

VETech toolkit

WORKSHEET

Tool name: Artificial intelligence / AI

Specific tool: ChatGPT

Level: Beginner

Target group: VET trainers

Description of the tasks No. 1-5.

1. **Enable incognito/private mode in your browser and register a free account on the ChatGPT platform (<https://chat.openai.com/>) or log in to your account.**
2. **Create a lesson plan with ChatGPT.**

Use ChatGPT to generate a **detailed lesson plan** for a 60-minute session on a vocational topic of your choice (e.g., renewable energy systems, hospitality service basics, or digital marketing essentials). The lesson plan should include:

- Learning objectives
- Key content points
- Suggested teaching methods
- Digital tools used (e.g., Kahoot, Canva)
- Assessment strategy
- Ask ChatGPT to output the plan in a Word document and save it.

3. **Generate digital learning resources**

Use ChatGPT to generate three types of **student-facing materials** - that is, materials designed to be used **directly by your students during the lesson**. These can include:

- A short, beginner-friendly **introductory article** for the topic chosen in Task 1
- A **quiz** (multiple choice, short answer, or matching) to check students' understanding
- A **case study or role-play scenario** for group discussion or practical application

You can prompt ChatGPT to adjust the difficulty level based on your students' age or experience. Export the materials into a Word or PDF file and save them for future use.

4. Simulate a classroom dialogue

Use ChatGPT to simulate a dialogue between a VET trainer and two students who are struggling to understand a concept from your selected topic. The dialogue should demonstrate:

- Encouraging feedback techniques
- Clear concept explanation
- Use of analogies or examples
- Ask ChatGPT to format the output as a script that could be used in a teacher training seminar.

5. Summarize a pedagogical article

Upload a scholarly article or report (min. 10 pages) on vocational education, digital pedagogy, or training innovation (e.g., in PDF or Word format).

Ask ChatGPT to generate:

- A 2–3 page summary highlighting the most relevant insights for VET trainers
- A bullet-point list of key takeaways
- Save the output as a PDF to include in your digital teaching portfolio.