

KA1 Workshop Part 1: Polish Format 1

60 minutes

ICT Specialism 2: The Presentation of ideas

Outcome M2.U2.2

Outcome M1.U1.1

WHAT THIS LESSON DOES

Finish your VET interview presentation by polishing it to meet course craft checks and interview needs. Produce source and publication copies then file Format 1 for KA1 so it is ready for teacher review.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M2.U2.2	Investigate image editing software.
M1.U1.1	Understand and explain key concepts relating to Information and Communication Technology and computers.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Finish Format 1 for the VET interview using course polish checks
- Produce source and publication copies of Format 1
- File Format 1 in the agreed portfolio folder for KA1

BEFORE THE BELL

- Print the three must-fix items and the full seven-point polish list (handout only).
- Prepare a traffic-light roster sheet (green / amber / red) for desk visits.
- Have a five-part shell template ready (problem, offer, costs, proof, ask) for students with no draft.
- Confirm default slide suite and whether Canva/CapCut/audio exports work on the network.
- Confirm each student has a usable Format 1 draft in sm2, or a five-part shell ready. Have the course polish checklist ready on the classroom screen.
- Optional: open one strong student draft (with permission) as a live before/after polish model. Keep Aoife example oral only. Board the three anchors.
- Display the three must-fix items only. Print the full seven-point list as a handout if needed. Plan staged traffic-light rotation; accept merged sign-off in Portfolio Build for students you miss.
- Know the school's default slide suite and whether Canva/CapCut/audio exports are allowed on the network. Be ready to demo one PDF export end-to-end into sm2/, plus a 60-second non-slide side-demo if needed.
- Set up a quick review queue. Confirm students can upload or export to the sm2 folder on the school network, including Canva/CapCut/audio routes if used (slide tabs + text mini-paths on the student page).
- No written reflection sheet required. Timer ready for think / pair / two shares.
- Tick off Format 1 review status on your KA tracker.

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HOW THE LESSON RUNS

6 min	introduction	Introduction
5 min	content	Key concepts
14 min	activity	Polish Format 1
4 min	content	Quick export demo and common issues
20 min	activity	Portfolio Build
5 min	content	Reflection
6 min	summary	Lesson summary

TEACHING MOVES

- Run the open-and-show gate before leaving the introduction.
- Stage polish reviews: first pass purpose/structure for everyone; second pass green/amber export-readiness; merge unsigned students into Portfolio Build desk visits.
- Cap each polish desk visit when you can: one strength + one must-fix; traffic-light the roster.
- Demo one clean export into sm2/ on the school default suite; flash Canva/CapCut/audio mini-path titles and side-demo if the class uses those tools.
- Keep reflection oral: 60s think → 90s pair on question 1 → two shares.
- Frame sequencing as this course's plan (Format 1 today, Format 2 next), not as a claimed external two-format rule.

WHAT TO WATCH FOR

- Students cannot locate their latest Format 1 draft. Solution: sort sm2 by date modified; restore from version history; or issue the five-part shell.
- Students struggle with exporting the publication copy. Solution: re-demo the school default path; point non-slide students to the Canva/CapCut/audio mini-paths.
- Students focus on decoration rather than clarification. Solution: polish means cut and clarify; amber them to purpose/structure only.
- Inconsistent filenames. Solution: stem must be sm2_ka1_format1.pptx; use sm2_ka1_format1_source.txt for link-based tools; PNG only if pre-agreed single visual.

DIFFERENTIATION

- Support: visible three-item Support checklist on the student page; teacher applies wider criteria at the desk.
- No draft: five-part shell + Support checklist only so they still bank source + publication today.
- Extension: three bullet speaker notes or 20-second opening voice memo as sm2_ka1_format1_opening_notes.
- Support: pair share during reflection rather than whole-class first.