***Prompting guide: Creating T Level small team project briefs using ChatGPT***

This guide will help anyone use ChatGPT to develop compliant and high-quality small team project briefs for T Level industry placements. Each prompt includes example wording and suggestions to help you adapt it to your own subject, employer or student group.

Other AI tools are available, however, we found the prompts worked best with ChatGPT.

***Step 1: Define the project idea***

Start by telling ChatGPT what you want the students to do and who the employer is.

Keep it simple:

***Prompt:***

I’d like to create a small team project brief for T Level industry placement. The project is for [insert number] students on the [insert T Level route and occupational specialism] pathway.

The employer is [insert organisation name, sector and contact if known].

The project idea is: [brief summary of the problem, challenge, or improvement task].

I want both an employer brief (in the employer’s voice) and a provider brief (for the tutor), aligned to the qualification specification [insert hyperlink].

***Step 2: Ask for the employer brief***

This should be written in plain, professional language as if the employer were setting the task themselves. Include purpose, tasks, outputs, support and benefits.

***Prompt:***

Please write the employer project brief in the employer’s voice. It should include:

* Project title
* Context and purpose
* Objectives
* Tasks and activities
* Expected outputs
* Skills students will develop
* Format and duration
* Support from the employer

***Step 3: Ask for the provider brief***

This version should be aimed at tutors or curriculum leads, with links to the T Level technical qualification and delivery model.

***Prompt:***

Now please write the provider support brief for the same project. Include:

* Project title
* T Level route and occupational specialism
* Suggested format (e.g. 2-week block, hybrid etc.)
* Overview and learning objectives
* Mapped performance outcomes
* Suggested weekly structure or milestones
* Tutor responsibilities and employer contact
* Assessment/reflection considerations

You can also upload the qualification spec and say:

Use the qualification specification from [insert link or upload] to map the performance outcomes accurately.

***Step 4: Refine or reshape***

Ask ChatGPT to make changes based on feedback or adjust the focus of the project.

***Examples:***

Could you revise this to make the project smaller and more focused?

Can you make this suitable for 3-5 students working as a team?

Please make the language more accessible for a non-specialist employer.

Add a research element and a presentation task.

***Step 5: Apply formatting and style***

Once the content is finalised, ask ChatGPT to apply formatting:

***Prompt:***

Please format both briefs into a clean Word document using Arial font, clear headings, and professional layout. Include both briefs in the same file with a page break between them.

***Optional extras***

* **Promotional text:**

Write a LinkedIn post or short blurb to promote this project opportunity to employers.

* **Template conversion:**

Can you turn this into a fillable PDF / editable Word template?

***Tips for success***

* Be clear about the **T Level route and specialism**
* Specify the **type of employer or organisation**
* Keep project scopes realistic for 2-week blocks and students working at L3
* Align outputs with both student learning and employer value
* Always sense-check for compliance with placement guidance (e.g. supervision, scope, duration)