

This unit describes the skills and knowledge required to provide first aid response to a casualty in line with the Australian Resuscitation Council (ARC) guidelines

COURSE OUTLINE

HLTAID003 Provide First Aid



DURATION & COST

Mixed mode – 15 hours

7 hours Pre-course study completion of a workbook

8 hours Face to face classroom training and assessment combined.

Cost - Course \$105.00

Optional - First aid Manual \$35.00

(An administration fee of \$26 will be charged to any student who withdraws from a course within 5 full business days prior to commencement. If a student withdraws within 24hrs of course commencement NO refund will be given)

NOTES:

+ Due to the practical components of the course, participants are advised to wear comfortable casual attire.

+ This unit of competency is nationally recognised and registered on the Australian Skills Quality Authority website www.training.gov.au

Please refer to the Enrolment Form, for the terms and conditions of enrolment, which includes: Enrolment and Selection; Training Guarantee; Course Fees, Payments and Refunds; Course Fees paid in Advance; Recognition of Prior Learning (RPL) or Credit Transfer

PROMOTE FIRST AID: HLTAID003

COURSE CONTENTS:

- + DRSA BCD Action Plan
- + Managing the Unconscious Casualty
- + Cardiopulmonary Resuscitation (CPR)
- + Use of an Automated External Defibrillator (AED)
- + Asthma, Anaphylaxis, Allergic reactions,
- + Basic wound care, severe bleeding, burns,
- + Cardiac arrest, choking, convulsions, shock, respiratory distress
- + Envenomation, fractures, sprains and strains,
- + Bites and Stings, poisoning,

COURSE INCLUSIONS:

- + First Aid Emergency manual
- + CPR resuscitation face shield
- + A4 display certificate

ASSESSMENT METHODS:

- + Multiple choice quiz
- + Progressive practical assessment

PREREQUISITES:

- + Must be physically fit to perform 2min of uninterrupted CPR on a floor based manikin

AWARD ISSUED:

- Successful participants will receive a Statement of Attainment
- + HLTAID003 Provide first Aid

RECERTIFICATION:

- + Legislative approval valid for 3 years from the completion date
- + Annual refreshers recommended to maintain current CPR skills

REFRESHER COURSES:

For students who have previously completed this training and who are wanting to refresh their skills:

- + Refresher 8hrs face to face training

ASQA FACT SHEET

ASQA have developed a fact sheet to allow you to be fully informed about your decision to enrol in a course of study. We recommend reading this information prior to Enrolling.

It is available here

http://asqa.gov.au/verve/resources/Fact_sheet_Choosing_a_training_or_education_provider.pdf

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PROVIDER DETAILS	
Name of RTO	Vital Resus Australia Pty Ltd
Phone number	02 49548066
Website	www.vitalresus.com.au
ABN	74 161 632 720
Registration details	40917
Student Agreement	This course information sheet is designed to be read in conjunction with the “TERMS & CONDITIONS OF ENROLMENT” which can be found on the back of the enrolment form
Rights and Responsibilities	The “TERMS & CONDITIONS OF ENROLMENT” must be read before enrolling into any training course delivered by Vital Resus Australia. It is a condition of enrolment that you and we agree to abide by the TERMS & CONDITIONS OF ENROLMENT This can be viewed on The reverse side of the Enrolment form You can also obtain a copy of the student hand book from our website www.vitalresus.com

COURSE INFORMATION	
Unit Code	Unit Code
Unit Title	HLTAID003 Provide First Aid
Course Outcomes	This unit of competency describes the skills and knowledge required to provide a first aid response to a casualty.
Course Duration	7 hour Pre-course study plus 8 hours practical course
Award Issued	Students who successfully complete this nationally recognised training will be awarded the statement of attainment: HLTAID003 Provide first aid.
Pathways to other qualifications or employment opportunities	Students who successfully completed this qualification may be eligible for entry into further study such as: HLTAID006 provide advanced first aid
Training package	A copy of training package information related to this qualification can be found on the Vital Resus Australia website.
Language and literacy requirements	Language, literacy and numeracy requirements are needed to undertake this course. Specifically you would need the following skills: <ul style="list-style-type: none"> • Oral communication – in order to make an accurate verbal report to emergency response services and workplace supervisor
Validation with Industry	The course structure and assessment materials are developed in consultation with Industry to ensure the course outcomes meet industry expectations. Industry means the bodies that have a stake in the training, assessment and client services provided by RTOs.

<p>Performance evidence</p>	<p>The candidate must show evidence of the ability to complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the job role.</p> <p>There must be demonstrated evidence that the candidate has completed the following tasks at least once in line with state/territory regulations, first aid codes of practice, ARC guidelines and workplace procedures:</p> <ul style="list-style-type: none"> • conducted a hazard assessment and identified strategies to minimise risk • demonstrated safe manual handling techniques • assessed airway, breathing and responsiveness of casualty • performed at least two minutes of uninterrupted CPR on both an adult and an infant resuscitation manikin placed on the floor, demonstrating the following techniques on each: <ul style="list-style-type: none"> - checking for response and normal breathing - recognising abnormal breathing - opening and clearing the airway - using correct hand location, compression depth rate in line with the ARC recommended ratio of compressions and ventilations - acting in the event of regurgitation or vomiting - following single rescuer procedure, including the demonstration of a rotation of operators with minimal interruptions to compressions • followed the prompts of an Automated External Defibrillator (AED) • conducted a verbal secondary survey • applied first aid procedures for the following: <ul style="list-style-type: none"> - allergic reactions - anaphylaxis - asthma - basic wound care - severe bleeding - burns - cardiac arrest - choking and airway obstruction - convulsions - envenomation (using pressure immobilisation) - fractures, sprains and strains (using arm slings, roller bandages or other appropriate immobilisation techniques) - poisoning - respiratory distress - shock • provided an accurate verbal report of the incident • Responded to 3 simulated emergency scenarios contextualised to the candidate’s workplace/community setting.
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<p>Knowledge evidence</p>	<p>The candidate must be able to demonstrate essential knowledge required to effectively complete tasks outlined in elements and performance criteria of this unit, manage tasks and manage contingencies in the context of the work role.</p> <p>This includes knowledge of:</p> <ul style="list-style-type: none"> • state/territory regulations, first aid codes of practice and workplace procedures including: <ul style="list-style-type: none"> - ARC Guidelines relevant to provision of CPR and first aid - safe work practices to minimise risks and potential hazards - infection control principles and procedures, including use of standard precautions - requirements for currency of skill and knowledge • legal, workplace and community considerations including: <ul style="list-style-type: none"> - need for stress-management techniques and available support following an emergency situation - duty of care requirements - respectful behaviour towards a casualty - own skills and limitations - consent - privacy and confidentiality requirements - importance of debriefing • considerations when providing first aid including: <ul style="list-style-type: none"> - airway obstruction due to body position - appropriate duration and cessation of CPR - appropriate use of an AED - standard precautions and infection control • principles and procedures for first aid management of the following scenarios: <ul style="list-style-type: none"> - abdominal injuries - allergic reactions - anaphylaxis - bleeding control - burns - cardiac conditions - choking and airway obstruction - cold and crush injuries - diabetes - dislocations - drowning - envenomation - environmental impact (including hypothermia, hyperthermia, dehydration and heat stroke) - epilepsy - eye and ear injuries - fractures - head, neck and spinal injuries - minor skin injuries - needle stick injuries - poisoning and toxic substances - respiratory distress, including asthma and other respiratory conditions - seizures - severe allergic and anaphylactic reactions - shock - soft tissue injuries - unconsciousness, abnormal breathing or not breathing • basic anatomy and physiology relating to: <ul style="list-style-type: none"> - absence of normal breathing - anatomy of the external chest - physiology relating to response/consciousness - upper airway anatomy and effect of positional change - anatomy and physiology considerations in provision of first aid for specified conditions
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Student rights	A detailed description in the terms & conditions of enrolment concerning your rights and responsibilities is available on our website and on the back of the enrolment form. This important information should be read prior to the course. An example of some of the information that is contained in this document include our refund policy, complaints procedures, who to talk to concerning issues raised during the class, assessments information and guarantees.
How does legislation affect my training?	This course follows policy statements of the Australian Resuscitation Council and follows State or Territory legislation.
Target Audience	Those who are required to provide a first aid response in a range of situations, include community and workplace settings.
Is there any recognition of my prior learning or experiences (RPL) or recognition of my current competencies?	<p>Recognition of Prior Learning (RPL) means an assessment process that assesses an individual's formal, non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a VET qualification.</p> <p>If you have completed courses in a related field you may be able to take advantage of a facility called "RPL" or "Recognition of Prior Learning". This means that account may be taken of related qualifications, even if they are issued by another Registered Training Organisation, to satisfy some or all of the course requirements. Evidence considered for assessment is the RPL Application Form plus a wide range of supporting evidence. If further evidence is required then this is negotiated with the candidate. The process may include a further interview, written assignment, workplace assessment, and collection of other material.</p> <p>The outcome may be that we can:</p> <ol style="list-style-type: none"> 1. Provide the qualification based on the material supplied. 2. Provide the qualification subject to some form of assessment, but without classroom attendance. 3. Provide partial recognition of units of the course and thereby reduce the classroom and assessment process leading to course completion. <p>Fees will be charged for the RPL service and will be discussed when you approach Vital Resus Australia PTY LTD to determine the requirements that will need to be supplied.</p>
Course fees	The course fee will be paid direct to VRA. Training fees must be paid by the individual students direct to VRA.
Refund Policy	A detailed explanation of our refund policy is contained in the "TERMS & CONDITIONS OF ENROLMENT"
Location of the training	The training required by the target group requires training either at the employer's workplace so that they can develop skills consistent with their job description in their own employment practice, at a simulated workplace or in a classroom.
What to bring	<ul style="list-style-type: none"> • Lunch • Pen and note paper • ID sufficient for 100 points of ID (driver's licence or documents/cards such as Medicare cards or Passport or Credit Cards.
Identifying Special Needs	Person(s) participating in training may have special needs. Where these needs are identified through the enrolment process the trainer will explore the options available to them to support the learner through the training program. Candidates with special needs may include those with language, literacy and/or numeracy problems, disabilities, and anxious or inexperienced candidates.
Support services	Assistance is always available by email mail@vitalresus.com.au or phoning the office 02 4954 8066. Ask for Karen to discuss the levels of assistance available.

<p>Reasonable adjustment</p>	<p>Reasonable adjustment means adjustments that can be made to the way in which evidence of candidate performance can be collected. Whilst reasonable adjustments can be made in terms of the way in which evidence of performance is gathered, the evidence criteria for making satisfactory/not satisfactory decisions (and/or awarding grades) should not be altered in any way. That is, the standards expected should be the same irrespective of the group and/or individual being assessed; otherwise comparability of standards will be compromised.</p> <p>As an example, If a person with a disability meets essential entry requirements, the RTO must make changes or "reasonable adjustments" necessary for that person to perform their course-work.</p> <p>In most situations, the student with a disability will be able to tell the RTO what he or she needs to be able to study. If necessary, the RTO should also seek advice from disability areas within government departments or organisations that represent or provide services to people with a disability.</p> <p>Adjustments may include:</p> <ul style="list-style-type: none"> • Modifying educational premises. For example, making ramps, modifying toilets and ensuring that classes are in rooms accessible to the person with a disability. • Modifying or providing equipment. For example, lowering lab benches, enlarging computer screens, providing specific computer software or an audio loop system. • Changing assessment procedures. For example, allowing for alternative examination methods such as oral exams, or allowing additional time for someone else to write an exam for a person with a disability. • Changing course delivery. For example, providing study notes or research materials in different formats or providing a sign language interpreter for a deaf person."
<p>Assessments methods explained</p>	<ul style="list-style-type: none"> • Knowledge test • Group activities and oral questioning throughout the course • Practical demonstrations/skills assessments. <ul style="list-style-type: none"> - Demonstrate CPR on an adult for 4 minutes - Demonstrate CPR on a baby for 4 minutes - Calling the ambulance - Demonstrate safe manual handling techniques - Conducting a verbal secondary survey - Unpack and use a Defibrillator - Demonstrate first aid treatment for: <ul style="list-style-type: none"> - basic wound care to a severe bleeding injury - a burn injury - a casualty having a convulsion/epileptic seizure - a choking casualty with an airway obstruction - a snake bite (or funnel web spider bite) using a PIT bandage - sprains and strains using the RICE method fractured forearm - poisoning - a casualty in shock - anaphylaxis - asthma <p>Based on a combination of the knowledge test, progressive group activities and practical demonstrations/skills assessments, your trainer/assessor will determine whether you have acquired the competencies required for each unit.</p>