

VET Handover: Final Rehearsal and Interview Prep

60 minutes

ICT Specialism 2: The Presentation of ideas

Outcome M2.U2.3

Outcome M1.U1.1

WHAT THIS LESSON DOES

In this lesson you run a full dress rehearsal of your presentation, confirm printed or electronic copies and hardware readiness for interview day, and complete the module reflection and VET readiness check.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M2.U2.3	Demonstrate an ability to edit, enhance and present a variety of information graphically.
M1.U1.1	Understand and explain key concepts relating to Information and Communication Technology and computers.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Deliver format 1 in a full VET dress rehearsal
- Confirm printed or PDF copy, electronic copy, and interview-day hardware readiness
- Complete Module 2 closing reflection and VET readiness check

BEFORE THE BELL

- Arrange seating for paired rehearsals and standing presentations.
- Pre-pair students and pre-open the display or interview-style machine before the bell.
- Drop a blank four-heading sm2_vet_readiness_check template into each student's sm2 folder.
- Pre-list 4-6 students for spot-checks.
- Check students have sm2_ka1_format1.pptx ready; pre-pair class; prepare classroom display or interview-style machine for spot checks; optional four-heading readiness template already in each sm2 folder
- Project headings only first; one neutral length model ready; hide full sample content before portfolio writing; blank four-heading template in sm2 if possible
- Know the school's OneDrive/Drive path via bookmark or launcher and how full-screen works on the display machine; plan 2-minute export gate at start of rehearsal
- Pre-pair list ready; 4-6 spot-check names; classroom display free and pre-opened; demo one clean Slideshow/Present and one MP4 start
- Pre-place four-heading template in each sm2 folder; students need cloud access to sm2 and format 1; class confirmed/needs-fix list for circulation
- Skip if readiness pages unfinished; otherwise one quick share-back
- Finish confirmed / needs-fix list from step 5 circulation before students leave

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HOW THE LESSON RUNS

5 min	introduction	Introduction
4 min	content	Key concepts
4 min	content	Common issues
20 min	activity	VET dress rehearsal
18 min	activity	Portfolio build: VET readiness check
4 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- Demo one clean Slideshow / Present start and one MP4 play → volume → reset before pairs stand.
- Circulate during the dress rehearsal with common-issue fixes ready.
- Project readiness headings only; hide sample facts before writing.
- During portfolio build, mark the exit checklist: file in sm2, publication copy, honest hardware note, concrete last fixes.
- Keep the tone calm and practical for the handover.
- Open cloud storage via school bookmark or launcher, do not send students to public login URLs on the lesson page.

WHAT TO WATCH FOR

- Using editable files that may not open: direct students to the publication copy.
- Not preparing a backup plan: ensure they can say one sentence in reflection or during circulation.
- Skipping hardware confirmation: prompt a quick start test where possible.
- Pasting sample readiness text: insist on Something Real project facts only.
- Pressing F5 on a Chromebook: refreshes the browser, use Slideshow / Present buttons.

DIFFERENTIATION

- Support: Provide the four-heading template; bullets under each heading by default; plain bold headings.
- Extension (optional/home): Phone recording of the opening 20-30 seconds and one timing fix only.
- Support: Allow partner feedback notes to seed the dress rehearsal section.