

KA1 Workshop: Investigate and Present

60 minutes

ICT Specialism 4: The internet and digital literacy

Outcome M2.U2.1

Outcome M1.U1.1

WHAT THIS LESSON DOES

In this lesson you assemble your Module 4 investigation findings into a clear digital pack for a named audience. You reference every claim, save the editable file and a PDF archive in sm4/, and bank Specialism Module 4 Key Assignment 1.

CURRICULUM OUTCOMES

Outcome	What the specification asks for
M2.U2.1	Represent information on a topic that is relevant to them in an appropriate digital format and justify the selection.
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

- Present investigation findings in an appropriate digital format with proper referencing
- Choose a teacher-approved format suited to a real audience
- Prepare and save SM4 Key Assignment 1 evidence the teacher can bank (editable file + PDF archive in sm4/)

BEFORE THE BELL

- Have SEC SM4 KA1 wording on the board or screen
- Open one worked example pack (document + PDF in sm4/)
- Have SM4 KA1 wording and one worked example pack ready to show. Confirm students can open sm4/.
- Show the worked example pack on screen.
- Demo structure-only scaffold live inside sm4/ (~8-10 min).
- Pin Common Issues on screen for the rest of the class.
- Approve formats in first 2 minutes; tick SM4 KA1 as packs meet criteria; check both files in sm4/.
- Run 60-second exit ticket: both files visible in sm4/.

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HOW THE LESSON RUNS

5 min	introduction	Introduction
5 min	content	Key concepts
10 min	activity	Assemble the KA1 scaffold
3 min	content	Common issues
25 min	activity	Portfolio Build: teacher-approved KA1 pack
5 min	content	Reflection
7 min	summary	Lesson summary

TEACHING MOVES

- Teacher-led throughout: demo the scaffold, approve formats in the first two minutes of Portfolio Build, circulate, tick KA1
- Bankable primary path is document + PDF; visual/audio formats are optional extras after the document pack is bankable
- Emphasise that visual formats still require a visible source list or end card
- Leave the Common Issues table from step 4 on screen while students work, so they can fix problems without queueing
- Exit ticket: both files visible in sm4/ before pack-up

WHAT TO WATCH FOR

- Students write full findings during the scaffold step, stop them; structure only until Portfolio Build
- Files saved outside sm4/, redirect immediately
- Bare URL references, insist on organisation, title, date, URL, date accessed
- Non-document transfer before the document pack is bankable, reverse the order

DIFFERENTIATION

- Support: pre-made heading template; allow three strong sources if five is not realistic today
- Support: allow the worked example shape on screen throughout
- Extension: one-line AI disclosure; optional Canva/CapCut/audio after the document pack banks