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**Template**

ESOS Timetable Summary

Use this template to list information about the courses your provider proposes to deliver to overseas students. We have provided examples. Add extra rows as required.

# Courses

Provide your course information in the table below**.**

The two example rows in the table show you how to present your course information.

Key:

\* If your organisation has more than one class, identify the name or number of the class e.g. BIV-A, BIV-B etc.

\*\* Provide shift times in the Shifts section below.

| Code | Title | Class \* | Current student numbers | Shift \*\* | Course dates | Breaks (holidays) |
| --- | --- | --- | --- | --- | --- | --- |
| *Example:*  *SIT30816* | *Certificate III in Commercial Cookery* | *CC3-A* | *23* | *2* | *4 Jan – 1 Oct 2022* | *1 – 12 March 2022*  *3 – 14 May 2022*  *19 – 30 July 2022* |
| *Example:*  *22321VIC* | *Advanced Diploma of Justice* | *HIII-A* | *15* | *1* | *4 Jan – 1 Oct 2022* | *1 – 12 March 2022*  *3 – 14 May 2022*  *19 – 30 July 2022* |
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# Shifts

Provide your shift information below.

The example row in the table shows you how to present your shift information.

| Name of trainer | Number of shifts per week | Shift timing |
| --- | --- | --- |
| *Example:*  *John and Jane Smith* | *3 Shifts per day*  *= 15 shifts per week* | *Shift 1 – Monday to Friday morning – 8.30 am to 12.45 pm (John)*  *Shift 2 – Monday to Friday afternoon – 1.00 pm to 5.15 pm (Jane)*  *Shift 3 – Monday to Friday evening – 5.30 pm to 9.45 pm (John)* |
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# Timetable

Provide your **full** timetable below.

The two example rows show you how to present your timetable information.

| Code and Title | Trainer | Class | No. Students | Times | Days | Room |
| --- | --- | --- | --- | --- | --- | --- |
| *Example: SIT30816 Certificate III in Commercial Cookery* | *John Smith* | *CC3-A* | *23* | *8.30 am – 12.45 pm*  *5.30 pm – 9.45 pm* | *Monday to Friday*  *Thurs and Fri* | *Room 5 level 1*  *Green Street Kitchen* |
| *Example: 22321VIC Advanced Diploma of Justice* | *Jane Smith* | *HIII-A* | *15* | *1.00 pm – 5.15 pm* | *Mon, Wed and Fri* | *Room 4 level 1* |
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# Delivery and assessment schedule per course

Provide the delivery and assessment schedule for each course you offer.

Copy and paste the table as many times as required to list all courses.

The example below shows the first two weeks.

| *Example: Certificate III in Hospitality, HIIIA, commencing 4 January 2022* | | |
| --- | --- | --- |
| Week number and date | Code and title of subject, unit or module | Assessment schedule |
| *Example: Week 1*  *Beginning 4 Jan 2022* | *SITXOHS001A Follow health, safety and security procedures*  *SITXOHS002A Follow workplace hygiene procedures* | *Learning activity only in week one. Assessments will begin in week 2.* |
| *Example: Week 2*  *Beginning 11 Jan 2022* | *SITXOHS001A Follow health, safety and security procedures*  *SITXOHS002A Follow workplace hygiene procedures*  *SITHCCC003A Receive and store kitchen supplies* | *Assessment Task 1 – Written and oral Q and A: Legislative OH&S requirements.*  *Assessment Task 2 – Practical activity/observation: Student demonstrates skills in lifting, handling, stacking and storing goods.* |

| Enter qualification, Enter class, commencing Click or tap to enter a date. | | |
| --- | --- | --- |
| Week number and date | Code and title of subject, unit or module | Assessment schedule |
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| Enter qualification, Enter class, commencing Click or tap to enter a date. | | |
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| Week number and date | Code and title of subject, unit or module | Assessment schedule |
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