

YEAR 11 BUSINESS COMMUNICATION AND TECHNOLOGIES WORK PLAN: Semester 1, 2017 - Mrs Edwards



UNIT	TERM 1 TOPICS	ASSESSMENT	DUE DATE
6	<p>Organisation and Work Teams 8 weeks</p> <p><i>Topics:</i></p> <ul style="list-style-type: none"> ~ Planning and Organisation ~ Interpersonal Skills ~ Team personnel, processes and motivation ~ Tracking and reporting progress and analysing results ~ Predicting and Identifying changes ~ Solving issues/controlling changes ~ Communicating to stakeholders ~ Reviewing and evaluating team performance 	<p>Extended response-written extended response - Report FORMATIVE</p> <p>Assignment, report, 4 weeks 600-1000 words</p> <p>Criteria: KUB, IBI, EBD</p>	<p>WEEK 9 Friday 24 March Lesson 5</p>
5	<p>WORKPLACE HEALTH SAFETY AND SUSTAINABILITY 2 weeks</p>		
UNIT	TERM 2 TOPICS	ASSESSMENT	DUE DATE
5	<p>Workplace Health Safety and Sustainability 10 weeks</p> <p><i>Topics:</i></p> <ul style="list-style-type: none"> ~ Legislation and regulations ~ Employee and employer responsibilities ~ Risk management ~ Accidents and emergencies ~ Management of energy, air quality, land, waste, water, noise ~ Impacts ~ Documentations ~ Current issues <p>Excursion ~ compulsory attendance, assessment Instrument 3</p>	<p>Supervised written-short responses - Exam in two parts FORMATIVE</p> <p>2 Parts, 40 minutes per part; 50-250 words per response; unseen; supervised exam conditions</p> <p>Criteria: KUB, IBI, EBD</p> <p>Research – Multimodal research response FORMATIVE</p> <p>Assignment, 3-5 minutes; combination of at least 2 modes; 4 weeks Criteria: KUB, IBI, EBD</p>	<p>WEEK 5 Part A Thursday 15th May Lesson 2 1 x 250-word response</p> <p>Part B Wednesday 17th May Lessons 3 & 4 50-100 words responses</p> <p>BLOCK EXAMS</p>

This work plan was last updated on Wednesday, 26 April 2017. The contents are subject to change - students will be advised in advance of any changes - regularly check for updates.