

LESSON 1

Specialism Kickoff: Project, Portfolio, and What's Different

60 minutes

ICT Specialism 1: Word processing

Outcome M1.U1.1

WHAT THIS LESSON DOES

This lesson introduces the ICT Vocational Specialism structure with four modules and eight key assignments. Students set up their project portfolio folders and complete a Specialism Plan with project details and Module 1 goals.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M1.U1.1	Understand and explain key concepts relating to Information and Communication Technology and computers.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Explain how the Specialism differs from Introduction to ICT and how the four modules fit together
- Identify how Module 2 feeds the Vocational Education Task interview
- Continue or set up a Something Real project and create the 09_specialism filing framework with sm1-sm4 folders
- Complete a Specialism Plan naming the project, current status, and three Module 1 goals

BEFORE THE BELL

- Know which students completed the platform Introduction course and will reopen Project_Portfolio versus newcomers who need the folder from scratch.
- Print the Specialism Plan support worksheet and plan to hand it out at the start of independent practice.
- Write three starter Something Real names on the board before the warm-up (CV pack for a local part-time job, Work Experience report, community project proposal).
- Decide the room-majority cloud (OneDrive or Google Drive) for the live demo; keep the other branch for one-to-one help only.
- Project a finished Centra sample plan on the board so sample-body typing can stay optional.
- Display the four-module table, VET callout, and key-ideas table; keep the full KA filename list for your notes, not the board.
- Default the live demo to the room-majority cloud (OneDrive or Google Drive); keep the other branch for one-to-one help only. Project a finished Centra sample plan on the board. Students need browser access and a working school login.
- Be ready to help students search OneDrive/Drive and rename folders quickly.
- Hand out the Specialism Plan support worksheet at the start of independent practice. Circulate with a checklist of folder names and the real plan filename; confirm every student has a named Something Real project and no sample text left in sm1_specialism_plan before the bell.
- Plan a short share-back so several project names are heard by the class.

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HOW THE LESSON RUNS

4 min	introduction	Introduction
5 min	content	Your Specialism Journey
13 min	activity	Build the Specialism folders and sample plan
3 min	content	Common issues
25 min	activity	Independent practice
5 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- Model folder setup on the classroom screen on the majority cloud before students begin.
- Keep the four-module table, VET callout, and key-ideas table on screen in Step 2; do not walk the full KA filename list on day one.
- In guided practice, require folders + create/rename + four headings; treat sample body as optional and use the projected board model.
- At the start of independent practice, flag the printed worksheet: "If goals feel hard, take the template first."
- Circulate during independent practice to check folder structures, the real plan filename, and that sample text is not left as bankable evidence.
- Encourage students to name their projects clearly during the reflection share-back.

WHAT TO WATCH FOR

- Students may search for the portfolio folder in the wrong location; direct them to use search or create it at the root.
- Students may treat sm1_specialism_plan_sample as the finished plan; insist on a separate sm1_specialism_plan with their own project.
- Folders or the plan may land outside sm1; remind them to create files while already inside sm1.
- Project names or goals may be too vague; push the three goal formulas and the Centra/GAA table-based models (not mail merge unless desktop Word is available).

DIFFERENTIATION

- Support: Hand out the Specialism Plan support worksheet at the start of independent practice (four headings plus plain-English goal stems).
- Support: Pair students for the initial folder setup if navigation is slow.
- Extension: Add Notes naming two real audiences for Module 1 documents, or draft a fourth stretch goal linked to a later module skill. Mail merge is an optional stretch only where desktop Word is available.