

EVERYDAY AI FOR WORK AND LIFE

A practical workshop for beginners on how to use Artificial Intelligence tools confidently and safely in New Zealand.



FAQs - Frequently Asked Questions

Who is New Settlers Family and Community Trust?

New Settlers Family and Community Trust (NFACT) is a registered community organisation that provides wraparound wellbeing and settlement support to refugees and people from refugee-like backgrounds. We offer a range of programmes and services such as counselling, activities for seniors, settlement support, AI training, education support, Repair Cafes and sewing classes.

<https://www.nfact.co.nz/>

What is Everyday AI for Work and Life?

Everyday AI for Work and Life is a practical, beginner-friendly workshop to help people understand and use everyday Artificial Intelligence (AI) tools safely and confidently. We focus on real-life use like writing, admin tasks, job searching, study support, and community work.

Who is this workshop for?

- Refugees, migrants, Māori and Pacific communities
- Staff and volunteers who work with refugee and migrant communities (staff, volunteers)
- Trustees and governance members in the community and charity sector

Why is NFACT delivering this training workshop?

We want to support refugees, migrants, Māori, and Pacific communities to learn about AI in their daily lives. NFACT's aim is to support people to use AI well and avoid issues that can come with using AI. We see that AI can improve how we do our work, study and in our homes, and we feel it's important for us all to learn about this

Who is funding the Everyday AI for Work and Life workshops?

These workshops are funded by AVPN Asia-Pacific through funding from Google.org and the Asian Development Bank.

- Information on the AI Opportunity Fund: <https://avpn.asia/capital-for-impact/philanthropic-funds/ai-fund/>
- Google.org: <https://aiopportunityfund.withgoogle.com/apac/>
- Asian Development Bank: <https://seads.adb.org/news/avpns-ai-fund-expands-skilling-infrastructure-future-ready-workforce-across-asia-pacific>

What will I learn?

- What AI is (and what it isn't)
- How to use tools like ChatGPT and Google Gemini, etc safely and effectively
- How to write better prompts (questions/instructions)
- How to factcheck AI outputs (because AI can get things wrong)
- Privacy and safety basics (what not to share)
- Practical examples for work, study, and daily life

We will help you become more confident in using AI in your work, study and daily life especially in New Zealand.

Do I need to be “good with computers” to join?

- No, you don't need to be good with computers or have any tech background. We've designed the workshop for beginners. If you can use a phone or basic internet, you can take part. Our trainers go step-by-step, and you can ask questions at any time.
- If you need it, we can start with an introduction to how to use computers and emails before the workshop starts.

Is this course free?

Yes, this training is free for eligible people but you must register so we can book appropriate venues.

How is the workshop delivered?

We offer a mix of:

- In-person workshops, split into 2 to 3 sessions
- Online workshops (Zoom or similar)
- Workshops delivered in English and/or other languages (where available)

Can I attend if English isn't my first language?

Yes. We aim to make training accessible. Where possible, we offer workshops in community languages and/or bilingual trainers. Let us know your preferred language when you register.

Do I need to create an AI account before the workshop?

Not necessarily. No. We'll explain options during the workshop. If an account is needed for a particular activity, we'll provide guidance and alternatives.

Where are workshops held?

We run workshops in different locations around Auckland and online. Over the year, we will also offer a workshop in Wellington, Christchurch, Ashburton and Hamilton. The registration form will list the venue, address, and time for each workshop session.

How long is each session?

Workshops are 10-12 hours and can split across 2 or 3 days.

What do I need to bring?

For in-person workshops:

- Your smartphone and/or laptop (if you have one)
- A charger (recommended)
- A notebook (optional)

For online workshops:

- A device with internet access
- A quiet space if possible
- Headphones (helpful)

Will I get a certificate?

We will provide a certificate of completion after you finish the workshop.

Will I get any support at the end of the workshop?

Yes, we will provide a resources section on the website with more information and research.

What if I register but can't attend?

Please let us know as soon as you can, so we can offer the spot to someone else. We may also be able to refer you to a future session.

How do I register?

Register using the form on this page: <https://www.nfact.co.nz/AI>. If you have trouble registering, contact us and we can help.

Will you record the workshop?

Some online workshops may be recorded for learning purposes, but only with clear notice. If recording happens, we'll explain what is recorded, how it's stored, and who can access it.

What information do you collect when I register?

We may collect basic information like:

- Name, location and contact details (so we can confirm your place in the workshop)
- Language preference and accessibility needs
- Basic demographic information (optional) to help improve the programme and meet reporting requirements

How do you protect my privacy?

We take privacy seriously. We store information securely, and we only use it for course delivery, evaluation, and reporting. We do not sell your information. Any reporting is usually aggregated (not identifying individuals).

Is it safe to use AI?

AI can be useful, but it's important to use it carefully. We'll cover:

- What information you should not share (e.g., passports, addresses, client details)
- How to avoid scams and misinformation
- How to check accuracy before using AI outputs
- Rules in New Zealand, such as the NZ Privacy Act

Can organisations book a workshop for their staff or community?

Yes. If your organisation, school, or community group wants a tailored workshop, contact us and we can discuss options (topic, audience, language, and delivery format).

How can I contact NFACT about the Everyday AI for Work and Life workshop?

Amin Bakhsh, AI Project Lead

Email: amin@nfact.co.nz

Phone: 021 280 0602

For more information

nfact.co.nz/AI

For enquiries

Amin Bakhsh, AI Project Lead
amin@nfact.co.nz / 021 280 0602

Proudly delivered by NFACT

New Settlers Family and Community Trust

NFACT supports an inclusive, community-led digital future in Aotearoa New Zealand.

Website: nfact.co.nz **Facebook:** [@nfactnz](https://www.facebook.com/nfactnz)

