AI for Good supported by

Session plan: Safe job hunting with AI

Delivery mode:

Face to face

Session overview:

This session introduces learners to using artificial intelligence (AI) tools safely during their job search. Learners will explore what AI tools can and cannot do, learn how to protect their personal details before pasting information into prompts, adjust privacy settings to turn off model training, and spot common AI assisted recruitment scams.

Learning objectives:

At the end of this session, learners will be able to:

- Explain in plain English how AI tools work and where they can genuinely support a job search.
- Identify sensitive personal details to remove from a resume before pasting it into an AI tool.
- Locate and turn off data sharing and model training settings in common AI apps.
- Recognise red flags for fake job ads, paid AI scam services, and made up AI information.

Suggested session length:

This session should run for approximately 75 minutes with a 5 minute break. Facilitators may pause for questions or adjust timings to suit community needs.

Prior knowledge

This session is designed for learners who:

- Can turn on a device and browse the web with or without assistance.
- Are currently looking for work (or supporting someone who is) and feel curious, unsure, or cautious about using AI tools like ChatGPT, Gemini, or Claude to help in their job search.

Facilitator tip:

- Set up a computer connected to a projector to display the sample resume, live AI prompts, and privacy settings menus clearly.
- Log into a demonstration AI account before the session starts so you do not have to enter your personal login details on the big screen.
- Keep the room welcoming and practical. Reassure participants that they do not need to be tech experts, and that using AI in a job search is completely optional.
- Have printed copies of the Top tips for safe AI job hunting tipsheet ready for learners to take home.

Session Plan: What is AI?

Topic	Timing	Activity	Assessment	Resources
Introduction & welcome	15 mins	**Facilitator to:** • Introduce themselves. • Invite learners to introduce themselves. **Icebreaker activity (The predictive text cover letter):** • Use this section to introduce the topic in a fun, low pressure way. • Ask learners to open a blank text message on their phone, type "My greatest strength in the workplace is...", and tap the middle predictive text suggestion five times. • Invite a few volunteers to read their funny sentences out loud. • Explain that modern AI tools work in a very similar way by guessing the next word based on common language patterns. AI matches patterns, it does not think for itself or understand your feelings.	Learners participate in the warm-up activity and share their initial thoughts comfortably.	• Refreshments • Whiteboard and marker pens • Projector and laptop • Notepads and pens

Topic	Timing	Activity	Assessment	Resources
		• Introduce the session and what will be covered today.		
Discussion and demonstration	20 mins	**1. Understanding AI in the job search:** Explain that AI is a pattern matcher, not a human career adviser. Walk through where it helps (brainstorming interview questions, structuring cover letters, summarising long job ads) and its common limits (American spelling, lacking your personal story, and making up facts). **2. The golden rules of personal data protection:** Share the core rule: if you would not be comfortable with a stranger reading it, do not type it into an AI tool. • List what to remove before uploading a resume: street address, phone number, email, date of birth, Tax File Number (TFN), bank details, and referees' contact details. • Show how to use safe placeholders like [Suburb, State] or [Phone Number] so the AI can still help with formatting.	Learners contribute answers to the quiz questions and identify common safety risks in AI job hunting.	• Projector and internet connection • Presentation slides • Slide or handout with the quick quiz questions • Top tips for safe AI job hunting tipsheet

Topic	Timing	Activity	Assessment	Resources
		3. Spotting red flags and scams: Walk through the four main warning signs: • Fake job ads: Vague duties, unusually high pay, or requests to apply via messaging apps. Always check the company's official website. • Paid AI resume services: Avoid services that charge high fees or promise a guaranteed interview. • Protecting your identity: Real employers will not ask for your TFN, bank details, or passport just to apply. • Upfront fees: Legitimate employers will never ask you to pay for training, equipment, or a background check upfront. **Quiz time!** Put the learning to the test. Facilitator to adjust questions to suit your community. • True or False: You should leave your home address and Tax File Number on your resume so the AI can format it properly.		

Topic	Timing	Activity	Assessment	Resources
		(Answer: False. Always remove sensitive details and use placeholders instead.) • True or False: Paying for an expensive AI service guarantees you will get an interview. (Answer: False. No legitimate service can guarantee a job, and free tools do the same job.) • What should you do if a job ad asks you to apply on a private messaging app and pay for your own training upfront? (Answer: Walk away. These are major scam red flags.) • Should you copy and paste an AI-written cover letter straight into an application? (Answer: No. Always check it for made-up facts, American spelling, and to make sure it sounds like you.)		
Break	5 mins	Take a break. Prompt your learners to get a drink, stretch their legs, or use the bathroom.		

Topic	Timing	Activity	Assessment	Resources
Online activity: Spot the AI and test a helper	25 mins	**Part 1: The great resume scrub (5 to 7 mins)** 1. Project a sample, poorly made resume snippet on the big screen (including a fake street address, phone number, email, date of birth, fake TFN, and referee contact details). 2. Ask learners to call out every piece of sensitive information that should be removed or replaced before pasting it into an AI tool. **Part 2: Privacy settings check (10 mins)** 1. Assist learners to open their preferred AI app (such as Gemini, ChatGPT, or Claude) on their own device, or follow along on the projector. 2. Walk through how to open Settings or Data Controls and turn off chat history and model training (for example, in Gemini: Settings > Activity > Turn off). 3. Share the catch-all tip: if menu names change, or options are different depending on the app	Learners identify sensitive data to remove from a resume, locate privacy controls on their device, and spot AI-generated errors.	• Learner smartphones, tablets, or laptops • Wi-Fi network password clearly visible on the whiteboard • Sample resume snippet slide • Top tips for safe AI job hunting tipsheet

Topic	Timing	Activity	Assessment	Resources
		you are using, learners can ask the AI tool itself: "How do I turn off model training and chat history in this app?" 4. Remind learners about account hygiene (how to protect their personal information): always log out completely and close the browser when using a shared or library computer. **Part 3: Spot the hallucination (8 mins)** 1. Run a live prompt on the projector asking the AI to write a short cover letter for a made-up local job (for example, a "Senior Koala Cuddler" at a Sydney CBD accounting firm, asking for NSW qualifications and Fair Work Award pay rates). 2. Read the result together and ask learners to point out where the AI confidently made up facts. **Facilitator facilitation tips:**		

Topic	Timing	Activity	Assessment	Resources
		• Walk around the room to assist anyone who feels stuck finding the settings menu on their device. • Reassure learners who do not have an AI account that they can simply watch the demonstration on the big screen or pair up with a neighbour.		
Reflection and close	10 mins	Recap the key safety habits (remove personal details, turn off data sharing, watch for scams, and always double-check AI text). Hand out the Top tips for safe AI job hunting tipsheet for learners to take home. Ask learners to share one safety habit they plan to use next time they are job hunting. Ask if anyone has any final questions.	Learners ask questions and share a practical takeaway they can apply to their own job search.	• Printed Top tips for safe AI job hunting tipsheets