This unit of competency describes the skills and knowledge required to perform Cardiopulmonary Resuscitation (CPR) in line with the Australian Resuscitation Council (ARC) Guidelines and does NOT address other aspects of resuscitation, life support or first aid.

**Award Issued:**

Students who successfully complete this nationally recognised training will be awarded the statement of attainment for:

HLTCPR211A Perform CPR

**Pre-requisites:**

- Nil

**Course Inclusions:**

- Coloured first aid manual
- Emailed copy of your certificate when competent
- Coloured certificate and coloured plastic wallet card
- Web based verification system to authenticate your award

**Further study options:**

- HLTFA311A Apply First Aid

**Initial course time:**

- Face-to-face training 3-4 hours
- Pre-course on-line workbook and face-to-face training

**Re-certification:**

- Industry recommends the renewal every 3 years, however due to certain industry requirements some may be required to refresh this every 12 months

**Refresher courses:**

To qualify for a refresher course, you must have a copy of your current certificate to bring to the training session

- Suggested pre-course study and 1 hour face-to-face training plus assessment
- Proof of currency must be submitted.

**ASQA Fact Sheet**

Choosing a training or education provider

ASQA has 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.

It is available by clicking here.

**Your rights and responsibilities at an Allens Training Course**

Our Student written agreement outlines your rights and responsibilities during your training.

It is available by clicking here.
STUDENT INFORMATION

PROVIDER DETAILS – Registered Training Organisation 90909

Name of RTO
Allens Training Pty Ltd

Phone number
1300 559 064

Web site
www.allenstraining.com.au

Registration details
We are listed on training.gov.au (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.

This course information sheet is designed be read in conjunction with the “Student Agreement”

The “Student Agreement” must be read before enrolling into any training course delivered by Allens Training or any of it’s 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” This will be signed as an agreement in the student statutory declaration section of the enrolment form.

This agreement can be viewed and downloaded at:

COURSE INFORMATION

Unit Code
HLTCPR211A

Unit Title
Perform CPR

Course Outcomes
This unit of competency describes the skills and knowledge required to perform Cardiopulmonary Resuscitation (CPR) in line with the Australian Resuscitation Council (ARC) Guidelines and does NOT address other aspects of resuscitation, life support or first aid

Duration of course
Initial Course

Option 1. Face to face training 3-4 hour course

Option 2. On-line workbook plus 1-2 hour practical course

Option 3. Credit for those students currently employed in emergency related fields, eg Practicing paramedic or emergency casualty employed nurse. 1 hour practical course. Evidence of current continuing employment must be provided with student paperwork for this option to be accepted

Refresher Course

A refresher course is recommended every 12 months

To qualify for a refresher course, you would have a current certificate and need to bring it to the training session and submit a copy with student paperwork

Option 1. Face to face 1 hour training

Option 2. On-line workbook and 1 hour practical training

Option 3. Credit for those students currently employed in emergency related fields, eg Practicing paramedic or emergency casualty employed nurse. 1 hour practical course to demonstrate currency of information. Evidence of current continuing employment must be provided with student paperwork for this option to be accepted

Award Issued
Students who successfully complete this nationally recognised training will be awarded the statement of attainment: HLTCPR211A Perform CPR

Certificate valid for 12 months as per industry standard. Refresher course is recommended every 12 months as per ARC guidelines

Pathways to other qualifications or employment opportunities
Students who successfully completed this qualification may be eligible for entry into further study such as:
PUAEME003B Administer oxygen in an emergency situation or HLTFA311A Apply first aid

Where is the training package information located?
A copy of training package information related to this qualification can be found at:
Language, literacy and numeracy requirements are needed to undertake this course.

Specifically you would need the ability to:

- Request ambulance support or appropriate medical assistance and/or ambulance support using available means of communication
- Report details of incident and CPR as provided

Further detailed information can be obtained from the “Australian Core Skills Framework” - a copy of this document is available by clicking on the link http://www.allenstraining.com.au/f.ashx/downloads/ACSFsummaryfinaltoprint2.pdf

Pre-requisites

There are no pre-requisites or co-requisites for this competency unit.

Student rights

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.

How does legislation affect my training?

This course follows policy statements of the Australian Resuscitation Council and follows State or Territory legislation.

Target Audience

Existing employees in industries such as personal care workers, pool attendants etc.

Is there any recognition of my prior learning or experiences (RPL) or recognition of my current competencies?

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.

The outcome may be that we can:

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.

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.

CPD Point Information

Continuing Professional Development points attained for attending the course:

- 1 point per hour - Must be interactive and have an identifiable learning outcome
- 2 point per hour - Assessed learning delivered from a training package

Course fees

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.

Refund Policy

A detailed explanation of our refund policy is contained in the “Student Agreement”

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. 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.
What to bring
- Lunch (if applicable)
- Copy of online completion certificate (if applicable for your delivery option)
- Copy of current certificate or employment evidence (if applicable for your delivery option)
- Pen and note paper
- ID sufficient for 100 points of ID

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 jim@allenstraining.com.au or phoning the office 0248228066 Ask for Jim to discuss the levels of assistance available.

Reasonable adjustment
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.

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.

Adjustments may include:
- 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."

Infrastructure requirements
- 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
- All staff involved in delivering the program have access to trainer, assessor and candidate support materials relevant to their areas of delivery and assessment
- 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
- 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
- All participants will have a learning resource supplied to them
- 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

Assessments methods explained
- Written paper – 20 multiple choice questions.
- Group activities and oral questioning throughout the course
- Practical demonstrations/skills assessments.

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

Trainers will refer to the competency skills checklist that is located on our web site. These are available to students as a part of pre course study
Practical assessments

- Demonstrate CPR on an adult
- Demonstrate CPR on a child
- Demonstrate CPR on a baby
- Call the ambulance
- Unpack and use a Defibrillator

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:

<table>
<thead>
<tr>
<th>Program area</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
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<tr>
<td>OHS considerations</td>
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<tr>
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<tr>
<td>Identify hazards and risks</td>
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<td>Perform CPR</td>
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<tr>
<td>Communicate details of the incident</td>
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Key:

- A Demonstration
- B Oral questioning
- C Interview
- D Group scenario
- E Role play
- F Case study
- G Written test
- H Pre course work book

Assessing the evidence

Assess the evidence gathered against the unit of competency being assessed. Each learner requires:

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

Employability Skills

The required outcomes described in this unit of competency contain applicable facets of Employability Skills

The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements

Required skills

The student 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.

This includes knowledge of:

- Awareness of stress management techniques and available support
- Basic anatomy and physiology relating to performing CPR
- Chain of survival
- Duty of care requirements
- How to access ambulance/medical assistance and/or emergency response support
- Infection control principles and procedures, including use of standard precautions
- Need to be culturally aware, sensitive and respectful
- Own skills and limitations
- Privacy and confidentiality requirements
- Procedures for performing CPR
Required knowledge

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:

- Assess vital signs of casualty
- Call an ambulance
- Call for medical assistance
- Demonstrate correct procedures for performing CPR using a manikin, including standard precautions
- Identify and minimise hazards to health and safety of self and others in the immediate workplace or community environment
- Report details of incident and CPR as provided
- Use infection control procedures, including standard precautions