INclusive TrAIners

USER GUIDE

FOR THE OPEN EDUCATIONAL RESOURCES (OERS)
2025-1-ES01-KA220-VET-E39D61E7





TABLE OF CONTENTS

01 Introduction

02 About INclusive trAIners

03 The OERs at a glance

04 How to access and use the materials

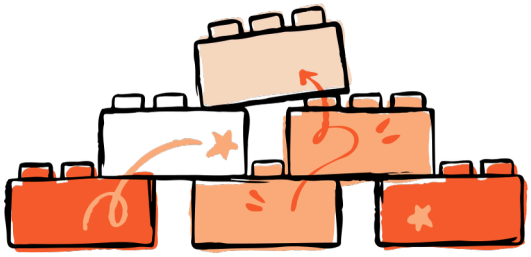
05 Tips and support

Co-funded by the European Union

The INclusive trAIners project is co-funded by the European Union. The views and opinions expressed in this document commit only to the author(s) and do not necessarily reflect those of the European Union or the Spanish Service for the Internationalization of Education (SEPIE). Neither the European Union nor the SEPIE National Agency can be held responsible for them.

CC BY NC SA

INTRODUCTION



This User Guide is designed to provide clear and practical guidance for the use of the INclusive trAIners Open Educational Resources (OERs). These resources have been developed to support CVET trainers in implementing the use of AI in the classroom, following ethical and inclusion standards.

THE AIM OF THIS GUIDE...

is to help you understand how to make the most of the INclusi trAIners modules, whether you are using them in formal or non-formal education settings, independently or as part of a training programme

In the following sections, you will find an overview of the project and the course content, a step-by-step explanation on how to use the OERs, and useful tips to support your implementation of the materials.

FOR CVET trainers:

Designed with your needs in mind, this guide focuses on practical application, helping you adapt the resources to fit your learners' needs and teaching context.



ABOUT INCLUSIVE TRAINERS

INclusive trAIners is a European initiative co-financed by the European Union under the Erasmus+ programme. The aim is to empower Continuing Vocational Education and Training (CVET) trainers to use Artificial Intelligence responsibly, ethically, and effectively.

By promoting AI literacy and human-centred practices, the project seeks to ensure that the digital transformation of education supports inclusion, transparency, fairness, and equal opportunities for all learners.



The Open Educational Resources (OERs) developed by the project are designed to be flexible and easy to apply, even in low-tech environments.

They include both digital and unplugged activities that trainers can use in different settings.

Who is this course for?

- CVET trainers and teachers who want to integrate AI into their teaching practice
- CVET trainers seeking to develop their AI literacy and digital competences.
- Education and training professionals who wish to promote the responsible, transparent, and human-centred use of AI in teaching and learning

THE OERS AT A GLANCE

The course

INclusive trAIners is an open-access training programme designed to help CVET trainers incorporate AI into their teaching practice while maintaining human oversight, protecting learners' rights, and fostering trustworthy educational environments. The training supports both self-learning and instructor- led approaches, offering clear, structured content and adaptable resources that can be used across a wide range of adult education settings.

While each module can be used independently, they are best followed in order as part of a progressive learning path. The modules explore the key concepts, principles, and practical applications of Artificial Intelligence in Continuing Vocational Education and Training (CVET). They examine how AI can be used responsibly, ethically, and effectively to enhance teaching and learning, while addressing important topics such as AI literacy, transparency, fairness, inclusion, data privacy, digital security, and human-centred AI.



The course is divided into the following seven modules:



00

Introduction

Ethical Foundations of AI in CVET
They explore the opportunities and challenges of AI in education, focusing on ethical and inclusive practices, transparency, fairness, data privacy, and the practical integration of AI to support teaching and learning.

01

Ethical Foundations of AI in CVET

They explore the opportunities and challenges of AI in education, focusing on ethical and inclusive practices, transparency, fairness, data privacy, and the practical integration of AI to support teaching and learning.

02

Responsible integration of AI in training and guidance

Examines how AI tools can support teaching, learning, assessment, feedback, and personalised learning experiences, while encouraging educators to critically evaluate their benefits, limitations, and responsible use

03

Critical thinking and ethical decision-making in CVET

Focuses on AI literacy, the critical evaluation of AI-generated content, data privacy and digital security, ethical learning design, and practical strategies for integrating AI into teaching

04

Ensuring fairness in the use of AI

Examines how AI systems make decisions, the importance of explainability and human oversight, the identification and mitigation of algorithmic bias, and the role of ethical governance.

05

Promote transparency, fairness, and human-centered AI practices.

Examines the selection of accessible AI tools, the protection of data privacy and digital security, the design of ethical AI-supported learning activities

06

Ethical use of AI in the classroom

Examines how educators can select and use AI tools responsibly, ensure accessibility and inclusion, protect learners' data and digital security,

What is included in each module

In each module,you will find:

- Learning objectives. These define the competencies, knowledge, and skills you will develop upon completion of the module.
- Learning units. The content is organized into different thematic units that allow concepts to be addressed in a progressive and structured way.
- Theoretical and practical content. Each unit combines conceptual explanations, teaching resources, and examples applied to the context of Vocational Training for Employment.
- Learning scenarios and challenge-based learning. Simulated situations are presented that allow for the analysis of ethical, pedagogical, and organizational challenges related to the use of AI.
- Reflection and self-assessment activities. You have the opportunity to put the acquired knowledge into practice, develop critical thinking, and evaluate your own learning.
- Supplementary resources. Each module includes additional materials to delve deeper into the topics covered and promote independent learning.
- Closing podcast. At the end of each module, you'll have access to a summary podcast that covers the key concepts, main conclusions, and most relevant ideas explored during the module, facilitating learning consolidation and final reflection.

Modules are designed to be flexible and customisable. We encourage you to adapt the content to your learners' needs, levels, and learning environments.

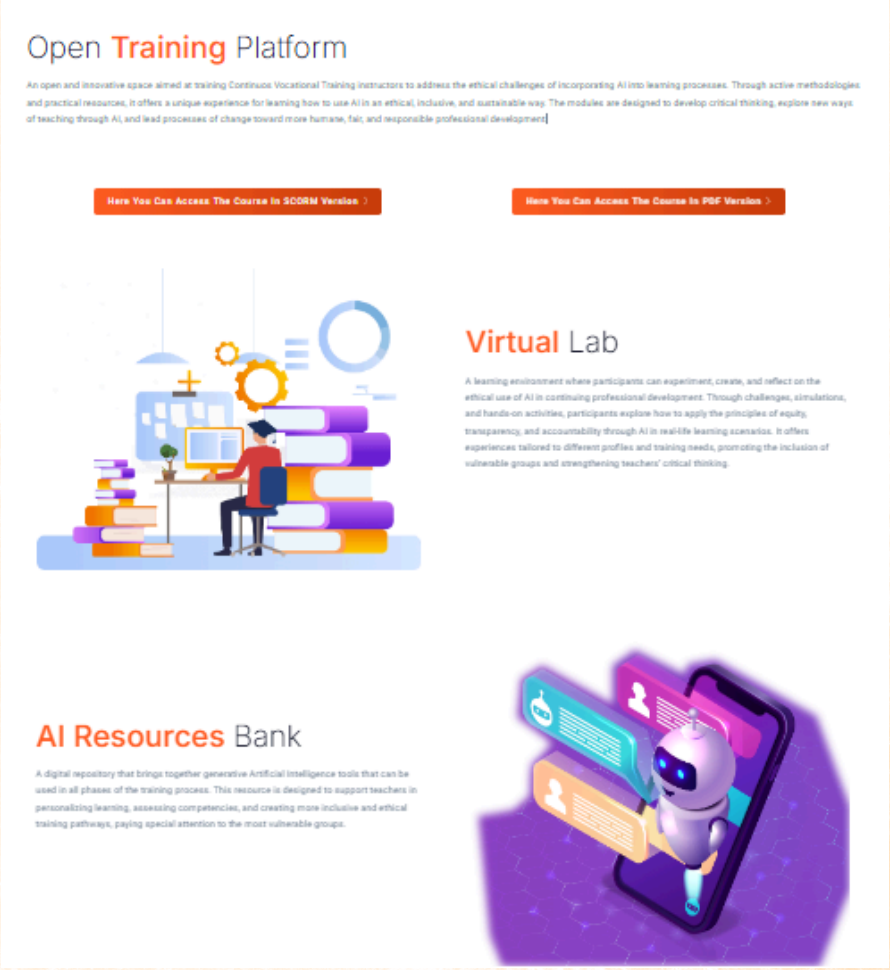


PLATFORM GUIDE

The INclusive trAIners platform hosts six structured learning modules plus an introductory module designed to help you introduce AI ethically in your classroom. The platform is free, open-access, and easy to use. No registration or account creation is required.

Steps to follow

1. Visit the project's website: https://inclusivetrainers.eu/, and click on the "Results" tab.
2. There, you will find a page presenting the three major results of our project: the **Open Training Platform** the **Virtual Lab**, and the **AI Resources Bank**



Under the “Open Training Platform”, you’ll see that there are two ways of accessing the learning content developed.

On the right, you can download the Modules in a PowerPoint format and use them in the way that suits your learning or professional needs best or print them to have a completely offline learning experience.

On the left, next to this option, you can find the access to the digital version of the course, that is, the INclusive trAIners Training Course. If you click on this option, you’ll be immediately directed to the platform’s main page in the same language you have navigating so far.

3. Once you access the platform, the navigation is very simple.



If you scroll down or click on “Check out the course modules”, you
will find the 7 modules that are part of the training course with a short description. This is the Training Course Overview page.

4. Now you can select the module you want to take, by clicking on the corresponding button “Start Module”.



As mentioned in the previous section, you can follow the modules in a sequential way to build up knowledge progressively, or you can start with the theme that interests you the most, depending on your learning goals, experience level or the specific needs of your learners.



5. By clicking on the "Start Module 1" button, another page will be opened (without closing the previous one). This means that each module has its own page, and to open them, you’ll have to select them one by one.

This will happen in order to maintain the presentation of the content clearer and more organised, by separating the content in a more structured and light way.

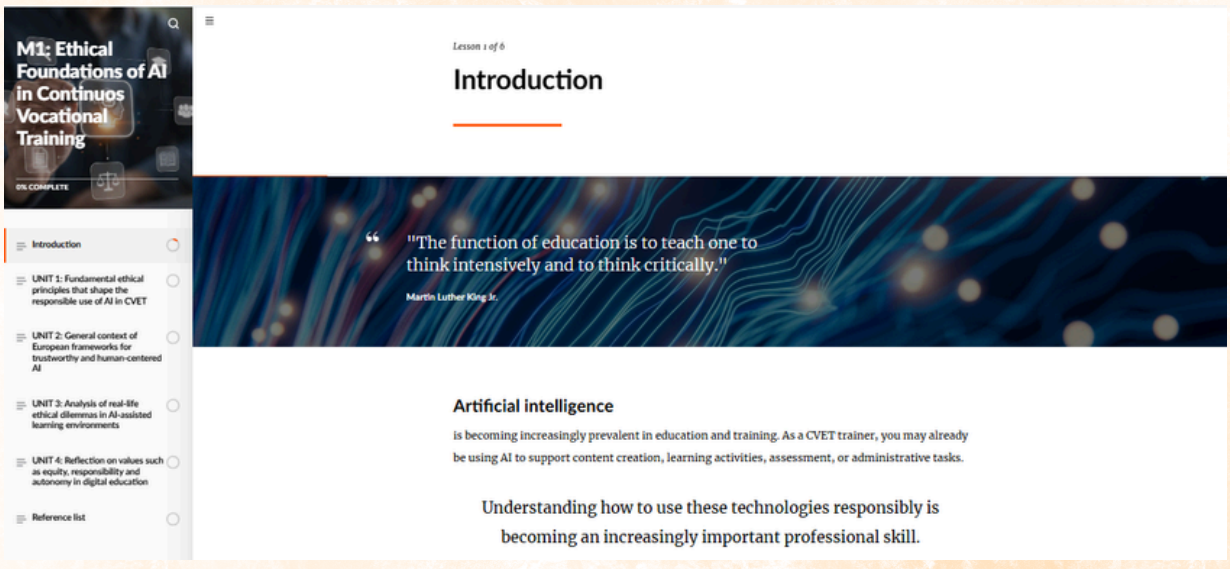
The platform is designed for simplicity and focus, allowing users to engage with one module at a time without distractions. After finishing a module you simply close it and return to the course overview.

Progression through the course is self-directed. There are no forward arrows between modules, so users must return to the main page to choose what to learn next based on their interests or needs.

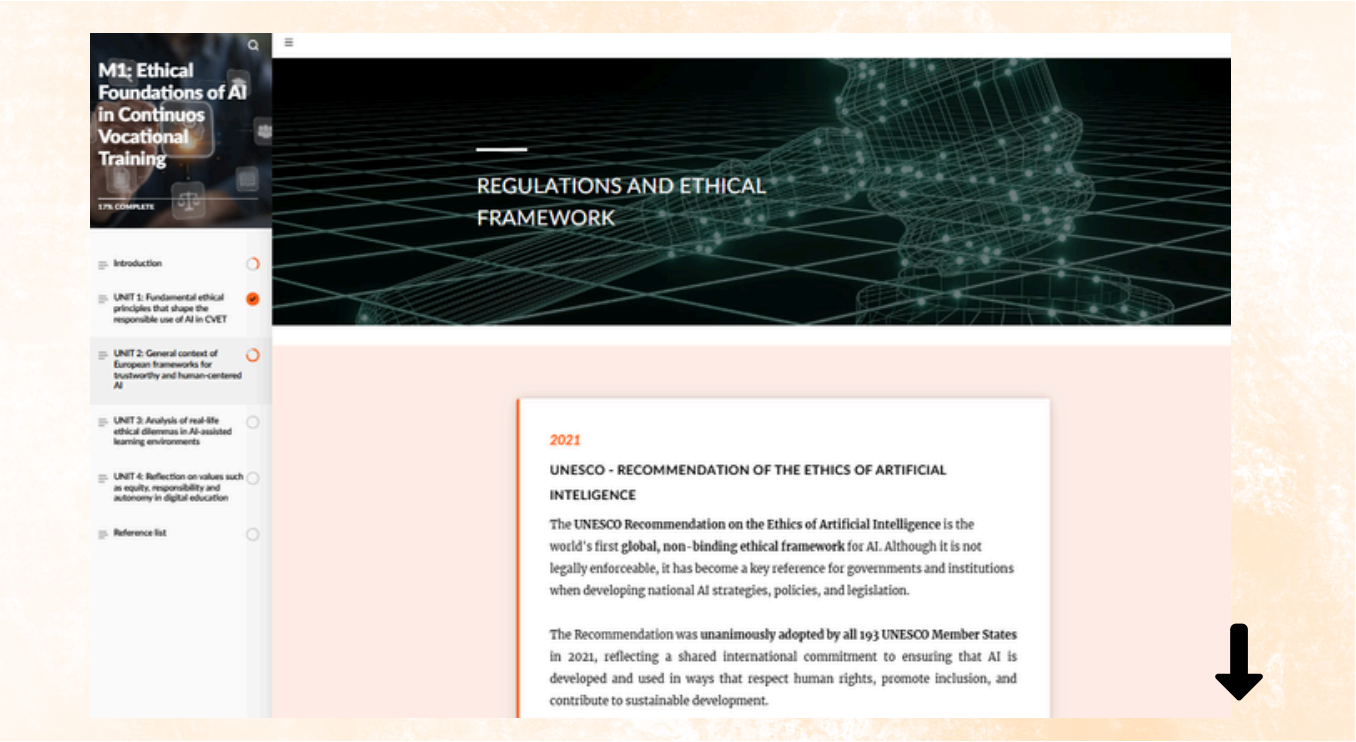
6. Once you've clicked on the Module you want to explore and the corresponding page has opened, you will see the option to click on "Start the Course", which will take you straight to the first topic of the module - or you can click on the subject in the table of contents that you want to start with.



7. Once you enter the module, a small menu appears on the left side, where you can find a progress bar to monitor your place in the module and a list of all the topics available in it.



8. Now all you have to do is scroll down to follow the content of each lesson.



Note: a unit corresponds to a lesson/topic inside each Module. Each module is composed of a variable number of units.

9. Once you finish the module, you can jump to the next by closing the page you are in (e.g. Module 1) and see the Training Course overview page, where you can choose the next module to explore.



TIPS AND SUPPORT



Now that you're familiar with how to use the INclusive trAiners platform, here are some practical tips to help you get the most out of your learning experience:

- You can complete the modules in order or start with the topic that fits your current needs. There's no one "right" way to follow the course.
- Keep a notebook or digital document to summarise key ideas, tools, or activities you find useful for your own training sessions.
- Make use of the case studies and additional resources offered in each module. They're designed to give you practical ideas you can easily adapt.
- If something feels unclear, feel free to revisit earlier modules at any time. The platform allows for flexible learning and ongoing reflection.
- Look out for the interactive and gamified exercises in each module. They're not just engaging for learners, but can also help you think of new ways to present content.

And remember: this course is a starting point. Explore it at your own pace, experiment with the tools, and adapt what you learn to best support your own educational context.



Get in touch

Facebook

INclusive trAiners

Instagram

inclusivetrainersproject

Website:
https://inclusivetrainers.eu/

araba álava
foru aldundia diputación foral

Mediacreativa

fundacja
MAŁOPOLSKA IZBA
SAMORZĄDOWA

SPIN
SPARKLING INTUITION

CNIPA
PUGLIA

Folkuniversitetet

Co-funded by
the European Union

The Inclusive trAIners project is co-funded by the European Union. The views and opinions expressed in this document commit only to the author(s) and do not necessarily reflect those of the European Union or the Spanish Service for the Internationalization of Education (SEPIE). Neither the European Union nor the SEPIE National Agency can be held responsible for them.