



60-MINUTE MODULAR CPD

Using RockettAI: from task to useful result

A ready-to-deliver session for schools and MATs

Find the right tool

Create a strong first draft

Review, save and reuse

Choose the route that fits your staff time

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|---|---|---------|
| 1 | Part 1: Find your way around RockettAI | 20 min |
| 2 | Part 2: Practise a real workflow | 25 min |
| 3 | Part 3: Use it safely and agree a next step | 15 min |
| 4 | Two-meeting route | 30 + 30 |
| 5 | Complete CPD session | 60 min |



PART 1 · 20 MINUTES

Find your way around RockettAI

Understand the workspace, choose a useful tool and follow one reliable workflow.

Video · 5 min

Platform tour · 6 min

Workflow · 9 min

Start with the problem - 5 minutes

As you watch, listen for one task you could improve.

Where could a structured RockettAI tool remove avoidable work without removing professional judgement?

Time

Reduce avoidable drafting, formatting and repeated setup.

Consistency

Start with a clear structure that staff can review and adapt.

Confidence

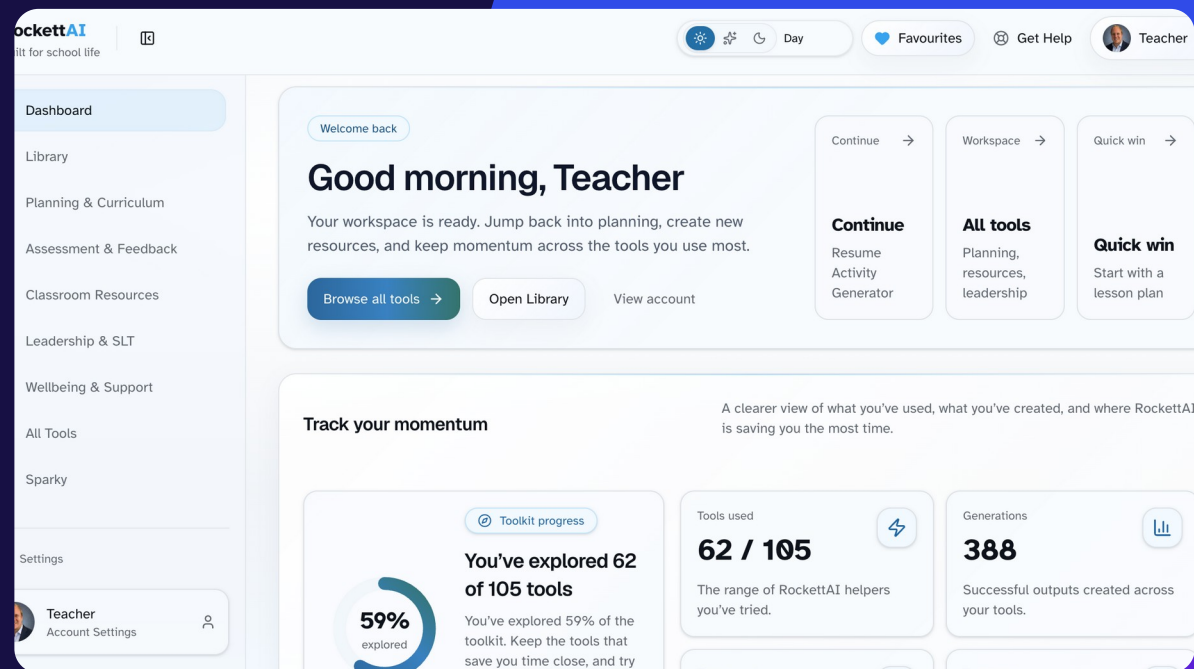
Use purpose-built tools with professional checking built into the habit.



PLATFORM TOUR · 3 MINUTES

Know where to start

Open the dashboard, browse by task and return to useful work in the Library.



Dashboard

All tools

Library

Current interface shown for orientation

Choose the tool by the finished result

Do not begin with the longest tool list. Begin with this question:

What do I need to have at the end of this task?

Plan and prepare

Lessons, sequences, explanations, worksheets and classroom activities.

Assess and adapt

Questions, rubrics, feedback support, simplification and checks for understanding.

Lead and operate

Letters, policies, agendas, action plans, briefings and school communications.

A RockettAI workflow has five simple steps



A fast answer is only useful when the finished work is accurate, appropriate and ready to use.

Useful inputs make useful drafts

Purpose

What are we producing, and for whom?

Context

What non-sensitive information genuinely matters?

Constraints

What must be included, avoided or aligned?

Format

What structure will make it easiest to use?

Checks

What should RockettAI flag rather than invent?

Example: Letter Writer

Create a warm, concise letter for families about a Year 5 science visit.

Context: the visit is next half term. Use only confirmed, non-sensitive details.

Include: purpose, date, cost, equipment, consent deadline and contact route.

Format: a one-page letter with a clear subject line and short bullet list.

Mark missing dates, costs or local policy wording as [CHECK].

A first draft still needs professional review

Accuracy

Facts, calculations, terminology and completeness

Fit

Year group, curriculum, purpose and requested format

Safeguarding

Privacy, bias, accessibility and unintended harm

Voice

Professional tone, local context and clarity

Edit before copying, exporting, saving or sharing.

Keep useful work organised

Three small habits reduce repeated work:

Use RockettAI as a workspace, not a disposable answer box.

Library

Save outputs worth returning to and rename them for easy retrieval.

Favourites

Keep the tools you use most close to hand.

Continue

Resume recent work rather than recreating it from the beginning.

Choose your first RockettAI task - 1 minute

Choose one routine, low-risk task you could improve this week.

1 Task

Name one task that you repeat.

2 Tool

Which RockettAI tool matches the finished result?

3 Input

What non-sensitive context does it need?

4 Check

Who should review or approve the result?

Do not submit yet - just choose a sensible starting point.



PART 2 · 25 MINUTES

Practise a real RockettAI workflow

Turn one low-risk school task into a draft that is easy to check, edit and use.

Choose · 3 min

Create · 15 min

Review · 7 min

Choose a task that matters tomorrow

1

Classroom teacher

Plan a lesson, explain a concept or create a pupil activity.

2

Subject lead

Build retrieval questions, sequence a unit or prepare a book look.

3

School leader

Draft an agenda, action plan, policy or governor briefing.

4

Office team

Draft a letter, newsletter, FAQ or job advert.

5

EYFS and SEND

Create accessible steps, activity ideas or staff-facing support.

Model the process with a checkable brief

Purpose

What should pupils be able to do?

Context

What have they already learned?

Constraints

What must be included, avoided or checked?

Format

What should the pupil and teacher receive?

Checks

What must not be assumed?

Example: retrieval activity

Create a 20-minute retrieval activity for Year 7 science on the particle model.

Context: pupils have studied solids, liquids, gases and changes of state.

Include: eight questions moving from recall to explanation, answers and one extension.

Format: a one-page pupil activity plus a separate answer page.

Do not assume a named curriculum. Mark missing knowledge or terminology as [CHECK].

Paired practice - 12 minutes

Use a routine task with no pupil, family or sensitive staff data.

1 Choose

Select the tool that matches the finished result.

2 Create

Add purpose, context, constraints, format and checks.

3 Review

Find one error, omission or weak assumption.

4 Improve

Edit the input or output and decide whether it is usable.

Be ready to share one improvement and one remaining check.

Test the whole task - 4 minutes

Time

Did it reduce total effort, including checking and editing?

Quality

Is the finished result genuinely ready for its intended use?

Risk

Did the workflow protect privacy and keep judgement with staff?

Reuse

Would saving the output or method make the next task easier?

Keep, improve or stop the workflow based on the whole task.

Share one useful change - 2 minutes

1

The tool you selected

Name the finished result you wanted and why this tool matched it.

2

The change you made

Share one improvement to the input or the generated draft.

3

The check that remains

Name the fact, judgement or local detail a person still needs to verify.

One-minute share

Listen for a transferable idea, not a perfect output.

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PART 3 · 15 MINUTES

Use RockettAI safely and build the habit

Protect information, keep responsibility with people and agree one realistic next step.

Safe input

Responsible output

One next step

Five habits for safer RockettAI use

1 Approved account

Use the school-approved RockettAI account and tool.

2 Minimum data

Include only what the task genuinely needs.

3 Safe Mode helps

It masks supported personal details before AI processing. Keep using professional judgement.

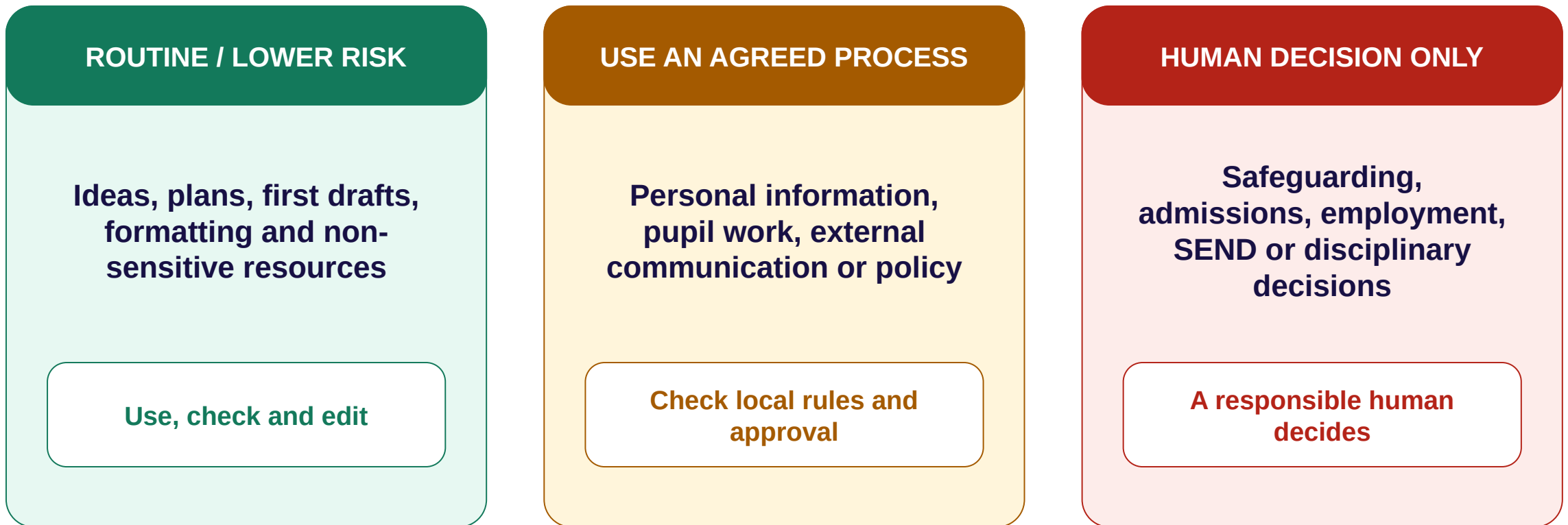
4 Human review

Check and edit every output before use.

5 Local process

Follow safeguarding, assessment and approval rules.

Use more oversight as consequences rise



Safe Mode reduces some privacy risk; it does not make every task appropriate for AI.

Use a before, during and after check

A short routine makes safe, high-quality use easier to repeat.

Before

Choose the right tool.

Remove unnecessary details.

Know the expected standard.

During

Use the minimum context.

Keep [CHECK] markers visible.

Stop if the task becomes sensitive.

After

Verify facts and fit.

Edit the tone and format.

Approve, save or share through local routes.

RockettAI supports professional work; it does not replace professional responsibility.

A sensible first 30 days for a school or MAT

WEEK 1



Agree first tasks

Choose two or three low-risk workflows that staff repeat often.

WEEK 2



Share the basics

Use the five-minute video, quick guide and local expectations.

WEEK 3



Run practical CPD

Let staff create, review and improve one real output.

WEEK 4



Review the evidence

Check time, quality, risk and staff experience; decide what to scale.

Choose one next step - 2½ minutes

Write one small, specific action you can complete this week.

1 Try

The routine task I will start with

2 Use

The RockettAI tool that matches the result

3 Check

The quality or risk check I will apply

4 Share

Who I will ask, tell or share learning with

Take your answer with you - it is your first implementation step.

Three habits to keep

1

Start with the finished result

Choose the RockettAI tool that matches the task you actually need to complete.

2

Review before use

Check facts, fit, tone, privacy and professional judgement.

3

Save what works

Keep useful outputs and improve the method the next time you repeat the task.

**Ready to
try?**

Open the staff
take-away guide
and begin with
one low-risk task.

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