
Pre-enrolment Information

HLTAID003 Provide first aid

Full Course Code and Title:

You are enrolling in:

- HLTAID003 Provide first aid

This unit describes the skills and knowledge required to provide a first aid response to a casualty. The unit applies to all workers who may be required to provide a first aid response in a range of situations, including community and workplace settings.

Specific licensing / regulatory requirements relating to this competency, including requirements for refresher training:

- It is recommended that this training be refreshed every 3 years. The cardiopulmonary resuscitation (CPR) component of this training should be refreshed every 12 months

Venue, Length and Modes of Delivery and/or Assessment:

- Training and assessment will take place at:
 - Unit 8 / 6 – 8 Ralph Black Drive North Wollongong
- The estimated duration of your course will be:
 - Option 1: Full Course – 16 hours
 - Option 2: Refresher Course – 6 hours
- This course will be delivered as:
 - Option 1: Full Course – Pre-course workbook and readings plus face-to-face delivery
 - Option 2: Refresher Course – face-to-face delivery

Third-party arrangements (if applicable):

- There are no third parties involved in the training and/or assessment of this course

Entry requirements:

- There are no entry requirements and/or specific requirements needed to successfully complete the program however students need to understand they need 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

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- Foundation skills essential to performance are explicit in the performance criteria of this unit of competency which can be found at www.training.gov.au
- Students do not need to provide any materials and/or equipment.
- The training does not require mandatory work placements.

Support services:

The RTO is dedicated to ensuring that all students who are admitted to a course have the best possible support to complete it. During the course entry assessment, all students can disclose any disability or other barrier to learning and are given a formal assessment to detect any need for additional support.

If it is agreed that a need for support exists, the nature of the support to be provided will be agreed prior to course commencement. We don't want you to start something which you aren't going to be able to finish!

Examples of the types of support offered include:

- Language, literacy, and numeracy support such as additional training in these foundation skills or additional contact hours provided by the trainer;
- Physical adaptations such as accessible classroom spaces and bathrooms, large print or audio resources, or screen reading technology;
- Information technology support, such as guides, instructional videos and one-to-one support which detail how to use learning technology required to engage with the course material;
- Mentoring, coaching, tutoring, and other extra-classroom one-to-one support activities;
- Personal counselling to assist those who are going through a tough time or are experiencing issues not related to the course, but which are affecting their progression; and
- Career guidance, job search, and internship placement

Not all services may be available for all courses, and some services will incur an additional fee. The services to be provided and any fee to be charged for those services will be agreed prior to course commencement.

Fee information:

- Prior to enrolment or commencement of training/assessment all fees due are payable to the RTO
- Fees can be paid by cash, EFTPOS, or credit card
- Refunds can be provided and there are no conditions to a refund unless the course has been completed and a qualification has been issued

Funding entitlements

- There are no government funding entitlements for this course

Consumer rights

- This course is delivered in accordance with the state/territory laws of NSW

Information about the USI

Each student's unique student identifier (USI) is a mandatory requirement of full Australian Vocational Education and Training Management Information Statistical Standard (AVETMISS) enrolment and competency issuance data.

If a USI has not been obtained, AQF certification cannot be issued and the RTO's AVETMISS data for that calendar year is unable to be submitted to the national provider collection.

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