



CERT IV CC JAN 2020 INTAKE (MONDAYS TUESDAYS)

COVID-19 CONTINGENCY ONLINE PLATFORM TIME-TABLE

DATE	UNIT CODE	UNIT TITLE & DESCRIPTIONS	SESSION PLAN
APRIL 2020 6th	SITXMGT001	Monitor Work Operations	LECTURE TASK 1 & 2 ASSESSMENT
7th	SITXMGT001	Monitor Work Operations	TASK 3 SESSION 1 ASSESSMENT
13th	SITXMGT001	Monitor Work Operations	TASK 3 SESSION 2 ASSESSMENT
14th	SITXINV003	Purchase goods	LECTURE TASK 1 & 2 ASSESSMENT
20th	SITXINV003	Purchase goods	TASK 3 SESSION 1 ASSESSMENT
21st	SITXINV003	Purchase goods	TASK 3 SESSION 2 ASSESSMENT
27th	SITXINV004	Control stock	LECTURE TASK 1 & 2 ASSESSMENT
28th	SITXINV004	Control stock	TASK 3 SESSION 1 ASSESSMENT
MAY 2020 4th	SITXINV004	Control stock	TASK 3 SESSION 2 ASSESSMENT
5th	SITXHRM002	Roster staff	LECTURE TASK 1 & 2 ASSESSMENT
11th	SITXHRM002	Roster staff	TASK 3 SESSION 1 ASSESSMENT
12th	SITXHRM002	Roster staff	TASK 3 SESSION 2 ASSESSMENT
18th	SITXHRM002	Roster staff	TASK 3 SESSION 3 ASSESSMENT
19th	SITXFIN003	Manage Finances Within a Budget	LECTURE TASK 1 & 2 ASSESSMENT
25th	SITXFIN003	Manage Finances Within a Budget	TASK 3 SESSION 1 ASSESSMENT
26th	SITXFIN003	Manage Finances Within a Budget	TASK 3 SESSION 2 ASSESSMENT
JUNE 2020 1st	SITXFIN003	Manage Finances Within a Budget	TASK 3 SESSION 3 ASSESSMENT
2nd	SITXFIN003	Manage Finances Within a Budget	TASK 3 SESSION 4 ASSESSMENT
8th	SITHKOP005	Coordinate cooking operations	LECTURE TASK 1 & 2 ASSESSMENT
9th	SITHKOP005	Coordinate cooking operations	TASK 3 THEORY ASSESSMENT TASK 3 PRAC. ASSESSMENT POSTPONED FOR LATER
15th JUNE 2020 to 5th JULY 2020	TASK 3 PRACTICAL SESSIONS ASSESSMENTS & REASSESSMENTS (Exact dates will be confirmed by management)		



- **Any practical session assessment and/or reassessment of a unit required for any unit will be conducted when the college is authorized to resume normal day-to-day operations by the federal and/or state government of Australia.**
- **Management will advise all students of the dates which will accommodate practical assessments and reassessment of units.**
- **Should you have more query, please contact your respective trainer.**
- **You are required to access the online platform (Moodle) to conduct your assessments when instructed by the trainer. Login information are found in your email.**
- **You are required to access the Microsoft team for lecture.**
- **Your assessment, home study and lecture on the online platforms will be highly monitored by management as well as your trainers.**
- **During this contingency, all term breaks in between 2 TERMS (Not courses) for all intakes will be suspended. The term breaks may be accumulated and may be provided to you at the end of your study (not COE) if management approves. The cumulative term break will be less than 58 DAYS.**

COURSE ENDS 5th JULY 2020