## Vocational Skills Class Schedule 2017 Semester 1

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