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2024/2025 Compulsory VET in Schools Classes for Business – 2 Year

Qualification: BSB30120 Certificate III in Business

NESA Course Number: 26111

HSC Exam Number: 26199

All classes are facilitated virtually using Microsoft Teams and accessed via the KTS Student Portal

Term 1 2024 | HSC Year 1

Week	Date	Time	Topic
3	13.02.2024	10:00am - 11:00am	Prep Assessment
4	20.02.2024	10:00am - 11:00am	Prep Assessment
5	27.02.2024	10:00am - 11:00am	Prep Assessment
6	05.03.2024	10:00am - 11:00am	BSBPEF201 Support personal wellbeing in the workplace
7	12.03.2024	10:00am - 11:00am	BSBPEF201 Support personal wellbeing in the workplace
8	19.03.2024	10:00am - 11:00am	BSBPEF201 Support personal wellbeing in the workplace
9	26.03.2024	10:00am - 11:00am	BSBPEF301 Organise personal work priorities
10	02.04.2024	10:00am - 11:00am	BSBPEF301 Organise personal work priorities
11	09.04.2024	10:00am - 11:00am	RECAP & ALL TERM 1 UOC's DUE

Term 2 2024 | HSC Year 1

Week	Date	Time	Topic
1	30.04.2024	10:00am - 11:00am	BSBTWK301 Use inclusive work practices
2	07.05.2024	10:00am - 11:00am	BSBTWK301 Use inclusive work practices
3	14.05.2024	10:00am - 11:00am	BSBTWK301 Use inclusive work practices
4	21.05.2024	10:00am - 11:00am	BSBTWK301 Use inclusive work practices
5	28.05.2024	10:00am - 11:00am	BSBXCM301 Engage in workplace communication
6	04.06.2024	10:00am - 11:00am	BSBXCM301 Engage in workplace communication
7	11.06.2024	10:00am - 11:00am	BSBXCM301 Engage in workplace communication
8	18.06.2024	10:00am - 11:00am	BSBXCM301 Engage in workplace communication
9	25.06.2024	10:00am - 11:00am	BSBXCM301 Engage in workplace communication
10	02.07.2024	10:00am - 11:00am	RECAP & ALL TERM 2 UOC's DUE

Important Note for EVET Students:

Work placement is a mandatory HSC requirement for this course. We recommend at this stage that you discuss with your career's advisor an appropriate timeframe to complete work placement at an approved workplace.

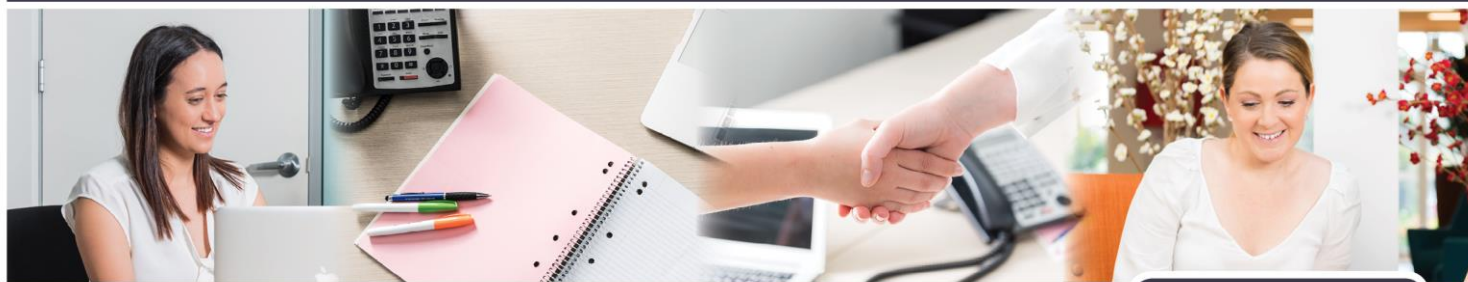
Occurrence ID: 52998

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Term 3 2024 | HSC Year 1

Week	Date	Time	Topic
1	23.07.2024	10:00am - 11:00am	BSBTEC201 Use business software applications
2	30.07.2024	10:00am - 11:00am	BSBTEC201 Use business software applications
3	06.08.2024	10:00am - 11:00am	BSBTEC201 Use business software applications
4	13.08.2024	10:00am - 11:00am	BSBTEC201 Use business software applications
5	20.08.2024	10:00am - 11:00am	BSBWRT311 Write simple documents
6	27.08.2024	10:00am - 11:00am	BSBWRT311 Write simple documents
7	03.09.2024	10:00am - 11:00am	BSBWRT311 Write simple documents
8	10.09.2024	10:00am - 11:00am	BSBSUS211 Participate in sustainable work practices
9	17.09.2024	10:00am - 11:00am	BSBSUS211 Participate in sustainable work practices
10	24.09.2024	10:00am - 11:00am	RECAP & ALL TERM 3 / HSC YEAR 1 UOC's DUE

Term 4 2024 | HSC Year 1

Week	Date	Time	Topic
1	15.10.2024	10:00am - 11:00am	BSBWHS311 Assist with maintaining workplace safety
2	22.10.2024	10:00am - 11:00am	BSBWHS311 Assist with maintaining workplace safety
3	29.10.2024	10:00am - 11:00am	BSBWHS311 Assist with maintaining workplace safety
4	05.11.2024	10:00am - 11:00am	BSBWHS311 Assist with maintaining workplace safety
5	12.11.2024	10:00am - 11:00am	BSBCRT311 Apply critical thinking skills in a team environment
6	19.11.2024	10:00am - 11:00am	BSBCRT311 Apply critical thinking skills in a team environment
7	26.11.2024	10:00am - 11:00am	BSBCRT311 Apply critical thinking skills in a team environment
8	03.12.2024	10:00am - 11:00am	RECAP & ALL TERM 4 UOC's DUE

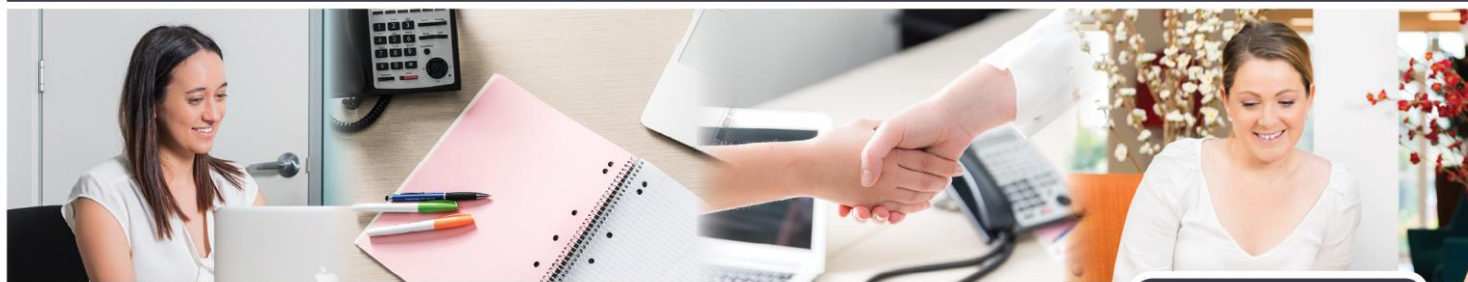
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2024/2025 Compulsory VET in Schools Classes for Business – 2 Year

Term 1 2025 | HSC Year 2

Week	Date	Time	Topic
3	11.02.2025	10:00am - 11:00am	BSBINS302 Organise workplace information
4	18.02.2025	10:00am - 11:00am	BSBINS302 Organise workplace information
5	25.02.2025	10:00am - 11:00am	BSBINS302 Organise workplace information
6	04.03.2025	10:00am - 11:00am	BSBINS302 Organise workplace information
7	11.03.2025	10:00am - 11:00am	BSBINS303 Use knowledge management systems
8	18.03.2025	10:00am - 11:00am	BSBINS303 Use knowledge management systems
9	25.03.2025	10:00am - 11:00am	BSBINS303 Use knowledge management systems
10	01.04.2025	10:00am - 11:00am	BSBINS303 Use knowledge management systems
11	08.04.2025	10:00am - 11:00am	RECAP & ALL TERM 1 UOC's DUE

Term 2 2025 | HSC Year 2

Week	Date	Time	Topic
1	29.04.2025	10:00am - 11:00am	BSBOPS201 Work effectively in business environments
2	06.05.2025	10:00am - 11:00am	BSBOPS201 Work effectively in business environments
3	13.05.2025	10:00am - 11:00am	BSBOPS201 Work effectively in business environments
4	20.05.2025	10:00am - 11:00am	BSBOPS201 Work effectively in business environments
5	27.05.2025	10:00am - 11:00am	BSBOPS201 Work effectively in business environments
6	03.06.2025	10:00am - 11:00am	BSBTEC301 Design and produce business documents
7	10.06.2025	10:00am - 11:00am	BSBTEC301 Design and produce business documents
8	17.06.2025	10:00am - 11:00am	BSBTEC301 Design and produce business documents
9	24.06.2025	10:00am - 11:00am	BSBTEC301 Design and produce business documents
10	01.07.2025	10:00am - 11:00am	RECAP & ALL TERM 2 / HSC YEAR 2 UOC's DUE

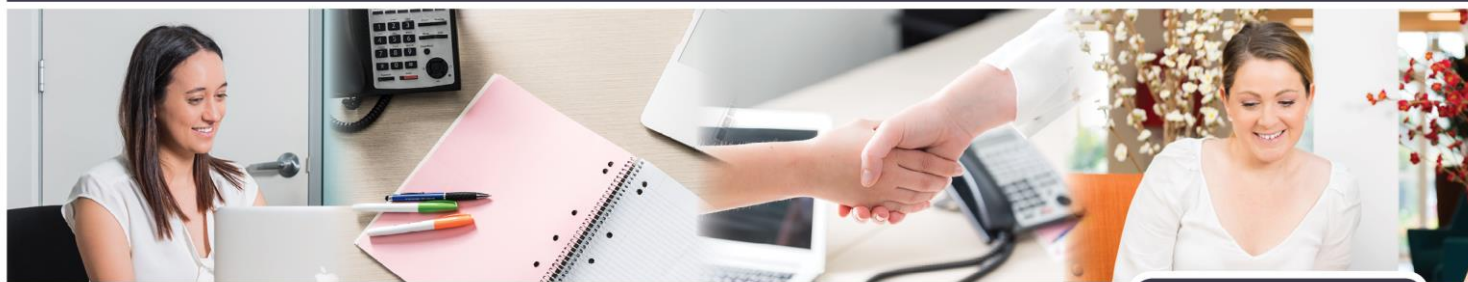
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Terms and Conditions

Eligibility to attend:

- Students must be completing a VET in Schools Course or be invited by the Education Compliance Coordinator to attend.

Non-attendance:

- **In the case of students not arriving by the scheduled session start time, a notification will be sent via email to the student and their school contact.** Non-attendance will be recorded and reported to the Department / School as required under VET in Schools arrangement.
- To avoid causing concerns for the welfare and safety of participants, it is important that you make a call to KTS on **02 4353 7188** before the session, should you be running late or be faced with a genuine, unavoidable circumstance that prevents you from attending.

Work Placement Information:

- Work placement is a mandatory HSC requirement within the Business Services course. **Students are required to complete a minimum of 70 hours in a business services industry work environment.**
- School based trainees will meet this requirement through the on-the-job training component of their traineeship.
- EVET students will be required to attend work placement, which will be negotiated and timetabled with each student, work placement host and school individually. Students will still be expected to attend OR make up their virtual class if on placement.
- Non-completion of work placement is grounds for withholding the HSC course, and an N determination may be awarded by the school.

Important Notes:

- It is **compulsory** that all students attend and engage in all scheduled classes.
- **Contribution in class is monitored and noted** by facilitators and reported as part of the **course completion** and **student competency progression**. It is important that students professionally communicate, engage, and contribute ideas, suggestions and concerns, as these are all linked to applicable unit employability skills. **Students who do not engage in class will be marked as absent.**
- All assessment submissions must be completed in full prior to being uploaded. Incomplete submissions will be rejected and returned to the student to finalise and resubmit.
- **End of Term submission due dates are non-negotiable.** Students who fail to submit work by these due dates will be at risk of a formal written warning, which is sent to the school contact.

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