

KA1 Workshop Part 1: Gap Check Before You Build

60 minutes

ICT2: Introduction to other software packages and applications

Outcome M2.U1.2

WHAT THIS LESSON DOES

You audit your project budget spreadsheet against ICT2 KA1 criteria to spot gaps in formula use and relevance. Then you complete a KA1 Gap Check to plan concrete improvements that make formulas do real work for your task.

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

- Map the current project budget against ICT2 KA1 SEC criteria
- Identify gaps in formula use, task relevance and presentation
- Plan concrete improvements that make formulas do real work
- Complete the KA1 Gap Check (05_ka1_gap_check)

BEFORE THE BELL

- Prepare starter 05_ka1_gap_check files (Word Online and Google Docs) with the 3-column table, eight class checklist rows, and blank Action list already filled. Place them in each student's 05_budget folder or a shared class folder students can copy from.
- Print the KA1 Gap Check worksheet (paper twin of the starter) for students who prefer paper or struggle with dual tabs.
- Confirm students can reach their 05_budget folder in OneDrive or Google Drive.
- Ship starter 05_ka1_gap_check (eight criteria pre-filled, Action list blank) into 05_budget or a shared class folder for both Word Online and Google Docs. Students need 05_project_budget if they have one. Print the KA1 Gap Check worksheet. Have the SEC ICT2 KA1 wording to hand.
- No prep needed beyond knowing the SEC KA1 wording and Jamie worked-example story. Be ready to project Jamie's table only.
- Starter 05_ka1_gap_check must be available (shared or already in 05_budget) for Word Online and Google Docs. Students need browser access and 05_project_budget if they have one. Project the eight criteria list and one model evidence line. Printed worksheets ready.
- Students finish 05_ka1_gap_check in the 05_budget folder. Be ready to help anyone who still lacks 05_project_budget or never opened the starter gap check.

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HOW THE LESSON RUNS

5 min	introduction	Introduction
5 min	content	Key concepts
22 min	activity	Step-by-step task
3 min	content	Common issues
15 min	activity	Independent practice
5 min	content	Reflection
5 min	summary	Lesson summary

TEACHING MOVES

- Warm-up on the projector: open a budget if available, click one total, show the formula bar, hands-up baseline (several / one / none). Normalise missing/empty sheets.
- Project Jamie's completed checklist only; talk the three rules of thumb aloud. Label SEC quote vs class checklist once.
- Model open starter, dual-tab/split-screen, and one full Jamie-style evidence cell; leave that cell visible during the paced audit.
- When releasing the audit, point at Common Issues; freeze briefly after open-budget on missing-file and typed-total rows.
- Pace criteria in order 1-8. At about T+20, spot-check that every student has a named file with eight rows before IP.
- Circulate during independent practice to spot thin evidence lines and students padding Met marks.
- Focus discussion on formulas that perform real calculations rather than appearance.

WHAT TO WATCH FOR

- Students mark Met when evidence is only Partial, instruct honest self-assessment; normalise mostly-Gap results today.
- Replacing formulas with plain numbers, have them check the formula bar and correct the gap note.
- Mislocating the project budget or starter file, direct to 05_budget and keep them on the gap-check path without fake data.

DIFFERENTIATION

- Support: Offer the printed worksheet beside the spreadsheet and Jamie's model table on screen.
- Support: Allow students to mark on paper first, then type up in independent practice.
- Extension: Early finishers name one extra function and the project question it would answer, naming only, no build required.