## TERM DATES 2015

### Term 1  220hrs Unit start and end  5 January 2015 – 20 March (11 weeks)
- 5 Jan to 16 Jan  Contribute to workplace innovation 40
- 19 Jan to 6 Feb  Use business technology 60
- 9 Feb to 20 Feb  Process and maintain workplace information 40
- 23 Feb to 27 Feb  Contribute to health and safety of self and others 20
- 2 March to 7 Mar  Communicate in the workplace 20
- 9 Mar to 21 Mar  Work effectively with others 40

**Holiday: 22 March – 6 April (Public holiday)**

### Term 2  200 hrs Unit start and end  7 April - 13 June (10 weeks)
- 6 Apr to 18 Apr  Produce simple word processed documents 40
- 20 Apr to 2 May  Communicate electronically 40
- 4 May to 23 May  Participate in environmentally sustainable work practices 40
- 25 May to 30 May  Organise and complete daily work activities 20
- 1 Jun to 6 Jun  Handle mail 20
- 8 Jun to 13 Jun  Deliver a service to customers 40

**Holiday: 14 June – 5 July**

### Term 3  220 hrs Unit start and end  6 July - 19 September (11 weeks)
- 6 Jul to 18 Jul  Contribute to workplace innovation 40
- 20 Jul to 8 Aug  Use business technology 60
- 10 Aug to 22 Aug  Process and maintain workplace information 40
- 24 Aug to 29 Aug  Contribute to health and safety of self and others 20
- 31 Aug to 5 Sep  Communicate in the workplace 20
- 7 Sep to 19 Sep  Work effectively with others 40

**Holiday: 20 September – 4 October**

### Term 4  200 hrs Unit start and end  5 October – 12 December (10 weeks)
- 5 Oct to 17 Oct  Produce simple word processed documents 40
- 19 Oct to 31 Oct  Communicate electronically 40
- 2 Nov to 14 Nov  Participate in environmentally sustainable work practices 40
- 16 Nov to 21 Nov  Organise and complete daily work activities 20
- 23 Nov to 28 Nov  Handle mail 20
- 30 Nov to 12 Dec  Deliver a service to customers 40

**Holiday: 13 December 2015 – 3 January 2016**