

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	Edit, format, proof and publish the information in a suitable medium.
M1.U1.1	Demonstrate proficiency in creating and managing a filing framework (opening, saving, folders within folders, etc.).

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, which students read only if they finish early.
- Prepare a traffic-light roster sheet (green / amber / red) for desk visits.
- Confirm the default slide suite, and check whether Canva, CapCut and 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

- Have every student open their draft on screen before you leave the introduction, so you know who is starting from nothing.
- Stage the polish reviews: a first pass on purpose and structure for everyone, a second pass on export-readiness for the green and amber students, and one merged desk visit in Portfolio Build for anyone still unsigned.
- Keep each polish desk visit short by giving one strength and then one must-fix, and mark the student green, amber or red on your roster as you move on.
- Demo one clean export into sm2/ on the school default suite, and show the Canva, CapCut or audio mini-path titles on screen, with a short side-demo if the class uses those tools.
- Keep the reflection oral: 60 seconds of silent thinking, 90 seconds in pairs on the first question, then two shares.
- When you explain the sequence, say that this course finishes Format 1 today and Format 2 next lesson, so students understand it as the plan for these two lessons rather than a rule imposed from outside.

WHAT TO WATCH FOR

- Students cannot locate their latest Format 1 draft. Solution: sort sm2 by date modified; restore from version history; or set them up with the five-part outline.
- 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; mark them amber and hold them to purpose and structure only.
- Inconsistent filenames. Solution: the stem must be sm2_ka1_format1; use sm2_ka1_format1_source.txt for link-based tools; PNG only if pre-agreed single visual.

DIFFERENTIATION

- Support: the three-item Support checklist is on the student page; you apply the wider criteria at the desk.
- No draft: the five-part outline and the Support checklist only, so they still bank a source and a publication copy today.
- Extension: three bullet speaker notes or a 20-second opening voice memo saved as sm2_ka1_format1_opening_notes.
- Support: pair share during reflection rather than whole-class first.