

PROVIDER DETAILS – Register Training Organisation 90909	
Name of RTO	<b>Allens Training Pty Ltd</b> ABN 63 114 756 857
Phone number	<b>1300 559 064</b>
Web site	<a href="http://www.allenstraining.com.au">www.allenstraining.com.au</a>
Registration details	We are listed on <a href="http://Training.gov.au">Training.gov.au</a> (TGA). TGA is the official National Register of information on Training Packages, Qualifications, Courses, Units of Competency and Registered Training Organisations (RTOs) in Australia. Allens Training registration and search code is 90909.
Emailed copy of your certificate	Allens Training offers the opportunity to gain an additional copy of the award issued as a PDF file received by email. Please indicate to your trainer if this is required.
Verification of your award	Allens Training has introduced a “verification of your award” procedure. This enables employers to search the certificate number from our web site and verify if it is an authorised copy. This procedure has been introduced in an effort to stamp out the practice of submitting fraudulent copies of qualifications for employment purposes.
Rights and Responsibilities	<p>This course information sheet is designed be read in conjunction with the <a href="#">“Student Agreement”</a></p> <p>The “Student Agreement” must be read before enrolling into any training course delivered by Allens Training or any of its partner organisations. It is a condition of enrolment that you and we agree to abide by the terms and conditions outlined in the “Student Agreement”</p> <p>This agreement can be viewed and downloaded at:  <a href="http://www.allenstraining.com.au/f.ashx/downloads/Student-Agreement-Jan-2nd-2011.pdf">http://www.allenstraining.com.au/f.ashx/downloads/Student-Agreement-Jan-2nd-2011.pdf</a></p>
COURSE INFORMATION	
Unit Code	<b>HLTFA301C</b>
Unit Title	<b>Apply First Aid</b>
Other names this course may be known as	Senior First aid, Level 2 first aid, workplace first aid, accredited first aid or Level 2 senior first aid
Course Outcomes	This unit of competency describes the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance
Duration of course	<p><b>Initial Course</b></p> <p><b>Option 1.</b> Complete the online or paper based workbook (allow approximately 2 to 6 hours to read and complete depending on your knowledge and skills, do this at least 2 days before the date of your course in case issues arise) &amp; 5 hour face to face training.</p> <p><b>Option 2.</b> 7-8 hour face to face practical course (completing pre-course study workbook is <u>optional</u> ).</p> <p><b>Option 3.</b> 15 hours face to face training (completing pre course study workbook is <u>optional</u> ).</p> <p>Access to the <a href="#">Online workbook</a></p> <p><b>Refresher Course</b></p> <p><b>A refresher course is recommended every 3 years.</b></p> <p><i>To qualify for a refresher course, you would have a current certificate and need to bring it along to the training session and submit a copy with student paperwork.</i></p> <p><b>Option 1.</b> Complete the online or paper based workbook (completing pre course study <u>optional</u>) &amp; 3 hour practical course for experience first aiders such as a recertification course. <u>Proof of currency is always required to be submitted.</u></p> <p><b>Option 2.</b> Credit for those students currently employed in emergency related fields, eg Practicing paramedic or emergency casualty employed nurse. 1 hour practical course to assess currency. <u>Proof of current continuing employment/practice is required.</u></p>
Important issue to consider	Many other Registered Training Organisations advertise a one day practical course with no pre course reading. Allens Training feels that it is important for the student to arrive at the practical class with adequate background knowledge. In order for us to meet the flexible needs of the clients, we have arranged several options for you as the student. <b>However</b> we strongly suggest that you complete the workbook prior to any of the above options.
We advise pre course study to be completed prior to attending the first aid	<b>Please note:</b> Prior to enrolment, you will have to check with your trainer as not all options may be

<b>course.</b>	available in the location or at the time that you have selected. Eg Option 1 may be the course that is available and not option 4. This information will be given to you so you can avoid misunderstandings and confusion if a workbook is required to be completed and you can make an informed decision if this training course is for you.
<b>Practical examples on our web site</b>	There are a number of practical examples located on our web site. These are to help you with pre course study as well as your continual study following the course. It is our advice to study these samples as this will assist your training. The link is <a href="http://www.allenstraining.com.au/onlinelearning/first-aid-videos.aspx">www.allenstraining.com.au/onlinelearning/first-aid-videos.aspx</a>
<b>Award Issued</b>	Students who successfully complete this nationally recognised training will be awarded the statement of attainment: HLTF301C Apply first aid <i>Certificate refresher course is recommended every 3 years. The First aid Codes of Practice requires currency (3 year revision) and that in the workplace. The student is responsible for the revision every three years to remain current. Allens Training or their partner organisation will send you information usually prior to the expected recommended re-fresher date.</i>
<b>Pathways to other qualifications or employment opportunities</b>	Students who successfully completed this qualification can use this course as part of a qualification and would be eligible for entry into further study such as: <a href="#">Certificate II in Emergency Medical Service First Response</a>
<b>Where is the training package information located?</b>	A copy of training package information related to this qualification can be found at: <a href="http://www.allenstraining.com.au/courses/first-aid-related-courses/apply-first-aid.aspx">http://www.allenstraining.com.au/courses/first-aid-related-courses/apply-first-aid.aspx</a>
<b>Australian College of Nursing</b>	"This short course has been endorsed by Royal College of Nursing, Australia, according to approved criteria. Completion attracts 15 RCNA Continuing Nurse Education (CNE) points as part of RCNA's Life Long Learning Program (3LP)"
<b>General Practitioners</b>	Royal Australian College of general Practitioners NSW and ACT. (5 CPD points Category 2). This is for CPR only. This activity has been approved by the RACGP QI&CPD program.
<b>Language, literacy and numeracy requirements</b>	Language, literacy and numeracy requirements are needed to undertake this course. Specifically you would need the ability to: <ul style="list-style-type: none"> <li>• Prepare a written incident report or provide information to enable preparation of an incident report (e.g a first aid report)</li> <li>• Communicate effectively and assertively in an incident (e.g give a casualty handover)</li> <li>• Use literacy and numeracy skills as required to read, interpret and apply guidelines and protocols (e.g read and follow ARC guidelines)</li> </ul> <p>Further detailed information can be obtained from the "Australian Core Skills Framework" - a copy of this document is available by clicking on the link <a href="http://www.allenstraining.com.au/f.ashx/downloads/ACSFsummaryfinaltoprint2.pdf">http://www.allenstraining.com.au/f.ashx/downloads/ACSFsummaryfinaltoprint2.pdf</a></p>
<b>Pre-requisites</b>	There are no pre-requisites or co-requisites for this competency unit This unit includes the additional units: <a href="#">HLTCPR201B Perform CPR</a> & <a href="#">HLTFA201B Provide basic emergency life support</a>
<b>Student rights</b>	A detailed description in the student agreement concerning your rights and responsibilities is available on our website. 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. <a href="#">Student agreement found here.</a>
<b>How does legislation affect my training?</b>	This course follows policy statements of the Australian Resuscitation Council and follows State or Territory legislation.

<p><b>Target Audience</b></p>	<p><b>Existing employees in this industry</b> Existing employees in this industry who may require first aid training as recommended by the Australian Resuscitation Council</p> <p><b>School leavers</b> School leavers may benefit from the completion of this course as it will provide increased employment options for entry in further training/employment avenues such as Police Service, Fitness Professional, Childcare workers etc.</p> <p><b>Mature age not employed in this industry</b> This unit may be suitable for mature age students even if they are not in the industry.</p>
<p><b>Is there any recognition of my prior learning or experiences (RPL) or recognition of my current competencies?</b></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><u>The outcome may be that we can:</u></p> <ol style="list-style-type: none"> <li>1. Provide the qualification based on the material supplied.</li> <li>2. Provide the qualification subject to some form of assessment, but without classroom attendance.</li> <li>3. Provide partial recognition of units of the course and thereby reduce the classroom and assessment process leading to course completion.</li> </ol> <p>Fees will be charged for the RPL service and will be discussed when you approach Allen’s Training to determine the requirements that will need to be supplied.</p>
<p><b>Course fees</b></p>	<p>This course may be delivered by way of partnership arrangements with your trainer. The course fee will be paid direct to the trainer (the partner organisation). This course is usually arranged by the employer of a workgroup and the employer can be invoiced for the training. If the employer does not arrange the training, or the employer does not agree to fund the training, training fees must be paid by the individual students direct to the trainer. All partners will be required to meet minimum resource and facility requirements and course fees are available at the time of enrolment.</p>
<p><b>Refund Policy</b></p>	<p>A detailed explanation of our refund policy is contained in the “Student Agreement”</p>
<p><b>Location of the training</b></p>	<p>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. A flexible learning strategy incorporating On line learning programs may be utilised where appropriate. This information will be made available at the time of enrolment.</p>
<p><b>What to bring</b></p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Lunch (if applicable)</li> <li><input checked="" type="checkbox"/> Completed Workbook or Online Completion Certificate (if applicable to your delivery mode)</li> <li><input checked="" type="checkbox"/> Copy of current certificate or employment evidence (if applicable for your delivery option)</li> <li><input checked="" type="checkbox"/> Pen and note paper</li> <li><input checked="" type="checkbox"/> ID sufficient for 100 points of ID</li> </ul>
<p><b>Identifying Special Needs</b></p>	<p>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.</p>
<p><b>Support services</b></p>	<p>At any time, assistance is always available by email <a href="mailto:jim@allenstraining.com.au">jim@allenstraining.com.au</a> or phoning the office 0248228066 and ask for Jim to discuss the levels of assistance available.</p> <p>Client Supports services are also listed in the <a href="#">“Student Agreement”</a></p>

<p><b>Reasonable adjustment</b></p>	<p>As an example, If a person with a disability meets essential entry requirements, Allens Training can 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 us his or her needs to be able to study. If necessary, we can seek advice from disability areas within government departments or organisations that represent or provide services to people with a disability.</p> <p><b>Adjustments may include:</b></p> <ul style="list-style-type: none"> <li>☑ Modifying educational premises. For example, making ramps, modifying toilets and ensuring that classes are in rooms accessible to the person with a disability.</li> <li>☑ Modifying or providing equipment. For example, lowering benches, enlarging computer screens, providing specific computer software or an audio loop system.</li> <li>☑ 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.</li> <li>☑ Changing course delivery. For example, providing study notes or research materials in different formats or providing a sign language interpreter for a deaf person."</li> </ul> <p>Access and equity</p> <p>An individual's access to the assessment process should not be adversely affected by restrictions placed on the location or context of assessment beyond the requirements specified in this Training Package.</p> <p>Reasonable adjustments can be made to ensure equity in assessment for people with disabilities. Adjustments include any changes to the assessment process or context that meet the individual needs of the person with a disability, but do not change competency outcomes.</p> <p>Such adjustments are considered 'reasonable' if they do not impose an unjustifiable hardship on a training provider or employer.</p> <p>When assessing people with disabilities, assessors are encouraged to apply good practice assessment methods with sensitivity and flexibility.</p>
<p><b>Infrastructure requirements</b></p>	<ul style="list-style-type: none"> <li>☑ All staff involved in the delivery and assessment of this unit, have direct access to the current version of the relevant training package, including the appropriate units of competency, assessment guidelines and qualification structure. See internal Intranet access</li> <li>☑ All staff involved in delivering the program have access to trainer, assessor and candidate support materials relevant to their areas of delivery and assessment</li> <li>☑ All staff will have access to continuing training. An annual conference day is held for all staff, with extra training sessions available on request should the need arise</li> <li>☑ The RTO has access to staff and training/assessment resources to meet the requirements of candidates with special needs and has an assessment process that is capable of supporting reasonable adjustment procedures</li> <li>☑ All participants will have a learning resource supplied to them</li> </ul> <p>Fully equipped training room (should include but not be limited to: whiteboard, computer for power point presentations, VCR/DVD player) must be available for each course. We have reviewed the equipment required to conduct this course.</p>
<p><b>Resources required by the trainer to conduct this training</b></p>	<ul style="list-style-type: none"> <li>☑ Resuscitation manikin that conforms to the Australian Resuscitation Councils guidelines.</li> <li>☑ Associated materials for manikin use and cleaning (this will vary according to make of manikin used but may include manikin face pieces, face shields, disinfectant etc. Please refer to manikin manufactures guidelines).</li> <li>☑ Triangular Bandages</li> <li>☑ Roller Bandages</li> <li>☑ First aid kit</li> <li>☑ Auto-injector (EpiPen or Ana Pen trainer units only should be shown)</li> <li>☑ Puffer/inhaler</li> <li>☑ Spacer device</li> <li>☑ Resuscitation mask or barrier</li> <li>☑ Training DVD/Videos (there are a wide range of training DVD's available and their use can be beneficial depending on your learner styles and workplace requirements)</li> <li>☑ AED</li> </ul>
<p><b>Assessments methods explained</b></p>	<ul style="list-style-type: none"> <li>☑ Written paper for every unit short answer/multiple choice questions. The pass mark is 75%.</li> <li>☑ Group activities and questioning</li> <li>☑ Practical demonstrations/skills assessments. For the two units of first aid there are skills sheets and video examples of practical assessments that are required.</li> </ul> <p><a href="http://www.allenstraining.com.au/courses/first-aid-related-courses/apply-first-aid.aspx">http://www.allenstraining.com.au/courses/first-aid-related-courses/apply-first-aid.aspx</a></p> <p><a href="http://www.allenstraining.com.au/onlinelearning.aspx">http://www.allenstraining.com.au/onlinelearning.aspx</a></p>

Based on a combination of the written paper, progressive group activities and practical demonstrations/skills assessments, your Trainer/assessor will determine whether you have acquired the competencies required for each unit

**Progressive practical assessments that include:**

- CPR assessments on a manikin
- Snake and spider bite bandage treatments
- Administration of an auto injectors eg (EpiPen or AnaPen)
- Safe Manual handling procedures
- Bleeding control
- Examination of a conscious casualty
- Choking treatments
- Use of a Defibrillator

Trainers must refer to the competency skills checklist that is located on our web site and you must use these as they have been made available to students as a part of pre course study.

**Multiple choice quiz**

22 question multi choice question paper

18 true and false question paper

**Oral questioning throughout the course**

**A sample of the practical assessments is available in video format**

<http://www.allenstraining.com.au/courses/first-aid-related-courses/apply-first-aid.aspx>

**Summative assessment**

A summative assessment occurs at the end of the training and assesses a whole of course approach a measure of accountability or what has been learnt after the learning process has taken place e.g. formal test or final practical assessment

**Formative assessment**

Formative assessments occurs during the course when content is being taught and learned and should continue throughout the period of learning and is not meant to assign competency

**Evidence required to demonstrate competency in this unit**

This unit is most appropriately assessed in the workplace or in a simulated workplace and under the normal range of workplace conditions

**Evidence gathering techniques**

The letters on the chart refer to the documented evidence gathering techniques used

Program area	A	B	C	D	E	F	G	H
OHS considerations and hazard identifications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Infection control	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Hazards and risk	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Apply first aid	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Social issues following administration of first aid	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Key: <b>A</b> Demonstration <b>C</b> Interview <b>E</b> Role play <b>G</b> Written test <b>B</b> Oral questioning <b>D</b> Group scenario <b>F</b> Case study <b>H</b> Pre course work book								

**Assessing the evidence**

Assess the evidence gathered against the unit of competency being assessed. Each learner must submit a completed:

- Student Enrolment and Assessment Record (records the final assessment result)

<b>Employability Skills</b>	<p>The required outcomes described in this unit of competency contain applicable facets of Employability Skills</p> <p>The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements</p>
<b>Essential knowledge</b>	<p>The candidate must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role</p> <p><u>This includes knowledge of:</u></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> ARC Guidelines relating to provision of first aid as outlined</li> <li><input checked="" type="checkbox"/> Awareness of stress management techniques and available support</li> <li><input checked="" type="checkbox"/> First aid management of:             <ul style="list-style-type: none"> <li>- abdominal injuries</li> <li>- allergic reactions</li> <li>- altered and loss of consciousness</li> <li>- bleeding</li> <li>- burns – thermal, chemical, friction, electrical</li> <li>- cardiac arrest</li> <li>- casualty with no signs of life</li> <li>- chest pain</li> <li>- choking/airway obstruction</li> <li>- injuries: cold and crush injuries; eye and ear injuries; head, neck and spinal injuries; minor skin injuries; needle stick injuries; soft tissue injuries including sprains, strains, dislocations</li> <li>- envenomation – snake, spider, insect and marine bites</li> <li>- environmental impact such as hypothermia, hyperthermia, dehydration, heat stroke</li> <li>- fractures</li> <li>- medical conditions, including cardiac conditions, epilepsy, diabetes, asthma and other respiratory conditions</li> <li>- near drowning</li> <li>- poisoning and toxic substances (including chemical contamination)</li> <li>- respiratory distress</li> <li>- seizures</li> <li>- shock</li> <li>- stroke</li> <li>- substance misuse – common drugs and alcohol, including illicit drugs</li> </ul> </li> <li><input checked="" type="checkbox"/> Social/legal issues:             <ul style="list-style-type: none"> <li>- duty of care</li> <li>- need to be culturally aware, sensitive and respectful</li> <li>- importance of debriefing</li> <li>- confidentiality</li> <li>- own skills and limitations</li> </ul> </li> <li><input checked="" type="checkbox"/> Understanding of the use of an Automated External Defibrillator (AED), including when to use and when not to</li> </ul> <p><u>Working knowledge of:</u></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> basic occupational health and safety requirements in the provision of first aid</li> <li><input checked="" type="checkbox"/> basic principles and concepts underlying the practice of first aid</li> <li><input checked="" type="checkbox"/> chain of survival</li> <li><input checked="" type="checkbox"/> first aiders' skills and limitations</li> <li><input checked="" type="checkbox"/> infection control principles and procedures, including use of standard precautions</li> <li><input checked="" type="checkbox"/> priorities of management in first aid when dealing with life threatening conditions</li> <li><input checked="" type="checkbox"/> procedures for dealing with major and minor injury and illness</li> </ul>

**Essential skills**

It is critical that the candidate demonstrate the ability to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role

This includes the ability to:

- Administer medication in line with state/territory regulations, legislation and policies
- Apply first aid principles
- Call an ambulance and/or medical assistance according to relevant circumstances and report casualty's condition
- Communicate effectively and assertively in an incident
- Conduct an initial casualty assessment
- Demonstrate correct procedures for performing CPR using a manikin, including standard precautions (i.e. as per unit HLTCPR201B Perform CPR)
- Demonstrate:
  - ability to call an ambulance
  - consideration of the welfare of the casualty
  - safe manual handling
  - site management to prevent further injury
- Evaluate own response and identify appropriate improvements where required
- Follow OH&S guidelines
- Infection control, including use of standard precautions
- Make prompt and appropriate decisions relating to managing an incident in the workplace
- Plan an appropriate first aid response in line with established first aid principles, policies and procedures, ARC Guidelines and/or State/Territory regulations, legislation and policies and industry requirements and respond appropriately to contingencies in line with own skills
- Prepare a written incident report or provide information to enable preparation of an incident report
- Provide assistance with self-medication as per subject's own medication regime and in line with State/Territory legislation, regulations and policies and any available medical/pharmaceutical instructions
- Use literacy and numeracy skills as required to read, interpret and apply guidelines and protocols.