

KA1 Workshop Part 3: Evidence Check and Unit 1 Recap

60 minutes

ICT2: Introduction to other software packages and applications

Outcome M2.U1.2

WHAT THIS LESSON DOES

Check your spreadsheet against the official KA1 checklist. Write one sentence explaining what it does for your project. Prepare evidence files ready for teacher verification and submission. Reflect on your learning from the spreadsheet unit.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M2.U1.2	Create a spreadsheet and enter numeric and character data, apply formulas while understanding their purpose to generate results, format cells and generate a chart and print it.

WHAT STUDENTS SHOULD BE ABLE TO DO

- Complete the SEC KA1 evidence checklist against the polished spreadsheet
- Describe in one sentence what the spreadsheet does for the project
- Prepare KA1 evidence for registered teacher verification and SEC submission
- Reflect on spreadsheet learning and project value

BEFORE THE BELL

- Nothing to place or share for the sample: at the start of the step-by-step task each student builds 05_ka1_sample_aoife from what the step prints (Aoife's six costs pasted at A3, her title in A1, her sentence in A2 and one SUM total in C10). Build it with them on the projector; it takes about three minutes.
- Print or project the six-item KA1 evidence checklist.
- Spot-check who only has 05_project_budget so rename happens before Portfolio Build.
- Be ready to project one full PDF export on the sample (Excel Online Print path or Google Sheets Download path) so item 6 is not first seen in independent work.
- Nothing to share for the sample: students build 05_ka1_sample_aoife from the step-by-step task. Spot-check who needs to rename 05_project_budget. Have the SEC KA1 sentence ready to read once.
- Board or project the six checklist ticks and the sentence frame.
- Nothing to share: build 05_ka1_sample_aoife on the projector alongside the class, from the table printed on the step. Students need spreadsheet access (Excel Online or Google Sheets). Plan one live PDF export demo.
- Be ready to verify KA1 evidence folders as students finish. Note who still needs a PDF named 05_ka1_best_spreadsheet, a clearer A2 sentence, or a rename. Keep 01_unit1_reflection as second priority.
- Record KA1 readiness notes for SEC verification admin.

KA1 Workshop Part 3: Evidence Check and Unit 1 Recap

HOW THE LESSON RUNS

4 min	introduction	Introduction
5 min	content	Key concepts
18 min	activity	Step-by-step task
4 min	content	Common issues
19 min	activity	Portfolio Build
5 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- Read the SEC KA1 sentence aloud once, then get hands on the sample quickly.
- In step-by-step stay together through items 1-6 on the sample, including one live PDF export, before anyone opens their own file.
- Call time every 5 minutes in Portfolio Build: (1) rename and open own file, (2) formulas and live test, (3) A1/A2 and layout, (4) PDF named 05_ka1_best_spreadsheet and in folder, (5) start 01_unit1_reflection if ready.
- KA1 verification and SEC submission must be done by a registered LCA teacher this period or at the next catch-up slot with the files present, do not treat bankable evidence as optional homework.
- Recovery for absentees from Parts 1-2: open 05_project_budget, add at least one live formula that answers a real project question, rename to 05_ka1_best_spreadsheet, then join the checklist.

WHAT TO WATCH FOR

- Formulas appear as static numbers. Solution: click the cell and check the formula bar for a leading equals sign.
- Leading apostrophe before =. Solution: delete the apostrophe.
- Vague one-sentence descriptions. Solution: use the frame on the board.
- PDF left in Downloads under a random name. Solution: rename to 05_ka1_best_spreadsheet (PDF copy) and move into 05_budget.

DIFFERENTIATION

- Support: sentence frame and paired checklist review.
- Extension: second mini-block on the same sheet (funding, hours, or stock) with one new formula.