

VETech toolkit

WORKSHEET

Tool name: Digital content creation
Specific tool: Visual content creation with Canva
Level: Beginner

Target group: VET Trainers

Tasks:

1. Create a Canva account or log into your existing account.
2. Set up your Canva workspace and visual style

Conditions:

- Create a new folder named: “**VET Training – Digital Content Creation**” (or your course name);
- Upload at least **one** visual asset related to your training (e.g., school logo, workshop photo, tool/equipment image, icons).
- Create a **one-page “Style Guide”** (A4 or Presentation slide) that includes:
 - **2 fonts** you will use consistently (write the font names and show a sample heading + body text)
 - **3 colours** you will use consistently (show 3 colours swatches using shapes and write the colors’ names or HEX codes if possible)
 - *(Optional but recommended):* 1 short rule like: “Font A for headings, Font B for body text.”

Outputs

- A link to the folder (shared as “**Anyone with the link can view**”, if available in your Canva settings), **or** prepare it for sharing.
- A screenshot showing the folder and uploaded asset(s).
- A link to your **Style Guide** design (or export it as **PDF** and attach/share).

3. Create one learning visual in Canva (for your VET lesson)

Conditions:

- **Create ONE learning visual** that you can use directly in a VET lesson (e.g., safety poster, process steps infographic, equipment checklist, “do/don’t” guide, mini cheat-sheet, classroom rules, or a procedure flowchart).
- **Choose ONE format:** Poster (A4) or Presentation slide (16:9) or Infographic. Use either a Canva template (recommended), or a blank design (your own layout).
- Your visual must include:
 - **A clear title** and **3–6 key points** (steps, rules, tips, or checks)
 - **At least 2 icons/images** (Canva elements or your own upload)
 - **Consistent style:** use **2 fonts** and **3 colors** from your Style Guide (Task 2)
 - **Grouping:** group at least **one set of elements** (e.g., icon + text, or a step card)
 - **One visual emphasis technique:** highlight one key item using **contrast, frame, badge, or shape**
 - *(Optional if relevant)* Add a **QR code or short link** to a resource (video, worksheet, LMS page)

Outputs

- Export the final visual as **PDF** and **PNG**
- Share a **view-only link** to the design (“Anyone with the link can view” if available)