



Class Course Planner – 2024

Semester 2 – Term 3

Year 9 – Civics & Citizenship

Trinity Bay SHS

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

Topic: Sustaining Australia’s Democracy

Teachers: Mrs Renee John

Key Vocabulary: liberal, representative, democracy, political, policy, influence, attitudes, diversity, identity, marginalised, representation, misrepresentation, cohesiveness, identify, analyse, evaluate, compare

Week	Curriculum Intent	Assessment & Feedback
1	<p>Decision making in Australia’s system of government <i>Evaluate features of Australia’s political system</i></p> <ul style="list-style-type: none"> Year 8 Recap: Australian Constitution, separation of powers (role of the executive) The role of the Prime Minister and the Senate Parliamentary majority, the opposition, hung parliament, minority government Contemporary party system in Australia’s liberal democracy <i>Reading and comprehension of texts</i> 	<p>Course Planner</p> <p>Pre-test</p>
2	<p>Interest groups in society <i>Compare and account for different interpretations and points of view on issues</i></p> <ul style="list-style-type: none"> Interest groups in the political sphere Reasons why a particular group advocates for change Examples of marginalised groups in society and the issues they face Examine census data, population graphs and make estimates of marginalised group numbers impacted by an issue based on population Identify categories of marginalised groups <i>Comprehension and summarising of simple texts</i> <p>*Cairns Show holiday – Friday 19/07/2024</p>	
3	<p>Influences of the media in shaping identities <i>Identify and analyse the influences of the media on identities and diversity</i></p> <ul style="list-style-type: none"> Types of media Influence of media in shaping identities Influences of media in attitudes to diversity (with a focus on marginalised groups) The impact of media representation of different groups on community cohesiveness <i>Comprehension and summarising of comprehensive texts</i> 	
4	<p>Influences of the media on people’s political choices <i>Identify and analyse media influences on people’s political choices</i> <i>Compare and account for different points of view of political parties</i> <i>Problem solve voting preferences on a particular issue</i></p> <ul style="list-style-type: none"> Examine various political parties vision, agendas, priorities Evaluate proposed political budgets/spending on a particular issue <i>Identifying key words and most relevant information (retrieval charts)</i> <i>Note taking and research skills</i> 	
5	<p>Indigenous Australian cultural identity</p> <ul style="list-style-type: none"> Year 8 Recap: Australia’s cultural diversity Australian Aboriginal peoples culture and cultural identity Case Study 1: Impacts of the media on the identity of Australian Aboriginal peoples Proposed constitutional change for Aboriginal Australians Case Study 2: A marginalised group in society and an issues they face <i>Identifying bias, assumptions inconsistencies and irrelevant information in texts</i> <i>Analytical and evaluative writing styles (online blogs)</i> 	
6	<p>Assessment</p> <ul style="list-style-type: none"> Deconstruct assessment task Analyse research questions Select and research chosen topic Identify and sort information from sources Form conclusions about media impacts 	

7	Assessment <ul style="list-style-type: none"> Identify an issue Investigate and critique representative democracy Develop reasoned arguments 	
8	Assessment <ul style="list-style-type: none"> Compose texts using subject-specific language Investigate and compare political parties Present a reasoned argument <p>*Student Free Day – Friday 30/08/2024</p>	Draft Due
9	Assessment <ul style="list-style-type: none"> Improve assessment from teacher feedback Creating a bibliography 	Final Due
10	Contributing to civic life <i>Identify ways to be active and informed citizens in different contexts</i> <ul style="list-style-type: none"> Feedback on the unit and assessment Results and assessment ladder Year 8 Recap: Active participation in Australia's democracy Seek solutions and put ideas into action (civics group project) 	Ladder Tracker



Class Course Planner – 2024

Semester 2 – Term 3

Year 10 Business and Accounting

Trinity Bay SHS

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www.trinitybayshs.eq.edu.au

Teacher(s): Mr de Courcey

Vocab list: debit, credit, asset, liability, owner's equity, revenue, expense, journal, ledger, trial balance, GST, accounts receivable, accounts payable, inventories, cost of goods sold, capital, drawings, accounting assumption, creditors, efficiency, interpreting, chart of accounts, transaction, double entry, profit and loss statement, statement of financial performance, accounting equation, source documents, records, stakeholders, ownership structures

Term Week	Curriculum Intent	Assessment	Feedback
T3 Wk1	Accounting for a Service Business (no GST) Introduction to accounting course <ul style="list-style-type: none"> Explain the importance of keeping accounting records and records for stakeholders Review business ownership structures including advantages and disadvantages State source documents used in business transactions 		Course Planner
T3 Wk2	Five Account Types <ul style="list-style-type: none"> State and describe the 5 types of accounts Classify accounts into the 5 accounting categories Analyse the differences between accounts Friday 19 th July 2024 – Cairns Show Day Holiday	Formative project – collecting receipts	
T3 Wk3	The Accounting Equation / Effect of transactions <ul style="list-style-type: none"> Express the equation in 3 different forms Calculate the missing figures Explain the relationship between expenses, revenue and owner's equity 		
T3 Wk4	Statement of Financial Performance / Profit & Loss <ul style="list-style-type: none"> Prepare a Statement of Financial Performance Prepare a Statement of Profit and Loss Classify and select appropriate accounts to prepare the statement of Profit and Loss 		
T3 Wk5	Double Entry Rules for Accounting/ Chart of Accounts <ul style="list-style-type: none"> Recall the rules for double entry accounting Complete transaction analysis tables 	Practice Knowledge Test	
T3 Wk6	Posting to Ledger Accounts <ul style="list-style-type: none"> Create a Chart of Accounts from a list of business transactions Post transactions to a business's ledger accounts 		
T3 Wk7	Preparation of the trial balance <ul style="list-style-type: none"> Preparation of the trial balance Locating errors in the trial balance Locating errors and reversing entries in the journal, ledger. More complex transactions required 		
T3 Wk8	Consolidation – Journal, Ledgers, Trial Balance <ul style="list-style-type: none"> Focus on speed and efficiency of interpreting source documents, preparing general journal, ledger and trial balance Friday 30 th August 2024 – Student Free Day		
T3 Wk9	Assessment <ul style="list-style-type: none"> Multiple choice, practical items, interpretive items Lesson 1 of 2 x 70 min sessions SR Exam - describe, explain, analyse and interpret Lesson 2 of 2 x 70 min sessions SR Exam - apply	Exam	Written and oral feedback on assessment
T3 Wk10	Introduction to Term 4 Accounting Unit		



Class Course Planner Project 3

Trinity Bay SHS

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

RTO Provider 30446

Week	CURRICULUM INTENT	Assessment	Feedback
1	FSKNUM014 Calculate with whole numbers and familiar fractions, decimals and percentages for work FSKNUM015 Estimate, measure and calculate with routine metric measurements for work <ul style="list-style-type: none"> • Course overview: student induction/ unit requirements/ housekeeping (file management) • Class /course expectations • Activity Sheet 1 – Pre-test 	Ongoing – portfolio activity and assessment tasks	Course Planner
2	FSKNUM014 Calculate with whole numbers and familiar fractions, decimals and percentages for work <ul style="list-style-type: none"> • Activity Sheet 2 - Calculations 	Ongoing – portfolio activity and assessment tasks	Ongoing – feedback on portfolio activity and assessment tasks
3	FSKNUM014 Calculate with whole numbers and familiar fractions, decimals and percentages for work <ul style="list-style-type: none"> • Activity Sheet 2 - Calculations 	Ongoing – portfolio activity and assessment tasks	Ongoing – feedback on portfolio activity and assessment tasks
4	FSKNUM014 Calculate with whole numbers and familiar fractions, decimals and percentages for work <ul style="list-style-type: none"> • Assessment 1 - Calculations 	Ongoing – portfolio activity and assessment tasks	Review of progress through portfolio tasks
5	FSKNUM014 Calculate with whole numbers and familiar fractions, decimals and percentages for work <ul style="list-style-type: none"> • Assessment 1 - Calculations 	Ongoing – portfolio activity and assessment tasks	Ongoing – feedback on portfolio activity and assessment tasks
6	FSKNUM015 Estimate, measure and calculate with routine metric measurements for work <ul style="list-style-type: none"> • Activity Sheet 3 - Measurement 	Ongoing – portfolio activity and assessment tasks	Ongoing – feedback on portfolio activity and assessment tasks
7	FSKNUM015 Estimate, measure and calculate with routine metric measurements for work <ul style="list-style-type: none"> • Activity Sheet 3 – Measurement • Assessment 2 - Measurement 	Ongoing – portfolio activity and assessment tasks	Review of progress through portfolio tasks
8	FSKNUM015 Estimate, measure and calculate with routine metric measurements for work <ul style="list-style-type: none"> • Assessment 2 – Measurement • Assessment 3 – Observation Record 	Ongoing – portfolio activity and assessment tasks	Ongoing – feedback on portfolio activity and assessment tasks
9	FSKNUM015 Estimate, measure and calculate with routine metric measurements for work <ul style="list-style-type: none"> • Assessment 2 – Measurement • Assessment 3 – Observation Record 	Ongoing – portfolio activity and assessment tasks	Feed-forward; review progress through competencies
10	FSKNUM014 Calculate with whole numbers and familiar fractions, decimals and percentages for work FSKNUM015 Estimate, measure and calculate with routine metric measurements for work <ul style="list-style-type: none"> • Complete any outstanding tasks 	Ongoing – portfolio activity and assessment tasks	Ongoing – feedback on portfolio activity and assessment tasks



Class Course Planner – 2024

Semester 2: Term 3

Trinity Bay SHS

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Class: Year 10 Certificate II Workplace Skills

Teacher/s: Mrs Lucas

Term Week	Curriculum Intent	Assessment x 3	Feedback x 3
T3 Wk1	<p>BSBTEC203 - Research using the internet</p> <ul style="list-style-type: none"> Power up digital device and access internet using selected application Open search engine according to research plan <p>BSBPEF201 – Support Personal Wellbeing in the Workplace</p> <ul style="list-style-type: none"> Identify <i>personal</i> factors that may impact on wellbeing Identify <i>workplace</i> factors that may impact on wellbeing Recognise relationship between personal wellbeing and identified workplace factors relevant to own role 	<p>https://5waystowellbeing.org.au/about-wellbeing/</p> <p>Quizizz</p>	Course Planner
T3 Wk2	<p>BSBTEC203 - Research using the internet</p> <ul style="list-style-type: none"> Confirm task requirements Identify research objectives in consultation with relevant stakeholders Identify potential sources for research information according to organisational policies and procedures (one formal and one informal wellbeing resource including EAP) Select application and search engine according to organisational policies and procedures Plan key search terms to be used in research <p>Friday 19th July – Cairns Show holiday</p>	<p>Quizizz</p> <p>VWSPROD4 – Plan for Research Developed</p> <p>https://www.youtube.com/watch?v=m5li-GuBJ1s</p>	Verbal feedback on project
T3 Wk3	<p>BSBTEC203 - Research using the internet</p> <ul style="list-style-type: none"> Open search engine according to research plan Enter search terms according to research plan Collect information according to research plan and organisational policies and procedures Use relevant help functions to overcome simple issues, where required 	<p>VWSPROD4 – Plan for Wellbeing Developed</p> <p>https://www.youtube.com/watch?v=yOWDSmxkXxs</p>	Written feedback on project
T3 Wk4	<p>BSBTEC203 - Research using the internet</p> <ul style="list-style-type: none"> Document information collected according to task requirements (including factors that may impact on own wellbeing, both positively and negatively) <p>BSBPEF201 – Support Personal Wellbeing in the Workplace</p> <ul style="list-style-type: none"> Select appropriate communication approach (passive, assertive, aggressive) Identify appropriate method for communication about wellbeing Plan relevant content for communication including strategy for dealing with a negative response 	<p>VWSPROD4 – Plan for Communication Developed</p>	
T3 Wk5	<p>BSBPEF201 – Support Personal Wellbeing in the Workplace</p> <ul style="list-style-type: none"> Arrange communication with supervisor Conduct communication according to developed plan Review effectiveness of communication <p>BSBTEC203 - Research using the internet</p> <ul style="list-style-type: none"> Deliver document to relevant stakeholders according to organisational policies and procedures 	<p>VWSOBS4 – Wellbeing Plan Presented</p> <p>https://www.youtube.com/watch?v=DM-FEonLmNA</p>	Written feedback on project
T3 Wk6	<p>BSBPEF201 – Support Personal Wellbeing in the Workplace</p> <ul style="list-style-type: none"> Identify and review wellbeing resources Select appropriate wellbeing resources applicable to own workplace Document method for accessing selected resources 	<p>VWSQUES4 – Wellbeing Plan Resources, Research & Communication Reviewed</p>	Written feedback on project
T3 Wk7	<p>Completion of Competencies</p> <p>Students to revisit all assessments to continue to gain competency</p>		
T3 Wk8	<p>Completion of Competencies</p> <p>Students to revisit all assessments to continue to gain competency</p> <p>30th August - SFD</p>		
T3 Wk 9-10	<p>Completion of Competencies</p> <p>Students to revisit all assessments to continue to gain competency</p> <p>2-6th September – Senior Assessment period</p>		



Class Course Planner – 2024

Semester 2: Term 3

Year 10 Legal Studies

Trinity Bay SHS

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Teacher/s: Mr de Courcey / Mr Lippingwell

Vocabulary: contract, elements of a contract, offer, invitation to treat, acceptance, capacity, intention to create legal relations, implied terms, express terms, warranties, conditions, terms, clause, exemption clauses, valid, void, illegal, ratification, repudiation, necessities, termination, deed, unfair contracts, Australian Consumer Law and caveat emptor

Term Week	Curriculum Intent	Assessment	Feedback
T3 Wk1	<u>Introduction to Contract Law</u> <ul style="list-style-type: none"> • Term overview • Examine the meaning and purpose of Contract Law • Define a Contract • Explain the Elements of a Contract 		
T3 Wk2	<u>Formation of a Contract</u> <ul style="list-style-type: none"> • Explain how invitations to treat and offers are different • Explain ways which an offer can be accepted • Formalities of a contract 		
T3 Wk3	<u>Terms of a contract</u> <ul style="list-style-type: none"> • Examine the rationale for terms in contracts • Identify when pre-contract representations may form part of a contract 		
T3 Wk4	<u>Terms of a contract</u> <ul style="list-style-type: none"> • Explain what express terms and implied terms are • Compare conditions and warranties • Define exclusion clauses 	<i>Diagnostic Quiz</i> - <i>Comprehension</i>	Practice exam feedback
T3 Wk5	<u>Ending a contract</u> <ul style="list-style-type: none"> • Explain different ways a contract can be set aside • Describe different ways a contract can otherwise come to an end 		
T3 Wk6	<u>Australian Consumer Laws</u> Explain different Statutory Protections under the ACL		
T3 Wk7	<u>Australian Consumer Laws</u> Examine the law associated with Unfair Contracts		
T3 Wk8	<u>Revision</u> Practice Exam and Consolidation Activities	Practice Combination Response Exam	Practice exam feedback
T3 Wk9	<u>Combination Response Exam</u>	Combination Response Exam	
T3 Wk10	<u>Introduction to Term 4</u>		



Class Course Planner – 2024

Semester 2 – Term 3

Year 11 Business

Trinity Bay SHS

Hoare Street

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www.trinitybayshs.eq.edu.au

Teacher(s): Mrs Duffy

Vocab list: start-up stage, business life cycle, franchise, financing, acquisition, strategic planning, recruitment, action plan, SWOT, PESTLE, break-even analysis, strategies, stakeholders, competitiveness, effectiveness, growth stage, market entry, stakeholders, marketing objectives, target market, market segmentation, 'total product concept', marketing mix, operational processes, GANT charts, power interest grid, USP analysis

Term Week	Curriculum Intent	Assessment	Feedback
UNIT 2, TOPIC 1 CONTINUED			
T3 Wk1 (Jul 8 - 12)	Business Establishment – Human Resource considerations <ul style="list-style-type: none"> Explain the stages of the employment cycle, including acquisition, development, maintenance and separation Explain the role of job design and recruitment in the strategic planning of a start-up business, including emerging recruitment and selection techniques (digital platforms) Explain the role of induction and training processes as a strategic planning tool 		
T3 Wk2 (Jul 15 - 19)	Business Establishment <ul style="list-style-type: none"> Explain the role of strategic networks for a start-up business, e.g. professional associations Explain the relationship between human resources objectives and the achievement of business goals in the start-up stage <p style="color: red;">Friday 19th July 2024 – Cairns Show Day Holiday</p>		
UNIT 2, TOPIC 2			
T3 Wk3 (Jul 22 - 26)	Entering Markets <ul style="list-style-type: none"> Explain the growth stage of the business life cycle Explain the challenges of the growth stage in the business life cycle Explain 'branding' and the use of trademarks during the growth stage Explain marketing objectives in relation to the growth stage including sales, market share and brand awareness 		
T3 Wk4 (Jul 29 - Aug 2)	Entering Markets <ul style="list-style-type: none"> Explain target market and market segmentation Explain 'total product concept' including tangible and intangible aspects Explain the role of market research and sales forecasting Describe business facts and characteristics relating to a business in the growth stage of the business life cycle, including the legislative factors affecting the market entry of a business (eg Australian Consumer Law and advertising standards) 		
T3 Wk5 (Aug 5 - 9)	Entering Markets <ul style="list-style-type: none"> Describe business facts and characteristics relating to a business in the growth stage of the business life cycle, including the competitive environment Explain the 'marketing mix' including product, price, promotion, place Explain promotional strategies including traditional, digital and emerging platforms Explain pricing strategies (eg competitive, penetration, 'cream-skimming', costs plus and psychological) Explain the interrelationships between market research, marketing mix and consumer behaviours <p>Explain the interrelationships between branding, establishing a customer base and market presence</p>		

T3 Wk6 (Aug 12 - 16)	Entering Markets <ul style="list-style-type: none"> • Select data and information relating to customer buying behaviour and sales to analyse customer power interest • Interpret the relationships, patterns and trends in the customer power interest grid to draw conclusions about the implications of marketing mix 		
T3 Wk7 (Aug 19 - 23)	Entering Markets <ul style="list-style-type: none"> • Explain the operational processes and systems in the growth stage eg facilities, inventories, scheduling, production of goods/services • Explain the role of GANTT charts in the production scheduling process • Explain the interrelationships between inventories, production and capacity • Evaluate operational strategies used by a business in the growth stage to make a decision and recommendation using criteria 		
T3 Wk8 (Aug 26 - 30)	Business Establishment <ul style="list-style-type: none"> • Work on Investigation – Business Report (2000 words) Friday 30TH August – Student Free Day		<i>Written and oral feedback on assessment</i>
T3 Wk9 (Sep 2 - 6)	Business Establishment <ul style="list-style-type: none"> • Work on Investigation – Business Report (2000 words) 		<i>Written and oral feedback on assessment</i>
T3 Wk10 (Sep 9 - 13)	Business Establishment <ul style="list-style-type: none"> • Work on Investigation – Business Report (2000 words) Investigation – Business Report DUE	Business Report – 8 hrs	



Class Course Planner – 2024
Semester 2: Term 3
Year 11 Legal Studies
Unit 2: Balance of Probabilities

Trinity Bay SHS

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Class: Year 11 Legal Studies, Mrs Duffy

Topics: 1: Civil Law Foundations, 2: Contractual Obligations

Term Week	Curriculum Intent	Assessment	Feedback
T3 Wk1	The nature and growth of civil law (history, sources) Key features of civil law		
T3 Wk2	Dispute resolution in civil law – ways to resolve in and out of Court Rights protected by civil law Friday 19 th July 2024 – Cairns Show Day Holiday		
T3 Wk3	Disputes involving the government Alternative dispute resolution including Civil Dispute Resolution Act		
T3 Wk4	Alternative Dispute Resolution Analyse and evaluate legal sources relating to a statutory body's (such as QCAT, the Ombudsman etc) role in dispute resolution Resolving Civil Disputes (including civil procedure)		
T3 Wk5	Contract law in modern Australia Formation of a contract, elements of a contract, vitiating factors, analyse and apply to situations	Diagnostic quiz	
T3 Wk6	Terms of a contract Ending a Contract		
T3 Wk7	Australian Consumer Law, the need, the role the ACL plays and defences Viewpoints of stakeholders involved in ACL matters		
T3 Wk8	Breach of contract Revision Friday 30 th August – Student Free Day		
T3 Wk9	Examination – Block Exam week		
T3 Wk10	Intro to Unit 2 Topic 3 - Negligence		

Key terms: precedent, ombudsman, balance of probabilities, burden of proof, plaintiff, defendant, tribunal, alternative dispute resolution, class action, counter claim, damages, injunction, warranties, conditions, terms, clause, exemption clauses, valid, void, illegal, ratification, repudiation, necessities, and caveat emptor



Class Course Planner Project 6

Trinity Bay SHS

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

RTO Provider 30446

Week	CURRICULUM INTENT	Assessment x 3	Feedback x 3
1	BSBTEC201-Use business software applications FSKWGT009-Write routine workplace texts <ul style="list-style-type: none"> Course overview: student induction/ unit requirements/ housekeeping (file management) Class /course expectations 	Ongoing –portfolio activity and assessment tasks	Course Planner
2	BSBTEC201-Use business software applications <ul style="list-style-type: none"> Assessment 1 Observation Activity Sheet 1 	Ongoing –portfolio activity and assessment tasks	Ongoing –feedback on portfolio activity and assessment tasks
3	BSBTEC201-Use business software applications FSKWGT009-Write routine workplace texts <ul style="list-style-type: none"> Assessment 2 Questions 	Ongoing –portfolio activity and assessment tasks	Ongoing –feedback on portfolio activity and assessment tasks
4	BSBTEC201-Use business software applications <ul style="list-style-type: none"> Assessment 3 New Employee Presentation 	Ongoing –portfolio activity and assessment tasks	Review of progress through portfolio tasks
5	BSBTEC201-Use business software applications <ul style="list-style-type: none"> Assessment 3 New Employee Presentation Assessment 4 Manual Lifting Presentation 	Ongoing –portfolio activity and assessment tasks	Ongoing –feedback on portfolio activity and assessment tasks
6	BSBTEC201-Use business software applications <ul style="list-style-type: none"> Assessment 4 Manual Lifting Presentation 	Ongoing –portfolio activity and assessment tasks	Ongoing –feedback on portfolio activity and assessment tasks
7	BSBTEC201-Use business software applications FSKWGT009-Write routine workplace texts <ul style="list-style-type: none"> Assessment 5 Resume 	Ongoing –portfolio activity and assessment tasks	Review of progress through portfolio tasks
8	BSBTEC201-Use business software applications FSKWGT009-Write routine workplace texts <ul style="list-style-type: none"> Assessment 5 Resume Assessment 5 Cover Letter 	Ongoing –portfolio activity and assessment tasks	Ongoing –feedback on portfolio activity and assessment tasks
9	BSBTEC201-Use business software applications FSKWGT009-Write routine workplace texts <ul style="list-style-type: none"> Assessment 5 Cover Letter Assessment 1 Observation 	Ongoing –portfolio activity and assessment tasks	Feed-forward; review progress through competencies
10	BSBTEC201-Use business software applications FSKWGT009-Write routine workplace texts <ul style="list-style-type: none"> Review /reflect on unit Complete any outstanding assessments for Projects 1-6 	Ongoing –portfolio activity and assessment tasks	Ongoing –feedback on portfolio activity and assessment tasks



Class Course Planner 2024

Semester 2, Term 3

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Trainer & Assessor: ...

BSB30120 Certificate III in Business (RTO Code: 30446)

BSBPEF301 Organise personal work priorities

BSBPEF201 Support personal wellbeing in the workplace

Week	Course Intent	Assessment	Feedback
Wk1	Unit Introduction <ul style="list-style-type: none"> Introduction to human resources Importance of supporting personal wellbeing in the workplace Prioritising and scheduling workplace tasks TASK 1 - Plan	Task 1 Draft Due	<i>Draft feedback</i>
Wk2	Project 3 - Human Resources <ul style="list-style-type: none"> Creating workplace documents with hyperlinks, summarising info Staff inductions TASK 2 - Create Documents (Induction)	Task 2 Draft Due	<i>Draft feedback</i>
Wk3	Project 3 - Human Resources <ul style="list-style-type: none"> Position descriptions (roles and responsibilities) Goal setting, contingency planning & measuring personal success Identifying challenges and areas for improvement Creating and reviewing "Key Performance Indicators" Pathways for personal skill development TASK 3 - Key Performance Indicators TASK 4 - KPI Meeting Preparation (<i>commence</i>)	Task 3 Draft Due	<i>Draft feedback</i>
Wk4	Project 3 - Human Resources <ul style="list-style-type: none"> Using self-assessments to identify skill gaps Prioritising areas for improvement and identifying opportunities TASK 4 - KPI Meeting Preparation (<i>continue</i>) TASK 5 - Identify Skills Gap TASK 6 - Professional Development Planning	Tasks 4 & 5 Draft Due	<i>Draft feedback</i>
Wk5	Project 3 - Human Resources <ul style="list-style-type: none"> Undertaking Professional Development Reflect on learning TASK 7 - Professional Development	Tasks 6 & 7 Draft Due	<i>Draft feedback</i>
Wk6	Project 3 - Human Resources <ul style="list-style-type: none"> Stress impacting the workplace Factors that improve and decline staff wellbeing Communication styles Seeking feedback on own performance TASK 8 - KPI Review	Task 8 Draft Due	<i>Draft feedback</i>
Wk7	Project 3 - Human Resources <ul style="list-style-type: none"> Effective communication regarding wellbeing concerns TASK 9 - Staff Wellbeing TASK 10 - Supervisor Meeting (<i>prepare</i>)	Task 9 Draft Due	<i>Draft feedback</i>
Wk8	Project 3 - Human Resources <ul style="list-style-type: none"> Participate in a meeting to address a staff wellbeing concern External support agencies (including EAP) Notifying staff about support options TASK 10 - Supervisor Meeting (<i>hold</i>) TASK 11 - Wellbeing Resources	Task 10 & 11 Draft Due	<i>Draft feedback</i>
Wk9	Project 3 - Human Resources <ul style="list-style-type: none"> Finalise and submit all evidence for Project 3 	VBU Project 3 DUE	
Wk10	Complete any outstanding assessment tasks		



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Semester 2 – Term 3

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Class: 11 Tourism – Tourism Trends and Patterns

Teacher/s: Mr Lort-Phillips

Term Week	Curriculum Intent	Assessment	Feedback
T3 Wk1	Tourism Trends and Patterns <ul style="list-style-type: none"> The difference between trends and patterns Students investigate current tourism trends and patterns Technology, Eco-Tourism & Eco-Tourism Certification, Sustainability, Staycations, Adventure Tourism, Medical Tourism, Self-Drive Travel, Experiential Travel 		Course planner
T3 Wk2	Introduction to Ethical Tourism <ul style="list-style-type: none"> Introduction to Ethical Tourism and why it is practiced Principles and purpose of ethical tourism E.g., Distribution of income, Community access to tourism facilities, avoiding the exploitation of labour, animal welfare, human well-being, volunteering Ethical practices – Case study on Australian tourism business 		
T3 Wk3	Management strategies for tourism challenges <ul style="list-style-type: none"> Quotas, small group activities, employment opportunities, access restrictions, neighbourhood planning, flora/fauna relocation programs, coral planting Students propose management strategies that would be suitable for a range of tourism related challenges 		
T3 Wk4	Fraser Island investigation (context for assessment) <ul style="list-style-type: none"> Options for travel to K’gari, the appeal of the destination Positive/negative economic, socio-cultural and environmental impacts of tourism on K’gari Management strategies for tourism related challenges on K’gari 		
T3 Wk5	Assessment	Hand out assessment	
T3 Wk6	Assessment		
T3 Wk7	Assessment		
T3 Wk8	Assessment		
T3 Wk9	Assessment	Assessment Due	
T3 Wk10	Feedback/Feedforward <ul style="list-style-type: none"> Provide students with results Students write a reflection of learning for the unit 		ACHIEVEMENT LADDER



Class Course Planner – 2024

Semester 2 – Term 3

Year 12 Business

Trinity Bay SHS

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Teachers: Mr de Courcey

Vocabulary: change management, drivers, impacts, internal environment, key performance indicators, force field analysis, key business functions, leadership, management, macro environment, post-maturity stage, power interest grid, stakeholders, strategies, SWOT analysis

Term Week	Curriculum Intent	Assessment / Feedback
T3 Wk 1	Unit 4 Business evolution – Topic 1 Repositioning a business <ul style="list-style-type: none"> Completion of IA3 Assessment Task (Feasibility Report) 	IA3 Due Fri 12/7/24
UNIT 4 – TOPIC 2 BUSINESS EVOLUTION – TRANSFORMATION OF A BUSINESS		
T3 Wk 2	The Environment of Change <ul style="list-style-type: none"> Describe business facts and characteristics relating to a business renewal, including the internal operating and macro environmental factors influencing the need for change Explain the role of consultants and professional services assisting management for a business in the post-maturity stage Explain the role of strategic planning and vision for change management Select data and information relating to the stakeholders of a business in the post-maturity stage to analyse power interest (power interest grid) Interpret relationships, patterns and trends in the stakeholder power interest to draw conclusions about the implications of transformation <p><i>Friday 19th July 2024 – Cairns Show Day Holiday</i></p>	Course Planner Revisit Cognitive Verbs
T3 Wk 3	Drivers of Change <ul style="list-style-type: none"> Explain drivers of change, including corporate culture, management styles, organisational structures, competition and legislative compliance Explain the relationship between drivers of change and transformation or renewal Select data and information relating to a business that has undertaken change management and analyse the strengths, weaknesses, opportunities and threats (SWOT analysis) drivers of change to analyse the business situation using a SWOT analysis Interpret relationships, patterns and trends in the SWOT analysis to draw conclusions about the implications of change management on financial, human resources, marketing and operations 	
T3 Wk 4	Theories & Models of Change <ul style="list-style-type: none"> Explain the theories and models of change management, including Lewin and Kotter Explain the relationship between change management theories and business transformation Select data and information relating to a business in the post-maturity stage to analyse pressures for or against change (force field analysis - Lewin) Interpret relationships, patterns and trends in the force field analysis to draw conclusions about the implications of transformation 	Return IA3 marks & feedback
T3 Wk 5	Resistance to Change <ul style="list-style-type: none"> Explain leadership and management strategies for overcoming resistance to change, including communication, participation, negotiation, manipulation and threat Explain the relationship between the strategies for overcoming resistance to change and human resources management 	Consolidation Quiz
T3 Wk 6	Impact of Change <ul style="list-style-type: none"> Explain the role of performance management when transforming a business, including outcomes of redundancy, retraining and development in renewal Explain the role of force field analysis and change management Explain the interrelationships between performance management, change management and business transformation 	Revisit Results & Feedback for Year 11 Combination Response Exam
T3 Wk 7	Management Strategies <ul style="list-style-type: none"> Evaluate financial, human resource, marketing and operations management strategies for transforming a business to make a decision and propose a recommendation using criteria 	Unpacking an Exemplar EA
T3 Wks 8-10	Revision <ul style="list-style-type: none"> concepts, terminology, analysis tools, cognitive verbs, exam strategies <p><i>Friday 30th August 2024 – Student Free Day (Week 8)</i></p>	Mock Exam (Wk 10)



Class Course Planner – 2024

Semester 2 – Term 3

Year 12 Legal Studies

Trinity Bay SHS

Hoare Street

PO Box 5071

Ph. 40 375 222

www.trinitybayshs.eq.edu.au

Teacher/s: Mr de Courcey

Vocab list: human rights, covenants, treaties, states, sovereignty, signatory treaty, convention, multilateral, bilateral, ratification, bill of rights, and royal commission

Term Week	Curriculum Intent	Assessment	Feedback
UNIT 4 – TOPIC 3			
HUMAN RIGHTS IN LEGAL CONTEXTS – HUMAN RIGHTS IN AUSTRALIAN CONTEXTS			
T3 Wk1	Human Rights in Australian Contexts <ul style="list-style-type: none"> • Explain and analyse the rights that Australians have in criminal civil contexts, including the role of express and implied rights in ensuring equality under the law 		<i>Written and oral feedback on assessment</i>
T3 Wk2	Human Rights in Australian Contexts <ul style="list-style-type: none"> • Explain the legal processes available to citizens for resolving human rights complaints in Australia, including protesting, lobbying, lodging complaints, tribunal/court actions <p><i>Friday 19th July 2024 – Cairns Show Day Holiday</i></p>		
T3 Wk3	Human Rights in Australian Contexts <ul style="list-style-type: none"> • Explain and analyse the role of special interest groups in protecting and/or advocating for human rights in Australia. 		
T3 Wk4	Human Rights in Australian Contexts <ul style="list-style-type: none"> • Explain and analyse the role of special interest groups in protecting and/or advocating for human rights in Australia. 		
T3 Wk5	Human Rights in Australian Contexts <ul style="list-style-type: none"> • Case Studies: analyse and apply human rights principles to a variety of Queensland and/or Australian Case Studies by determining nature and scope and examining viewpoints and consequences. 		
T3 Wk6	Human Rights in Australian Contexts <ul style="list-style-type: none"> • Case Studies: analyse and apply human rights principles to a variety of Queensland and/or Australian Case Studies by determining nature and scope and examining viewpoints and consequences. 		
T3 Wk7	Human Rights in Australian Contexts <ul style="list-style-type: none"> • Evaluate the legal situation using the analysis (above) by: <ul style="list-style-type: none"> ○ Presenting alternatives to make a decision/recommendations ○ Justifying using legal criteria and discussing implications ○ Analyse and evaluate legal issues to resolve or improve human rights in Australia and Queensland 		
T3 Wk8	Consolidation of Unit 4 (Topics 1 & 3) <p><i>Friday 30th August 2024 – Student Free Day</i></p>		
T3 Wk9	Consolidation of Unit 4 (Topics 1 & 3)		
T3 Wk10	Consolidation of Unit 4 (Topics 1 & 3) <ul style="list-style-type: none"> • Mock Exam 		Mock Exam (Feedback)



Class Course Planner Project 6

Trinity Bay SHS

Hoare Street

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www.trinitybayshs.eq.edu.au

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

RTO Provider 30446

Week	CURRICULUM INTENT	Assessment x 3	Feedback x 3
1	BSBTEC201-Use business software applications FSKWGT009-Write routine workplace texts <ul style="list-style-type: none"> • Course overview: student induction/ unit requirements/ housekeeping (file management) • Class /course expectations 	Ongoing –portfolio activity and assessment tasks	Course Planner
2	BSBTEC201-Use business software applications <ul style="list-style-type: none"> • Assessment 1 Observation • Activity Sheet 1 	Ongoing –portfolio activity and assessment tasks	Ongoing –feedback on portfolio activity and assessment tasks
3	BSBTEC201-Use business software applications FSKWGT009-Write routine workplace texts <ul style="list-style-type: none"> • Assessment 2 Questions 	Ongoing –portfolio activity and assessment tasks	Ongoing –feedback on portfolio activity and assessment tasks
4	BSBTEC201-Use business software applications <ul style="list-style-type: none"> • Assessment 3 New Employee Presentation 	Ongoing –portfolio activity and assessment tasks	Review of progress through portfolio tasks
5	BSBTEC201-Use business software applications <ul style="list-style-type: none"> • Assessment 3 New Employee Presentation • Assessment 4 Manual Lifting Presentation 	Ongoing –portfolio activity and assessment tasks	Ongoing –feedback on portfolio activity and assessment tasks
6	BSBTEC201-Use business software applications <ul style="list-style-type: none"> • Assessment 4 Manual Lifting Presentation 	Ongoing –portfolio activity and assessment tasks	Ongoing –feedback on portfolio activity and assessment tasks
7	BSBTEC201-Use business software applications FSKWGT009-Write routine workplace texts <ul style="list-style-type: none"> • Assessment 5 Resume 	Ongoing –portfolio activity and assessment tasks	Review of progress through portfolio tasks
8	BSBTEC201-Use business software applications FSKWGT009-Write routine workplace texts <ul style="list-style-type: none"> • Assessment 5 Resume • Assessment 5 Cover Letter 	Ongoing –portfolio activity and assessment tasks	Ongoing –feedback on portfolio activity and assessment tasks
9	BSBTEC201-Use business software applications FSKWGT009-Write routine workplace texts <ul style="list-style-type: none"> • Assessment 5 Cover Letter • Assessment 1 Observation 	Ongoing –portfolio activity and assessment tasks	Feed-forward; review progress through competencies
10	BSBTEC201-Use business software applications FSKWGT009-Write routine workplace texts <ul style="list-style-type: none"> • Review /reflect on unit • Complete any outstanding assessments for Projects 1-6 	Ongoing –portfolio activity and assessment tasks	Ongoing –feedback on portfolio activity and assessment tasks



Class Course Planner - 2024

Semester 2, Term 3

Trinity Bay SHS

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Trainer & Assessor: Sarah Tamo

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

BSBSUS211 - Participate in sustainable work practices

Week	Course Intent	Assessment	Feedback
Wk1	<p>Introduction to environmental sustainability</p> <ul style="list-style-type: none"> • Introduction to sustainability and responsible workplaces • Corporate social and environmental responsibility • Reducing energy use and limiting resource wastage • Collating data <p>TASK 1 - Observing Energy Use (<i>commence</i>)</p>		
Wk2	<p>Project 7 - Sustainability</p> <ul style="list-style-type: none"> • Environmental legislation, regulations and codes of practice • Sustainable work practices • Identifying areas of non-compliance • Energy efficiency issues and targets • Reporting channels breaches • Environmental hazards • Cost effective environmental sustainability <p>TASK 1 - Observing Energy Use (<i>record</i>)</p> <p>TASK 2 - Staff Meeting</p>		
Wk3	<p>Project 7 - Sustainability</p> <ul style="list-style-type: none"> • Legislation regarding industrial waste • Communicating effectively to report breaches <p>TASK 3 - Breaching regulations</p>	Tasks 1 & 2 Draft Due	<i>Draft feedback</i>
Wk4	<p>Project 7 - Sustainability</p> <ul style="list-style-type: none"> • Innovation in environmental sustainability • Communicating appropriately to plan innovative projects • Brainstorming activities • Research improvement strategies • Internal and external information sources • Tracking tools to monitor implemented programs <p>TASK 4 - Small Group Ideas</p>	Task 3 Draft Due	<i>Draft feedback</i>
Wk5	<p>Project 7 - Sustainability</p> <ul style="list-style-type: none"> • Formal report writing • Contributions to environmental sustainability • Sharing information with stakeholders • Recommending supplier changes for environmental sustainability <ul style="list-style-type: none"> ○ PEFC Products ○ Recycled Paper <p>TASK 5 - Report</p>	Task 4 Draft Due	<i>Draft feedback</i>
Wk6	<p>Project 7 - Sustainability</p> <ul style="list-style-type: none"> • Promoting sustainability efforts • Features of magazine articles • Community benefits of business initiatives <p>TASK 6 - Magazine Article</p>	Task 5 Draft Due	<i>Draft feedback</i>
Wk7	<p>Project 7 - Sustainability</p> <ul style="list-style-type: none"> • Liaise with trainer to review and edit all outstanding assessment tasks 	Task 6 Draft Due	<i>Draft feedback</i>
Wk8	Finalise and submit all evidence for project 7	VBI Project 7 DUE	
Wk9	Update resume for tertiary training or employment application		
Wk10	Celebration and certificate presentation for Year 12s 😊		



Class Course Planner – 2024 Semester 2 Term 3

**Trinity Bay
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Class: 12 TOURISM – Package Tour Products

Teacher: Mrs Tamo

Term Week	Curriculum Intent	Assessment x 3	Feedback x 3
T3 Wk1	Travel Agency Operations <ul style="list-style-type: none"> • The role of a travel agent • Types of travel agencies in operation • Commission • Overview of one local travel agent business 		<i>Course Planner</i>
T3 Wk2	Travel Agency Required Information <ul style="list-style-type: none"> • Airport codes • Information of the destination i.e. tours, attractions, restaurants • Time zones • Visas • Currency • Seasons/Peak times • Vaccinations 		
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 		
T23Wk4	Assessment <ul style="list-style-type: none"> • Go through requirements of assessment • Analyse each client to identify their requirements 	<i>Investigation assignment handed out</i>	
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 	<i>Draft due</i>	
T3 Wk9	Assessment – Client Portfolio <ul style="list-style-type: none"> • Submit assessment 	<i>Assessment Due</i>	
T3Wk10	Term 4 preparation – Jobs in Tourism and the interview process		<i>Achievement Ladder & FF</i>