



Class Course Planner

Term 4, 2018

Trinity Bay SHS

Hoare Street

PO Box 5071

Ph. 40 375 222

www.trinitybayshs.eq.edu.au

Class: Year 7 Economics & Business

Unit: *Consumers & Producers*

Teachers: Ms Tamo, Ms O'Donnell, Ms Grinter, Ms Newton & Mr Hadgelias

Key Terms: *needs, wants, economy, market, business, consumer, producer, interdependence, right*

Core Skills: *explain, describe, propose, present evidence-based conclusions*

Term Week	Curriculum Intent	Assessment x 3	Feedback x 3
Wk1	Introduction <ul style="list-style-type: none"> Introduction to economics and business Where businesses and households fit in the economy 		Course Planner
Wk2	Producers & Consumers <ul style="list-style-type: none"> The interdependence of consumers and producers Consumer rights 		
Wk3	Market operations <ul style="list-style-type: none"> Needs and wants Consumers influencing the market 		
Wk4	Influencing market operations <ul style="list-style-type: none"> Changing demands of consumers Market opportunities 	Consolidation Quiz	Quiz Feedback
Wk5	Trends and relationships <ul style="list-style-type: none"> Examine trends Identify opportunities in the market 		
Wk6	Opportunities in the market <ul style="list-style-type: none"> Local opportunities in the market How businesses can respond to consumer demands Potential benefits of a new business to the local economy 		
Wk7	Revision		
Wk8	Practise Exam	Practise Exam	Practise Exam Feedback
Wk9	Assessment	Exam	
Wk10	Review <ul style="list-style-type: none"> Changing world of business and technology Achievement ladder and feedback 		Achievement Ladder



Class Course Planner 2018 **Semester 2 - Term 4**

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Class: Year 9 Applied Business Computing

Teacher: Tamo & Jordaan

Term Week	Curriculum Intent	Assessment x 3	Feedback x 3
T4Wk1	Advanced word processing Identifying and clarifying the purpose, audience and presentation requirements of a document.	Pre-Test Quiz	Course Planner
T4Wk2	Introduction to letterheads Researching/designing letterheads.		
T4Wk3	Introduction to business letters Researching/designing business letters.		
T4Wk4	Creating data sources to mail merge Creating mail merge data tables in Excel.	In class task check	
T4Wk5	Microsoft Excel & Microsoft Word Integration Establishing and performing mail merge in Word.		In class task feedback
T4Wk6	Evaluation and reflection Analyse designs.		
T4Wk7	Revision Practise tasks.		
T4Wk8	Assessment Complete a series of advanced word tasks.	In class project	
T4Wk9			
T4Wk10	Feedback and feedforward Extension activities - commercially designed products.		Achievement Ladder



Class Course Planner – 2018

Semester 2, Term 4

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Class: Year 9 Economics & Business

Teacher:

Term Week	Curriculum Intent	Assessment x 3	Feedback x 3
T4 Wk1	Competitive Business in global market <ul style="list-style-type: none"> Cost leadership, differentiation and focus are three strategies used to create a competitive advantage Identify business who use these strategies in Australia Reasons business seek competitive advantage 		Course Planner
T4 Wk2	Competitive Business in global market <ul style="list-style-type: none"> Strategies used to create and maintain a competitive advantage in global market 		
T4 Wk3	Part A: Read, understand the context and objective of stimulus material <ul style="list-style-type: none"> Commence enquiry questions and initial research Identify financial, environmental, organisational and social objectives of the business 	Hand out of assessment Part A	Check in
T4 Wk4	Part B: Gather data and information about business issue <ul style="list-style-type: none"> Analyse data and information about business issue Analyse and interpret stimulus material Analyse cause and effects 	Part B	Check in
T4 Wk5	Part C: Propose and evaluate a range of strategies <ul style="list-style-type: none"> Complete SWOT Analysis Consider cost leadership, differentiation and focus strategies 	Part C	Check in
T4 Wk6	Part D: Recommend and Justify a course of action <ul style="list-style-type: none"> Recommend and justify a course of action for business to create a competitive advantage in an increasingly interdependent global market in a multimodal presentation. Persuade target audience using evidence Develop a written script that could be used as a presentation pitch 		
T4 Wk7	Assessment Individual Assessment work: Multimodal script draft due Monday 14 th Nov.	Draft Due (Part D)	Draft Feedback
T4 Wk8	Assessment <ul style="list-style-type: none"> Persuade target audience using evidence 		
T4 Wk9	Multi-Modal Presentations <ul style="list-style-type: none"> Effective use of Power Point for presentation Two lessons in class to prepare presentation to develop presentation to class purpose and strategy for business to complete in global environment (formative – not assessed in this unit) 		Multimodal skills feedback
T4 Wk10	Alternative Activities <ul style="list-style-type: none"> Students practice presenting in front of audience Money Smart and Financial Literacy activities 		



Class Course Planner – 2018

Semester 1 – Term 4

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Class: Year 10 Business & Accounting

Teachers: 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

Term Week	Curriculum Intent	Assessment	Feedback
T4 Wk1	Business Establishment <ul style="list-style-type: none"> Describe the start-up stage of the business life cycle including factors that influence <i>HR</i> and <i>financing</i> Explain the challenges of the start-up stage Explain the pathway options for entry into business, including opening a new business, buying an existing business or entering into a <i>franchise</i> agreement 		Course Planner
T4 Wk2	Business Establishment – Legal considerations <ul style="list-style-type: none"> Explain the classification of businesses according to size, including micro, small and medium Explain the legal and regulatory requirements essential for start-up businesses, e.g. taxation, employment, workplace health and safety, standards and codes of practice Explain short-term and long-term finance, including debt and equity finance, in establishing a start-up business 	<i>Investigation into a Franchise – write Intro (structure, size, culture)</i>	
T4 Wk3	Business Establishment – Financial considerations <ul style="list-style-type: none"> Explain the role of budgeting in the strategic planning of a start-up business Explain the relationship between financial objectives, including profitability, efficiency, growth, liquidity and solvency and the achievement of business goals in the start-up stage Select data and information relating to budgeting and financing for a start-up business to analyse the break-even point (break-even analysis) Monday 22nd – Student Free Day	<i>Investigation into a Franchise – write Body (financial & Legal requirements)</i>	
T4 Wk4	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 	<i>Investigation into a Franchise – write Body</i>	
T4 Wk5	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 	(analysis & interpretation – SWOT/PESTLE)	
T4 Wk6	Business Establishment <ul style="list-style-type: none"> Work on Investigation – Business Report (800-1000 words) 	Write Conclu (evaluation using criteria)	
T4 Wk7	Business Establishment <ul style="list-style-type: none"> Investigation – Business Report DUE 	Investigation – Business Report DUE	Results & Ladder position



Class Course Planner 2018 **Semester 2 - Term 4**

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Class: Year 10 Certificate I in Business

Teachers: Ms O'Donnell

Term Week	Curriculum Intent	Assessment x 3	Feedback x 3
T4 Wk1	BSBITU102 - Develop keyboard skills Typing accuracy Computer functionality		Course Planner
T4 Wk2	BSBITU101 - Operate a Personal Computer Computer functionality Meet ergonomic requirements	VBSPROJ8 Online Exam	
T4 Wk3	BSBCMM101 Apply Basic Communication Skills Present written information		
T4 Wk4	BSBCMM101 Apply Basic Communication Skills Workplace communication (preparing letters, emails, faxes, memos)	VBSPROJ9 Questioning	
T4 Wk5	BSBCMM101 Apply Basic Communication Skills Draft and present written information for feedback (using correct format and meeting timelines)		Draft feedback
T4 Wk6	BSBCMM101 Apply Basic Communication Skills Incorporate feedback and prepare final folio	VBSPROJ9 Folio	
T4 Wk7	<i>Work towards competency on all units</i>		Achievement Ladder
T4 Wk8	<i>Work towards competency on all units</i>		



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Semester 1 – Term 4

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Class: VSB - Year 10 Certificate II Business

Teachers: Mrs Duffy

Term Week	Curriculum Intent	Assessment	Feedback
T4 Wk1	BSBCUS201 Deliver a Service to Customers/BSBWOR203 Work Effectively with Others/ BSBCMM201 Communicate in the Workplace <ul style="list-style-type: none"> Investigate successful customer service examples Investigate successful teamwork examples Brainstorm customer service ideas and teams for project 		Course Planner
T4 Wk2	BSBCUS201 – Deliver a Service to Customers/ BSBWOR203 Work Effectively with Others/ BSBCMM201 Communicate in the Workplace <ul style="list-style-type: none"> Analyse case studies and assess the effectiveness of customer service practices and teamwork skills Recommend improvements for case study business Develop a customer service policy 		
T4 Wk3	BSBCUS201 – Deliver a Service to Customers/ BSBWOR203 Work Effectively with Others/ BSBCMM201 Communicate in the Workplace <ul style="list-style-type: none"> Planning and preparation for customer service project Monday 22nd October – Student Free Day	VSBPROJ4 Begin	Written and oral feedback on assessment
T4 Wk4	BSBCUS201 Deliver a Service to Customers/ BSBWOR203 Work Effectively with Others/BSBCMM201 Communicate in the Workplace <ul style="list-style-type: none"> Planning and preparation for customer service project OR Customer service delivery AND observation of teamwork and communication skills 		Verbal feedback on templates
T4 Wk5	BSBCUS201 Deliver a Service to Customers/ BSBWOR203 Work Effectively with Others/BSBCMM201 Communicate in the Workplace <ul style="list-style-type: none"> Customer service delivery AND observation of teamwork and communication skills; OR Individual completion of Self Reflection questions 		
T4 Wk6	BSBCUS201 Deliver a Service to Customers/ BSBWOR203 Work Effectively with Others/BSBCMM201 Communicate in the Workplace <ul style="list-style-type: none"> Individual completion of Self Reflection questions Completion of all units of competencies studied to date 	VSBPROJ4 Due	Written and oral feedback on assessment
T4 Wk7	Completion of competencies Students to revisit all Assessments to continue to gain competencies Wednesday 21st – Tuesday 27th November – Block exams		
T4 Wk8	Completion of competencies Students to revisit all Assessments to continue to gain competencies		Presentation of Certificates OR Statements of Attainment



Class Course Planner – 2018

Semester 1: Term 4, Year 10

International Law

Trinity Bay SHS

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Teacher(s) – Ms Perkins, Mr Hadgelias

Term Week	Curriculum Intent	Assessment	Feedback
Wk1	<u>Introduction to International Law</u> <ul style="list-style-type: none"> Term overview Examine the meaning of international law Explore the types of issues dealt with by international law 		Course Planner
Wk2	<u>International Conventions and Treaties</u> <ul style="list-style-type: none"> Identify how international law becomes part of domestic law through ratification Investigate examples of international treaties – including the <i>Universal Declaration of Human Rights (UDHR)</i>, the <i>Convention on the Elimination of all forms of Racial Discrimination (CERD)</i> and the <i>International Covenant on Economic, Social and Cultural Rights (ICESCR)</i> 		
Wk3	<u>United Nations and International Court of Justice</u> <ul style="list-style-type: none"> Investigate the role of the United Nations in international law Inquire into the effectiveness of the International Court of Justice in upholding international law Contemporary International Law Issue <ul style="list-style-type: none"> Investigate a contemporary Australian legal issue to identify and apply the applicable international law to suggest a resolution 	Formative Knowledge Exam	
Wk4	Assessment: research and planning <ul style="list-style-type: none"> Analyse the task sheet and exemplar to identify how to write an argumentative essay 		Feedback on Knowledge Exam
Wk5	Assessment: drafting <ul style="list-style-type: none"> Students begin researching and planning argumentative essay 		
Wk6	Assessment: drafting <ul style="list-style-type: none"> Students writing argumentative essay 	Argumentative Essay Draft Due	
Wk7	<u>Assignment Final Editing</u>	Argumentative Essay Assignment Due	
Wk8	<u>Consolidation Activities</u>		Achievement Ladder and Student Conference



Class Course Planner - 2018 Semester Two - Term 4

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Class: Year 11 Business Management

Teacher: Ms O'Donnell

Term Week	Curriculum Intent	Assessment x 3	Feedback x 3
T4 Wk1	Marketing Management <ul style="list-style-type: none"> Marketing orientations: Product orientation, selling orientation, consumer orientation, societal orientation, relationships orientation Consumerism - motivational factors, sociological factors, economic factors, purchasing behaviour 		Course Planner
T4 Wk2	Marketing Management <ul style="list-style-type: none"> Product: consumer products, business products, the total product concept, product portfolio, branding the product, packaging the product, label, product life cycle. Price: customer orientation, product orientation, price skimming, penetration pricing, competitive pricing, price reductions, calculating prices. Promotion: advertising, direct marketing, sales promotion. Place: distribution channels and physical distribution. 		
T4 Wk3	Marketing Management <ul style="list-style-type: none"> Market research: secondary and primary data, data collection methods. Marketing strategies: target market and market segmentation. 	Quiz	
T4 Wk4	Marketing Management <ul style="list-style-type: none"> Hand out and discuss Feasibility Study. Work on Feasibility Study. 		
T4 Wk5	Marketing Management <ul style="list-style-type: none"> Work on Feasibility Study. 		
T4 Wk6	Marketing Management <ul style="list-style-type: none"> Work on Feasibility Study. Draft Due. 	Draft Assessment	Draft Feedback
T4 Wk7	Marketing Management <ul style="list-style-type: none"> Work on Feasibility Study. Feasibility Study Due. 	Assessment: Feasibility Study	
T4 Wk8	Marketing Management <ul style="list-style-type: none"> The world's best ads. Ethical marketing. 		Achievement Ladder



Class Course Planner – 2018

Semester 2: Term 4

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Class: Year 11 Legal Studies

Teacher/s: Ms Perkins

Term Week	Curriculum Intent	Assessment x 3	Feedback x 3
T Wk1	Introduction to unit: International Law <ul style="list-style-type: none"> • Introduction to unit: International Law • Review the impact of International Treaties on Australian Law and the role of the United Nations • Understand the other International Law: customary international law and general principles of law 	Pre-test (International treaties)	Course Planner
T Wk2	International law and jurisdiction of the courts <ul style="list-style-type: none"> • Understand the concept of immunity and the impact of diplomatic, consular and other relations • Understand the role of the international courts and tribunals, including the International Court of Justice, International Criminal Court and World Trade Organisation 		
T Wk3	International law: contemporary developments and case law <ul style="list-style-type: none"> • Investigate case law surrounding a contemporary international law issue • Participate in a mini group presentation 	Mini presentation	<i>Teacher and peer feedback on presentation</i>
T Wk4	Assessment: research and planning <ul style="list-style-type: none"> • Assessment distributed and discussed, exemplar deconstructed • Understand the research and planning process • Students undertake research for assessment task and formulate hypothesis 		
T Wk5	Assessment: drafting <ul style="list-style-type: none"> • Students finalise research and planning • Understand how to write a script • Complete draft script 	<i>Draft due</i>	
T Wk6	Assessment: Support materials <ul style="list-style-type: none"> • Make amendments to draft • Complete support materials for multimodal presentation • Seek teacher feedback on support materials 		<i>Feedback on draft</i>
T Wk7	Assessment: Presentations <ul style="list-style-type: none"> • Present multimodal assessment task • Block exams 	Assessment due	Achievement Ladder
T Wk8	Block exams <ul style="list-style-type: none"> • Block exams • Unit reflection 		



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Class: 11 Tourism – News and Events in Tourism

Teacher/s: J. Brennan

Term Week	Curriculum Intent	Assessment	Feedback
T4 Wk1	Current News and Events of 2018 <ul style="list-style-type: none"> Overview of events in 2018 that have shaped Tourism around the world. Case Study – Mass Refugee Migration to Europe, Syria shunned. 		Course Planner
T4 Wk2	How people perceive destinations from global media awareness <ul style="list-style-type: none"> The role of the media How destinations can be severely impacted due to wide spread media coverage. Were they able to survive? Case Study – Earthquake in Lombok 		
T4 Wk3	Terrorism <ul style="list-style-type: none"> How terrorism has become a threat to travel An overview of how terrorism has impacted tourism at particular destinations as well as transportation Case Study – Terrorism and Tourism in France 		
T4 Wk4	Other Current Events <ul style="list-style-type: none"> Events that have shaped destinations and improved the wellbeing of people's lives The contribution of Tourism to the local economy Natural disasters, political instability and loss within the industry 		Review Bookwork
T4 Wk5	Preparation on essay writing <ul style="list-style-type: none"> Process on how to write an essay Practice essay writing 	Hand out assignment	
T4 Wk6	Assessment Preparation – Researching Current Event stories <ul style="list-style-type: none"> Students use this time to prepare their assessment piece 		Draft Feedback
T4 Wk7	Assessment Preparation – Writing essay Students use this time to prepare their assessment piece	Submit Assessment	
T4 Wk8	Exam Block		ACHIEVEMENT LADDER



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Semester 2 - Term 4

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Class: 12 Accounting

Teacher/s: Mrs Duffy (bduff15@eq.edu.au, G Block Staffroom)

Word Wall: Cash flow, cash flow statement, cash, cash equivalents, operating, financing, investing, dividends, cartage outwards, remitted, goodwill, amortization, accrued expenses.

Term Week	Curriculum Intent	Assessment x 3	Feedback x 3
T4 Wk1 8-12 Oct	ES 11 Cash Flow Statement Knowledge: Used for a variety of Purposes (sales budgets, capital expenditure). The Cash Flow Statement shows the cash inflows and cash outflows for a business during a given period. The statement shows cash flows from operating activities, investing activities and financing activities. This statement enhances the Balance Sheet as it shows what cash changes have occurred from one point in time to another. Classifying of operating, investing and financing activities Structure of cash flow statement Exercises 11.2-11.9 (Use example 11.4)		Feed forward -goal setting for exit level.
T4 Wk2 15-19 Oct	Preparing cash flow statements using spread sheets Consolidation of structure of cash flow statement Focus of each lesson on Operating, Investing and Financing activities Adjustments must be made for transactions that are not cash flows. Exercises 11.10-11.14		
T4 Wk3 22-26 Oct	Focus on format and lay out Completion of entire cash flow statement process including GST Exercises 11.15-11.18 Monday 22nd – Student Free Day	A-Exemplar of Cash Flow statement	
T4 Wk4 29-2 Nov	Focus on increased speed and efficiency Exercises 11.20-11.22 Practice test		
T4 Wk5 5-9 Nov	Assessment week Complete practice test and feedback Friday 9th November (90 minute exam), 11:40 am start and 1.10 pm finish.	90 minute supervised unseen exam	
T4 Wk6 12-16 Nov	Feedback & Last week of year 12 activities Feedback on assessment Alternative activities run Year 12's finish with Graduation Friday 16 th November		Final exit level confirmed



Class Course Planner – 2018 Semester Two Term 4

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Class: Year 12 Business Management

Teacher/s: Mrs Tamo

Term Week	Curriculum Intent	Assessment x 3	Feedback x 3
T4 Wk1	International Business Management <ul style="list-style-type: none"> • Business decision making • Gift giving protocols • Currencies 		Check Folders x 9 students
T4 Wk2	International Business Management <ul style="list-style-type: none"> • Exporting • Barriers to Trade • Trade Links 	Quiz on International Business Management	Check Folders x 9 students Results of Quiz
T4 Wk3	International Business Management <ul style="list-style-type: none"> • Discuss Multimodal Response • Work on Multimodal Response 		Marking of drafts
T4 Wk4	International Business Management <ul style="list-style-type: none"> • Work on Multimodal Response 		Marking of drafts
T4 Wk5	International Business Management <ul style="list-style-type: none"> • Presentation of Multimodal Response 	Multimodal Response	Achievement Ladder Student Conference
T4 Wk6	<ul style="list-style-type: none"> • Alternate Program/Graduation 		



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Class: Year 12 Certificate II in Business

Teacher/s: Mrs Tamo

Term Week	Curriculum Intent	Assessment x 3	Feedback x 3
T4 Wk1	Catch-up outstanding assessment • Students to use this time to work on outstanding assessment to complete course		
T4 Wk2	Catch-up outstanding assessment • Students to use this time to work on outstanding assessment to complete course		
T4 Wk3	Catch-up outstanding assessment • Students to use this time to work on outstanding assessment to complete course		
T4 Wk4	Catch-up outstanding assessment • Students to use this time to work on outstanding assessment to complete course		
T4 Wk5	Catch-up outstanding assessment • Students to use this time to work on outstanding assessment to complete course		Achievement Ladder
T4 Wk6	• Alternate Program/Graduation		



Class Course Planner – 2018 Term 4

Class: Year 12 FSK20113 Certificate II in Skills for Work and Vocational Pathways

Topics: ICTICT105 (Operate Spreadsheet Applications), ICTICT103 (Use Communicate and Search Safely)

Teacher/s: Mr J. Ningiga

Week	Curriculum Intent	Assessment	Feedback
Wk1 To Wk5	Practice Tasks and Training A Data Driven World Examine how you can information is stored in many organisations. Learn how to use this information as evidence for your decision making. <ul style="list-style-type: none"> Weekly Reporting Capturing Information Rapid Storage of Data Using the Internet effectively Communicating and working in groups using tools Practical Training Increase your knowledge of Microsoft Excel and The Online World <ul style="list-style-type: none"> Data Entry Formatting Formulas Search Terms Advanced Search Tools Formatting for Printing or Presentations General Capability Foci Literacy and Capabilities targeted	Observations & Quiz	Course Planner Feedback on Practical Tasks
Wk 6	Finishing off unfinished Assessment		



Class Course Planner – 2018 Semester 2: Term 4

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Class: Year 12 Legal Studies

Teacher/s: Mr Hadgelias

Term Week	Curriculum Intent	Assessment x 3	Feedback x 3
T4 Wk1	<u>Environment and the Law: Current Environmental Issues</u> <ul style="list-style-type: none"> Review key concepts and sources of environmental law Know the protection afforded to World Heritage listed sites Understand the extent of environmental protection with regard to traditional owners of Australia Evaluate the extent to which the social, economic and environmental needs are effectively balanced 	Revision quiz	Course Planner
T4 Wk2	<u>Environment and the Law: Evaluation</u> <ul style="list-style-type: none"> Investigate current national and global environmental issues – coal seam gas, threats to endangered species, whaling, poaching, habitat destruction, greenhouse gas emissions, climate change and global warming <u>Assessment: Research and drafting</u> <ul style="list-style-type: none"> Understand requirements of the assessment task Undertake required research 		
T4 Wk3	<u>Assessment: Drafting</u> Continue and complete draft script	Draft script due	<i>Feedback on draft</i>
T4 Wk4	<u>Assessment: Drafting</u> <ul style="list-style-type: none"> Continue and complete draft script 	Draft multimodal component due	<i>Feedback on draft</i>
T4 Wk5	<u>Assessment: drafting</u> <ul style="list-style-type: none"> Finalise script Prepare multimodal component of assessment <u>Assessment: Multimodal Response to Stimulus</u> <ul style="list-style-type: none"> Submit and present multimodal response to stimulus assessment 	<i>Assessment: Multimodal response to stimulus</i>	Achievement Ladder
T4 Wk6	<u>Alternative activities</u> <ul style="list-style-type: none"> Students participate in consolidation based activities 		



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Class: 12 TOU – Careers in Tourism

Teacher/s: Mr. Barnett

Term Week	Curriculum Intent	Assessment x 3	Feedback x 3
Wk1	Title – Employment in Tourism Industry <ul style="list-style-type: none"> Types of businesses in tourism Types of jobs in tourism Study Tourism Projections report October 2013 for current and future prospects 		Course Planner
Wk2	Title – Pre requisites and other skills of a tourism employee <ul style="list-style-type: none"> Personal skills, personal presentation Academic qualifications and other courses and trainings in this field Importance of soft skills 		
Wk3	Title – Researching Jobs in this market, Organising the requirements to do a successful application <ul style="list-style-type: none"> Newspapers, Internet job websites, through personal networking Building resumes, Writing job application Writing Cover letters Activity : write a resume for an identified job in this area, write a job application 		
Wk4	<ul style="list-style-type: none"> Title– Job Interview preparation – Organising self and self-presentation Research organisation and possible questions Do's and Don'ts Exposure to interviews (watch real time interviews) 		
Wk5	Title – Assessment <ul style="list-style-type: none"> Research a job, write a job application and a cover letter for your identified job 		
Wk6	Title - Assessment <ul style="list-style-type: none"> interviews 		
Wk7	Title – Alternate Activities		