customer verbal complaints TASK 4 - Responding to a verbal complaint	Task 3 Draft Due	Draft feedback
Wk5	Project 6 - Complaints <ul style="list-style-type: none"> Consulting with your supervisor regarding complaints TASK 5 - Complaint Resolution	Task 4 Draft Due	Draft feedback
Wk6	Project 6 - Complaints <ul style="list-style-type: none"> Consulting with colleagues regarding complaints Contributing ideas and information Drafting a formal business letter TASK 6 - Responding to a complaint in writing	Task 5 Draft Due	Draft feedback
Wk7	Project 6 - Complaints <ul style="list-style-type: none"> Training staff in organisational complaints procedures TASK 7 - Complaints PowerPoint	Task 6 Draft Due	Draft feedback
Wk8	Project 6 - Complaints <ul style="list-style-type: none"> Requesting feedback and complaints from customers TASK 8 - Complaints Poster	Task 7 Draft Due	Draft feedback
Wk9	Teacher consult to finalise all assessment drafts	Task 8 Draft Due	Draft feedback
Wk10	Complete any outstanding assessment tasks	Project 6 DUE	



Class Course Planner
Term 2, 2025 (Year 12)
Trainer/Assessor: Ms O'Donnell

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FSK20119 Cert II Skills for Work & Vocational Pathways

Week	Training	Assessment
1	INTRODUCTION <ul style="list-style-type: none"> Examine own personal career goals Review of learning progress thus far Examine various learning pathways for post schooling 	
2	PROJECT 2 - CAREER & LEARNING GOALS <ul style="list-style-type: none"> Techniques and strategies to research training and career options 	
3	<ul style="list-style-type: none"> Transferable skills and specific industry skills Forms of learning to build skills and knowledge for the workforce 	Assessment 1 - Questions
4	<ul style="list-style-type: none"> Examples of career plans and learning plans Investigate career pathways 	Assessment 2 - Career Research
5	<ul style="list-style-type: none"> Analyse your own strengths, learning style and personal barriers Develop own learning plan towards future goals 	Assessment 3 - My Learning Plan
6	<ul style="list-style-type: none"> Reflect on progress and plans for the future Plan changes to your learning plan 	Assessment 4 - Reflection & Feedback
7	<ul style="list-style-type: none"> Improve assessment responses from trainer feedback 	
8	<ul style="list-style-type: none"> Improve assessment responses from trainer feedback 	SUBMIT PROJECT 2
9	<ul style="list-style-type: none"> Work on other certificate courses 	
10	<ul style="list-style-type: none"> Work on other certificate courses 	



Class Course Planner – 2025

Semester 1 – Term 2

Year 12 Legal Studies

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Teacher/s: Mrs Duffy

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 4 – TOPIC 1			
HUMAN RIGHTS IN LEGAL CONTEXTS – HUMAN RIGHTS			
T2 Wk1	Human Rights <ul style="list-style-type: none"> Introduce key vocabulary Describe the main features of international law Describe key human rights initiated or promoted in important legal documents, eg. <i>Magna Carta 1215</i>, <i>Racial Discrimination Act 1975 (Cth)</i>, <i>Sex Discrimination Act 1984 (Cth)</i>, <i>Disability Discrimination Act 1992 (Cth)</i> <p><i>PH: Easter Monday – 21 April 2025</i> <i>PH: Anzac Day – 25 April 2025</i></p>		<i>Written and oral feedback on assessment</i>
T2 Wk2	Australian Rights and Interactions with International Law <ul style="list-style-type: none"> Describe and explain the role of the Australian Constitution in protecting express and implied human rights in Australia Explain the process by which treaty obligations translate into domestic law Describe the main features of principal treaties 		
T2 Wk3	Sovereignty and the role of the United Nations <ul style="list-style-type: none"> Explain the rights of states, including Articles 2.1, 2.4 and 2.7 of the <i>United Nations Charter</i> Explain the role of the UN, its agencies and other organisations, including the United Nations High Commissioner for Refugees <p><i>PH: Labour Day – 5 May 2025</i> <i>Athletics Carnival - 9 May 2025</i></p>		
T2 Wk4	Consolidation of Topic <ul style="list-style-type: none"> Review content from Topic 1 		
UNIT 4 – TOPIC 2			
HUMAN RIGHTS IN LEGAL CONTEXTS – THE EFFECTIVENESS OF INTERNATIONAL LAW			
T2 Wk5	Effectiveness of how Rights are Protected and International Responses <ul style="list-style-type: none"> Explain how human rights are monitored Explain the role of international legal institutions in upholding rights, including those within the International Court of Justice and the International Criminal Court 		
T2 Wk6	Effectiveness of how Rights are Protected and International Responses <ul style="list-style-type: none"> Examine the legal implications of becoming a signatory of various internationally recognised treaties and conventions related to the protection of global citizens and property 		
T2 Wk7	Effectiveness of how Rights are Protected and International Responses <ul style="list-style-type: none"> Select legal information, then analyse and evaluate the present effectiveness of international law and legal institutions in protecting human rights (example issues) 		
T2 Wk8	Consolidation of Topic <ul style="list-style-type: none"> Review content from Topic 2 	Handout: IA3: Argumentative Essay	
T2 Wk9	Assessment – IA3 – Investigation: Argumentative Essay		<i>Written and oral feedback on draft assessment</i>
T2 Wk10	Assessment – IA3 – Investigation: Argumentative Essay	Draft Due: (T3, W1) Final Due: (T3, W2)	



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Class: 12 Applied Tourism
Teacher: Mr Lort-Phillips

Week	Curriculum Intent	Assessment	Feedback
T1 Wk1	The role of local state and federal governments in tourism promotion <ul style="list-style-type: none"> Cairns Regional Council – destination management, community engagement, regulation, supporting small-scale and nice tourism State Government – regional marketing, infrastructure development, partnerships with industry, research and data Federal Government – international marketing and branding, research and data and policy and funding. 		
T1 Wk2	The impact of Competitors and Complementary Tourism products <ul style="list-style-type: none"> How competition influences a marketing – determines pricing, product development and promotional activities Complementary- different tourism offerings or services that, when combined, enhance the overall visitor experience and create a more attractive product <ul style="list-style-type: none"> Enhancing experiences Cross-promotion Increase visitor spending Coherence and convenience 	Quiz WK1 Content	
T1 Wk3	The role of discounting or value adding <ul style="list-style-type: none"> The aim of discounting – increasing sales, attracting new customers, building brand loyalty Value adding - enhancing the appeal and attractiveness of a destination by incorporating additional features, experiences, or services that provide greater value to tourists. <ul style="list-style-type: none"> Limited time offers Personalisation and customisation Sustainability and responsible tourism Cultural and local experiences 	Quiz WK1&2 Content	
T1 Wk4	Assessment WK 1 <ul style="list-style-type: none"> Introduce task Discuss textual features of a magazine article Run through exemplar for Cairns 	Quiz WK2&3 Content	
T1 Wk5	Assessment WK 2		
T1 Wk6	Assessment WK3		
T1 Wk7	Assessment WK4	Draft due (WK7)	
T1 Wk8	Term 3	Assessment due (last lesson WK8)	
T1 Wk9	Term 3		feedback from assessment
T1 Wk10	Term 3		