



## CERT IV CC APR 2020 INTAKE (WEDNESDAYS & THURSDAYS)

### COVID-19 CONTINGENCY ONLINE PLATFORM TIME-TABLE

DATE	UNIT CODE	UNIT TITLE & DESCRIPTIONS	SESSION PLAN
APRIL 2020 8th	SITHKOP005 (unit opens) BSBDIV501	<b>Coordinate cooking operations</b> (Minimum of 12 WBT sessions)  Manage diversity in the workplace	<b>Distribution of logbook</b>  <b>LECTURE</b> TASK 1 & 2 ASSESSMENT
9th	BSBDIV501	Manage diversity in the workplace	TASK 3 SESSION 1 ASSESSMENT
15th	BSBDIV501	Manage diversity in the workplace	TASK 3 SESSION 2 ASSESSMENT
16th	BSBSUS401	Implement and monitor environmentally sustainable work practices	<b>LECTURE</b> TASK 1 & 2 ASSESSMENT
22nd	BSBSUS401	Implement and monitor environmentally sustainable work practices	TASK 3 SESSION 1 ASSESSMENT
23rd	BSBSUS401	Implement and monitor environmentally sustainable work practices	TASK 3 SESSION 2 ASSESSMENT
29th	BSBSUS401	Implement and monitor environmentally sustainable work practices	TASK 3 SESSION 3 ASSESSMENT
30th	SITXCOM005	Manage conflict	<b>LECTURE</b> TASK 1 & 2 ASSESSMENT
MAY 2020 6th	SITXCOM005	Manage conflict	TASK 3 SESSION 1 ASSESSMENT
7th	SITXCOM005	Manage conflict	TASK 3 SESSION 2 ASSESSMENT
13th	SITHKOP004	Develop Menus for Special Dietary Requirements	<b>LECTURE</b> TASK 1 & 2 ASSESSMENT
14th	SITHKOP004	Develop Menus for Special Dietary Requirements	TASK 3 SESSION 1 ASSESSMENT
20th	SITHKOP004	Develop Menus for Special Dietary Requirements	TASK 3 SESSION 2 ASSESSMENT
21st	SITHKOP004	Develop Menus for Special Dietary Requirements	TASK 3 SESSION 3 ASSESSMENT
27th	SITXHRM003	Lead and manage people	<b>LECTURE</b> TASK 1 & 2 ASSESSMENT
28th	SITXHRM003	Lead and manage people	TASK 3 SESSION 1 ASSESSMENT
JUNE 2020 3rd	SITXWHS003	Implement and monitor work health and safety practices	<b>LECTURE</b> TASK 1 & 2 ASSESSMENT
4th	SITXWHS003	Implement and monitor work health and safety practices	TASK 3 SESSION 1 ASSESSMENT
10th	SITXWHS003	Implement and monitor work health and safety practices	TASK 3 SESSION 2 ASSESSMENT
11th	SITXWHS003	Implement and monitor work health and safety practices	TASK 3 SESSION 3 ASSESSMENT



17 <sup>th</sup>	SITXMGT001	Monitor Work Operations	<b>LECTURE</b> TASK 1 & 2 ASSESSMENT
18 <sup>th</sup>	SITXMGT001	Monitor Work Operations	TASK 3 SESSION 1 ASSESSMENT
24 <sup>th</sup>	SITXMGT001	Monitor Work Operations	TASK 3 SESSION 2 ASSESSMENT
25 <sup>th</sup>	SITXINV003	Purchase goods	<b>LECTURE</b> TASK 1 & 2 ASSESSMENT
<b>JULY 2020</b> 1st	SITXINV003	Purchase goods	TASK 3 SESSION 1 ASSESSMENT
2nd	SITXINV003	Purchase goods	TASK 3 SESSION 2 ASSESSMENT
8th	SITXINV004	Control stock	<b>LECTURE</b> TASK 1 & 2 ASSESSMENT
9th	SITXINV004	Control stock	TASK 3 SESSION 1 ASSESSMENT
15th	SITXINV004	Control stock	TASK 3 SESSION 2 ASSESSMENT
16th	SITXHRM002	Roster staff	<b>LECTURE</b> TASK 1 & 2 ASSESSMENT
22nd	SITXHRM002	Roster staff	TASK 3 SESSION 1 ASSESSMENT
23rd	SITXHRM002	Roster staff	TASK 3 SESSION 2 ASSESSMENT
29th	SITXHRM002	Roster staff	TASK 3 SESSION 3 ASSESSMENT
30th	SITXFIN003	Manage Finances Within a Budget	<b>LECTURE</b> TASK 1 & 2 ASSESSMENT
<b>AUG 2020</b> 5th	SITXFIN003	Manage Finances Within a Budget	TASK 3 SESSION 1 ASSESSMENT
6th	SITXFIN003	Manage Finances Within a Budget	TASK 3 SESSION 2 ASSESSMENT
12th	SITXFIN003	Manage Finances Within a Budget	TASK 3 SESSION 3 ASSESSMENT
13th	SITXFIN003	Manage Finances Within a Budget	TASK 3 SESSION 4 ASSESSMENT
19th	SITHKOP005	Coordinate cooking operations	<b>LECTURE</b> TASK 1 & 2 ASSESSMENT
20th	SITHKOP005	Coordinate cooking operations	TASK 3 THEORY ASSESSMENT TASK 3 PRAC. ASSESSMENT POSTPONED FOR LATER
<b>26<sup>th</sup> AUG 2020</b>	<b>TASK 3 PRACTICAL SESSIONS ASSESSMENTS &amp; REASSESSMENTS</b> (Exact dates will be confirmed by management)		
<b>to</b>			
<b>27<sup>th</sup> SEP 2020</b>			



- **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 27<sup>th</sup> SEP 2020**