

VETech toolkit

VETech – Digital skills for tomorrow's SMEs | 2024-2-HU01-KA210-VET-000295830

WORKSHEET

Tool name: Digital content creation

Specific tool: Visual content creation with Canva

Level: Beginner

Target group: VET Students

Tasks:

Task 1 – Create a Professional Visual Presentation

Objective: Strengthen your ability to transform vocational knowledge into clear and professional visual content.

Instructions: Choose a topic related to your field of study (e.g., a technical process, a service procedure, a product description, or a workplace safety rule). Create a 5-slide visual presentation using Canva.

Your presentation must include:

- A clear title and structured content
- At least 3 visual elements (icons, images, graphics, or charts)
- Consistent layout and font selection
- At least one slide using multimedia elements (animated elements or short video)

Expected learning outcome:

You will improve your digital communication, visual structuring, and professional presentation skills.

Task 2 – Design a digital portfolio element

Objective: Develop employability skills through personal branding and professional digital documentation.

Instructions: create a one-page digital portfolio document that presents:

- Your vocational specialization
- Key practical skills you have developed
- An extract of a finished project or hands-on task.
- A short professional profile (max. 100 words)



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- The design must be visually structured and suitable for sharing online or attaching to a job application.

Expected Learning Outcome:

You will enhance your ability to present your competencies professionally and strengthen your career readiness.

Task 3 – Vocational collaborative Canva project**Objective:**

Develop vocational communication, teamwork, and digital collaboration skills using Canva.

Instructions:

Work in groups of 3–4 students. Select a topic directly related to your vocational field (e.g., explaining a technical procedure, presenting workplace safety guidelines, promoting a service, describing a customer interaction process, or documenting an internship task).

Using Canva's design and collaboration features, create a 5–7 slide presentation that includes:

- Clear explanation of the vocational topic;
- Visual support (icons, diagrams, images, charts);
- Consistent layout and professional formatting;
- At least one animated or interactive design element;
- Evidence of collaboration (shared editing and peer feedback using comments).

Each student must actively contribute to both content and design.

Export the final version in PDF format and submit it through the learning platform.

Learning Outcome:

Students strengthen vocational communication skills, digital competence, teamwork abilities, and professional presentation skills relevant to workplace environments.

