

Vocational Skills Class Schedule 2017 Semester 1

Week	Class 1	Class 2	Deadlines (Friday)	Notice board
1	15 February Company introduction	17 February CV/cover letter workshop		Elise
2	22 February Interview techniques	24 February IT industry job market research	Job application	
3	01 March Interviews held	03 March More interviews/assign roles	Job market report	Red
4	08 March Induction/KPIs/teambuilding	10 March DCC project intro		
5	15 March Setting IPPs and IDPs (self-assessment)	17 March Meeting/Project work	IPPs and IDPs written and signed off	Green
6	22 March Design thinking crash course	24 March Project work		
7	29 March Workshop: Project management	31 March Meeting/Project work	Flyers due Wednesday	Blue
8	05 April IPP meetings	07 April IPP meetings/IPP revision time		
9	12 April Workshop: Research techniques	14 April Project work	IPP meetings final deadline	Red
Break				
10	03 May Workshop: Leadership	05 May Meeting/Project work	Project	Green
11	10 May Workshop: Time and stress management	12 May Project work		
12	17 May Workshop: Documentation	19 May Meeting/Project work	Project	Blue
13	24 May Workshop: Client relations	26 May Project work		
14	31 May Workshop: Systems and processes	02 June Meeting/Project work		All
15	07 June Project work	09 June Final Project work	Project	
16	14 June Reflection work	16 June Reflection writing time	IPP and IDP reflections Final meeting	