

| PORTARLINGTON FURTHER EDUCATION & TRAINING CENTRE - SEPT 2017 TIME TABLE DRAFT |                                |                                |                                |                                 |                                     |                                 |                           |                               |                               |
|--|--------------------------------|--------------------------------|--------------------------------|---------------------------------|-------------------------------------|---------------------------------|---------------------------|-------------------------------|-------------------------------|
|  | Office Admin<br>Part-time L5   | Office Admin<br>Full-time L5   | Bus Mgmt<br>Part-time L6       | Healthcare<br>Part-time         | Healthcare<br>Full-time             | General Learning L4             | Childcare<br>part-time    | Accounting<br>Technician Yr 2 | Accounting<br>Technician Yr 1 |
| <b>TIME - Monday</b>   |                                |                                |                                |                                 |                                     |                                 |                           |                               |                               |
| 9 - 10   | Marketing SM<br>Rm 8           | Marketing SM<br>Rm 8           | Marketing SM<br>Rm 8           | Communications LB<br>Rm 9       | Care Support DP<br>Rm5              | Maths MK<br>Rm 2                |                           | ACCOUNT. YR 2 TP<br>Rm 10     | WORK EXP DF<br>Rm7            |
| 10 - 11  | Marketing SM<br>Rm 8           | Marketing SM<br>Rm 8           | Marketing SM<br>Rm 8           | Communications LB<br>Rm 9       | Care Support DP<br>Rm5              | Maths MK<br>Rm 2                |                           | ACCOUNT. YR 2 TP<br>Rm 10     | WORK EXP DF<br>Rm7            |
| Break 10:50 - 11:10  |                                |                                |                                |                                 |                                     |                                 |                           |                               |                               |
| 11 - 12  | ACCOUNTING SM<br>Rm 8          | ACCOUNTING SM<br>Rm 8          |                                | WORK EXP DF<br>Rm 9             | Care Support DP<br>Rm5              | Comp Skills/ art CH<br>Rm 1     |                           | ACCOUNT. YR 2 TP<br>Rm 10     | LAW & ETHICS<br>LB Rm 7       |
| 12 - 1   | ACCOUNTING SM<br>Rm 8          | ACCOUNTING SM<br>Rm 8          |                                | WORK EXP DF<br>Rm 9             | Pallitive Care DP<br>Rm5            | Comp Skills CH<br>Rm 1          |                           | TAX YR 2 TP<br>Rm 10          | LAW & ETHICS<br>LB Rm 7       |
| Lunch 12:45 - 1:30   |                                |                                |                                |                                 |                                     |                                 |                           |                               |                               |
| 1.30 - 2.30  | Communications LB<br>Rm9       | Communications LB<br>Rm9       | Cust Serv DF<br>Rm 7           |                                 | Pallitive Care DP<br>Rm 5           | Maths MK<br>Rm 2                |                           | TAX YR 2 TP<br>Rm 10          | BUSMGMT SM<br>Rm 8            |
| 2.30 - 3.30  | Communications LB<br>Rm9       | Communications LB<br>Rm9       | Cust Serv DF<br>Rm 7           |                                 | Pallitive Care DP<br>Rm 5           | Maths MK<br>Rm 2                |                           |                               | BUSMGMT SM<br>Rm 8            |
| <b>TIME - Tuesday</b>  |                                |                                |                                |                                 |                                     |                                 |                           |                               |                               |
| 9 - 10   | Info & Bus Admin LB<br>Rm 1    | Info & Bus Admin LB<br>Rm 1    |                                |                                 | Anatomy &<br>Physiology EOB<br>Rm 5 | Communications DF<br>Rm 9       | Child Dev HN<br>Rm 7      | WORK EXPERIENCE               | FINANCIAL ACC. TP<br>Rm 2     |
| 10 - 11  | Info & Bus Admin LB<br>Rm 1    | Info & Bus Admin LB<br>Rm 1    |                                |                                 | Anatomy &<br>Physiology EOB<br>Rm 5 | Communications DF<br>Rm 9       | Child Dev HN<br>Rm 7      | WORK EXPERIENCE               | FINANCIAL ACC. TP<br>Rm 2     |
| Break 10:50 - 11:10  |                                |                                |                                |                                 |                                     |                                 |                           |                               |                               |
| 11 - 12  | HR LB<br>Rm 9                  | HR LB<br>Rm 9                  | HR LB<br>Rm 9                  |                                 | WORK EXP DF<br>Rm 1                 | Bus Cal EOB<br>Rm 8             | Child Dev HN<br>Rm 7      | WORK EXPERIENCE               | FINANCIAL ACC. TP<br>Rm 2     |
| 12 - 1   | Medical Terminology<br>MK Rm 5 | Medical Terminology<br>MK Rm 5 | Medical Terminology<br>MK Rm 5 |                                 | WORK EXP DF<br>Rm 1                 | Bus Cal EOB<br>Rm 8             | EPPP HN<br>Rm 7           | WORK EXPERIENCE               | FINANCIAL ACC. TP<br>Rm 2     |
| Lunch 12:45 - 1:30   |                                |                                |                                |                                 |                                     |                                 |                           |                               |                               |
| 1.30 - 2.30  | Medical Terminology<br>MK Rm 5 | Medical Terminology<br>MK Rm 5 | Medical Terminology<br>MK Rm 5 |                                 | Communications LB<br>Rm 1           | Resource EOB<br>Rm 8            | EPPP HN<br>Rm 7           | WORK EXPERIENCE               | FINANCIAL ACC. TP<br>Rm 2     |
| 2.30 - 3.30  | Medical Terminology<br>MK Rm 5 | Medical Terminology<br>MK Rm 5 | Medical Terminology<br>MK Rm 5 |                                 | Communications LB<br>Rm 1           |                                 | EPPP HN<br>Rm 7           | WORK EXPERIENCE               |                               |
| <b>TIME - Wednesday</b>  |                                |                                |                                |                                 |                                     |                                 |                           |                               |                               |
| 9 - 10   | WORK EXP DF<br>Rm 1            | WORK EXP DF<br>Rm 1            |                                |                                 | CPP DP<br>Rm 5                      |                                 |                           | ACC<br>Rm 2                   | WORK EXPERIENCE               |
| 10 - 11  | WORK EXP DF<br>Rm 1            | WORK EXP DF<br>Rm 1            |                                |                                 | CPP DP<br>Rm 5                      |                                 |                           | ACC<br>Rm 2                   | WORK EXPERIENCE               |
| Break 10:50 - 11:10  |                                |                                |                                |                                 |                                     |                                 |                           |                               |                               |
| 11 - 12  | HR LB<br>Rm 9                  | HR LB<br>Rm 9                  | HR LB<br>Rm 9                  |                                 | ID DP<br>Rm 5                       | General Office Skills           | WORK EXP DF<br>Rm 1       |                               | WORK EXPERIENCE               |
| 12 - 1   | HR LB<br>Rm 9                  | HR LB<br>Rm 9                  | HR LB<br>Rm 9                  |                                 | ID DP<br>Rm 5                       | General Office Skills           | WORK EXP DF<br>Rm 1       |                               | WORK EXPERIENCE               |
| Lunch 12:45 - 1:30   |                                |                                |                                |                                 |                                     |                                 |                           |                               |                               |
| 1.30 - 2.30  |                                | STUDY<br>Rm 1                  |                                |                                 | Care Skills DP<br>Rm 5              | PE DF<br>Rm 4                   | Communications LB<br>Rm 9 | ACC<br>Rm 2                   | WORK EXPERIENCE               |
| 2.30 - 3.30  |                                | STUDY<br>Rm 1                  |                                |                                 | Care Skills DP<br>Rm 5              | PE DF<br>Rm 4                   | Communications LB<br>Rm 9 | ACC<br>Rm 2                   | WORK EXPERIENCE               |
| <b>TIME - Thursday</b>   |                                |                                |                                |                                 |                                     |                                 |                           |                               |                               |
| 9 - 10   | TP/WP MH<br>Rm 1               | TP/WP MH<br>Rm 1               | Statistics EOB<br>Rm 8         | Health & Safety HN<br>Rm 7      | WORK EXPERIENCE                     | ITS/Comp Apps SM<br>Rm 9        |                           |                               | ACC<br>Rm 2                   |
| 10 - 11  | TP/WP MH Rm 1                  | TP/WP MH Rm 1                  | Statistics EOB<br>Rm 8         | Health & Safety HN<br>Rm 7      | WORK EXPERIENCE                     | ITS/Comp Apps SM<br>Rm 9        |                           | MGMTACC EH<br>Rm 4            | ACC<br>Rm 2                   |
| Break 10:50 - 11:10  |                                |                                |                                |                                 |                                     |                                 |                           |                               |                               |
| 11 - 12  | TP/WP MH Rm 1                  | TP/WP MH<br>Rm 1               | Statistics EOB<br>Rm 8         | Health & Safety HN<br>Rm7       | WORK EXPERIENCE                     | ITS/Comp Apps SM<br>Rm 9        |                           | MGMTACC EH<br>Rm 4            | ACC<br>Rm 2                   |
| 12 - 1   | Marketing SM<br>Rm 8           | Marketing SM<br>Rm 8           | Marketing SM<br>Rm 8           | Care of Older Person<br>HN Rm 7 | WORK EXPERIENCE                     | STUDY<br>Rm 9                   |                           | MGMTACC EH<br>Rm 4            | ACC<br>Rm 2                   |
| Lunch 12:45 - 1:30   |                                |                                |                                |                                 |                                     |                                 |                           |                               |                               |
| 1.30 - 2.30  | ACCOUNTING SM<br>Rm 8          | ACCOUNTING SM<br>Rm 8          |                                | Care of Older Person<br>HN Rm 7 | WORK EXPERIENCE                     | Keyboard Skills MH<br>Rm 1      |                           | IAS EH<br>Rm 4                |                               |
| 2.30 - 3.30  | ACCOUNTING SM<br>Rm 8          | ACCOUNTING SM<br>Rm 8          |                                | Care of Older Person<br>HN Rm 7 | WORK EXPERIENCE                     | Keyboard Skills MH<br>Rm 1      |                           | IAS EH<br>Rm 4                |                               |
| <b>TIME - Friday</b>   |                                |                                |                                |                                 |                                     |                                 |                           |                               |                               |
| 9 - 10   | Payroll<br>Rm 4                | Payroll<br>Rm 4                |                                | WORK EXPERIENCE                 | Report Writing CH<br>Rm 1           | Work Exp/Career Plan<br>DF Rm 9 | ART & CRAFT<br>GJ Rm 6    | WORK EXPERIENCE               | WORK EXPERIENCE               |
| 10 - 11  | Payroll<br>Rm 4                | Payroll<br>Rm 4                |                                | WORK EXPERIENCE                 | Report Writing CH<br>Rm 1           | Work Exp/Career Plan<br>DF Rm 9 | ART & CRAFT<br>GJ Rm 6    | WORK EXPERIENCE               | WORK EXPERIENCE               |
| Break 10:50 - 11:10  |                                |                                |                                |                                 |                                     |                                 |                           |                               |                               |
| 11 - 12  | SS MH<br>Rm 1                  | SS MH<br>Rm 1                  |                                | WORK EXPERIENCE                 | Comp Skills CH<br>Rm 4              | Bus Cal EOB<br>Rm 4             | ART & CRAFT<br>GJ Rm 6    | WORK EXPERIENCE               | WORK EXPERIENCE               |
| 12 - 1   | SS MH<br>Rm 1                  | SS MH<br>Rm 1                  |                                | WORK EXPERIENCE                 | Comp Skills CH<br>Rm 4              | Resource EOB<br>Rm 4            | ART & CRAFT<br>GJ Rm 6    | WORK EXPERIENCE               | WORK EXPERIENCE               |

\* Timetable may be subject to minor changes

\* Computer rooms are available for project work/study but may be requested by Teachers throughout the year on an ad hoc basis.

\*Work experience dates will be made available to students during induction