



# **AUSTRALIAN COLLEGE OF BUSINESS SKILLS PTY LTD**

**RTO CODE: 45067**

## **STUDENT COURSE INFORMATION**

**HLTAID011 – Provide First Aid**





## COURSE DESCRIPTION

This unit describes the skills and knowledge required to provide a first aid response to a casualty in line with first aid guidelines determined by the Australian Resuscitation Council (ARC) and other Australian national peak clinical bodies.

The unit applies to all persons who may be required to provide a first aid response in a range of situations, including community and workplace settings.

## ENTRY REQUIREMENTS

Australian College of Business Skills has the following entry requirements:

### Students must:

1. Must be 18 years or older as underage students are not trained by this organization.
2. Pass the Australian College of Business Skills Pty Ltd HLTAID011 specific LLN Test which applicants are required to obtain a 100% pass mark. Applicants may undertake the LLN test as many times as they like for no charge.
3. Applicants need to have the physical capability to:
  - perform at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor
  - perform at least 2 minutes of uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface
    - apply first aid procedures

'The HLTAID competency standards do require a level of physical ability to meet the evidence requirements for assessment. These standards relate to the level of performance required to provide resuscitation and respond to an emergency situation where there may be risk to life. Due to the potential risk to health and safety where a nominated first aider, or worker with duty of care, does not have the ability to perform resuscitation and/or first aid to the performance standard it is not appropriate to issue a Statement of Attainment to students who are physically unable to meet the assessment requirements.

In cases where a student has attended a resuscitation or first aid course but is unable to meet the full requirements of the competency, Registered Training Organisations are encouraged to issue a Statement of Attendance and a transcript of any skills and knowledge that the student was able to achieve.'

(SkillsIQ First Aid Companion Volume Implementation Guide, Version 3.0 October 2020)

### Note:

It is mandatory for applicants to identify any issues including mental, emotional and physical issues of relevance to this occupation and training at the time of registration.



4. Must have a USI number prior to the issuance of any certification for accredited training. By the completion of the registration process applicants are required to either provide their existing USI or sign a declaration permitting Australian College of Business Skills Pty Ltd to create one for them or go to the government USI website and create a USI number of themselves

5. Must provide 100 points of identification

Evidence of identity. Some documents you can use to provide this can include:

- Australian birth certificate
- Australian drivers licence
- Medicare card
- ATM card
- utilities bill.

**PPE:**

- To be provided and worn by students
- Suitable and comfortable work clothing is required when conducting practical activities.

**Course Duration:** Total Duration including breaks for this unit is 22 hours which is made up of the following:

- ✓ Classroom-based training including skills practice: 8.5 hours (Break of 30 Minutes)
- ✓ Classroom-based assessment: 8.5 hours (Break of 30 Minutes)
- ✓ Self-paced learning (undertaking pre training and post daily training): 5 hours

**Delivery Mode:** Face to Face

**Next start dates:** TBA

**Location:** Unit 2 102 South St, GRANVILLE, NSW, 2142

**Fees and Charges**

**Mandatory:** must be paid for training prior to the start of training and payable directly to Australian College of Business Skills via the method of payment detailed on the Brochures and are refundable as per the Refund Policy.

- Course Fee \$150 including:
  - Registration Administration Fee
  - Mandatory Materials or PPE Fee as provided by Australian College of Business Skills.



**Non-Mandatory:** must be paid by the student upon usage after the start of training and are not refundable. These are:

- ✓ RPL fee (if applicable): N/A unit assessed. No charge for CT.
- ✓ Photocopying fee: 30c per page (for replacement testamur, copies of transcripts, notices)
- ✓ Testamur replacement: \$100 per certificate
- ✓ Late tuition fee payment: \$0 but certification will not be issued without full payment
- ✓ Reassessment Fee: \$50 per assess for a maximum of 2 reassessments.

**Note:** all fees and charges are subject to change with notification.

### Payment Method

- Bank Transfer

STUDENT NAME

Bank Name: Commonwealth      BSB:      Account No.

Account Name: Australian College of Business Skills

OR

- Pay by cash or electronic transfer at reception.

### RPL, RCC, Credit transfer

Recognition of prior learning (RPL), current competencies (RCC) and Credit transfer process is available to all students prior to the course at pre-enrolment and is discussed again at the induction. If a student has an Australian VET qualification and the units match exactly with the units delivered, the student will be granted a Direct Credit Transfer. Marketing and student services staff will manage this process following the policy and procedure. This sets out how the process is administered and the adjustment to course duration and course fees.

### Course Completion

Upon successful completion of all the required units of this course, you will receive a nationally recognized qualification in HLTAID011 – Provide First Aid. Students who do not complete all required units may be eligible for a Statement of Attainment in partial completion of a HLTAID011 – Provide First Aid.