

## HLTFA301C - APPLY FIRST AID COURSE

Many employment roles for healthcare in Australia recommend or require healthcare workers to hold a current first aid certification.

Adept Training has an established partnership with Allens Training Pty Ltd (registered training provider No. 90909). As a co-provider with Allens Training we provide the First Aid course in partnership with Allens Training.

On completion of this course successful candidates will receive a nationally recognised certification.

We offer the accredited First Aid course over one day. Students will be required to complete an ONLINE workbook prior to attending the one day face-to-face training session. This course is excellent value for money, fun, interactive and allows participants to study the theory in their own time at home and demonstrate the techniques of first aid under the supervision and guidance of a qualified instructor.

This course is in partial completion of HLT21107 Certificate II in Emergency Medical Service First Response. There are no pre-requisites or co-requisites for this competency unit.

The course *incorporates* the content of the following units:

- HLTCPR201B Perform CPR
- HLTFA201B Provide basic emergency life support

Students will learn 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. This course is suitable for those students requiring workplace first aid skills.

Bookings are essential and we strongly recommend students book at least two weeks prior to the course commencing so you have time to complete the ONLINE learning. You will need to log into Allens Training website: [www.allenstraining.com.au](http://www.allenstraining.com.au) and complete the ONLINE work book.

On successful completion you must print off your Certificate for the theory component of the course. **BRING THIS WITH YOU TO CLASS.** If you wish to purchase a printed copy of the first aid manual and workbook you may at a cost of \$20. Completing your workbook may take up to eight hours – please do not leave this until the night before!

If you fail to complete your ONLINE workbook tasks or the hard copy, you will not be allowed to participate on the day and will have to re-book your course (\$120 rebooking fee applies). If you purchased the textbooks please do not lose your first aid manual or workbook as you will have to purchase another or complete the ONLINE option.

This one day will be dedicated to delivering *hands-on* practical training. You will demonstrate CPR, mouth-to-mouth resuscitation, bandaging, splinting and many more first aid techniques. Bandages and face shields will be provided to participants.

Cost: **\$120** (no concessions are offered on this course)

Students enrolled in another Adept Training course may enroll for discounted price \$100 (non refundable)

Time: 9am – 5pm

Dress: comfortable loose clothing should be worn (minimum jewellery as this can inhibit your ability to participate in demonstrations)

On successful completion of the course (including completion of your workbook) you will be awarded a **Statement of Attainment for HLTFA301C – Apply first aid**, a unit of competency from the Nationally Recognised Health Training Package HLT07.

Issuing of Statements of Attainment to students who successfully complete this course are not available on the day; they will be posted out to participants within 4 to 6 weeks of the course completion.



Please turn over for course dates and our terms and conditions.

## Course Dates 2012

### Victoria

Course code	Day	Date	Location
FASK112	Saturday	25 <sup>th</sup> February 2012	St Kilda (Queen St Melbourne)
FASK212	Saturday	28 <sup>th</sup> April 2012	St Kilda (Queen St Melbourne)
FASK312	Saturday	23 <sup>rd</sup> June 2012	St Kilda (Queen St Melbourne)
FASK412	Saturday	1 <sup>st</sup> September 2012	St Kilda (Queen St Melbourne)
FASK512	Saturday	13 <sup>th</sup> October 2012	St Kilda (Queen St Melbourne)
FASK612	Saturday	17 <sup>th</sup> November 2012	St Kilda (Queen St Melbourne)

Our course dates are released for the year in advance – these dates may change, we apologise for any inconvenience. Please check our website for updates.

### Payment:

You can pay by cheque, money order, credit card, EFTPOS, or cash at the office. You cannot pay the trainer at the course.

Once we have received your completed registration application and full payment, we will send you a confirmation letter, which will include the procedures for accessing and completing the “*On-Line Workbook*”, which must be completed before attending the course **or** if you paid the fee for a hard copy of the textbooks we will include your First aid manual and workbook.

You need to bring your confirmation letter with you to the course as well as the “*On-Line printout*” as evidence that you completed the “*On-Line Workbook*” or bring your completed First aid Workbook and Manual. Completing your workbook may take up to eight hours – please do not leave this until the night before!

Please read our terms, Conditions and Cancellation policy, before you book into a course.

### Terms Conditions and Cancellation Policy – Language, Literacy & Numeracy Requirements:

Students should check the English requirements of their course before booking in, language requirements are clearly outlined for each course. In some cases low level support can be provided, however where extensive support is required for the student to be able to participate appropriately in the training or where deficiency will clearly inhibit achievement of learning outcomes, enrolment may be declined. A student handbook is issued to every student on enrolment and is available on our website. You should read this document as it provides you with information about your rights and responsibilities about attending training with us.

### Terms, conditions & cancellation policy:

By enrolling into this course you accept that you are responsible for any personal injuries sustained during the course and cannot hold Adept Training Pty Ltd or its associates responsible. You have been given the opportunity to read the student handbook, which is also available on our website: [www.adepttraining.com.au](http://www.adepttraining.com.au)

By signing below you certify that the information you have provided is true, that you agree to be bound by these Terms & Conditions and that you authorise us to charge your credit card for the relative course fees. Adept Training Pty Ltd reserves the right to dismiss any student for unacceptable or disruptive behaviour, and no refund will be given under these circumstances.

The discounted fee is non-refundable. Additionally, if you fail to attend the one day Apply First Aid (HLTFA301C) course you will forfeit all fees and will be required to pay again should you wish to rebook. Full fee paying students only - a full refund will be given if cancelled two weeks or more before course. No refund will be given if you fail to attend or complete the course. If you are unable to attend the course you have registered for you may send someone in your place. Cancellations will incur a \$95 (inc. GST) administration fee, except in the case of Adept Training cancelling a course. We reserve the right to cancel any course. A full refund will be offered for any course cancelled by us.

All information provided by you on this form will be used solely for the purpose of registration by us. Personal information may be provided to a third party, with your consent for the purposes of job placement. Please ensure that you have the required level of English literacy and comprehension to attend one of our courses and meet the pre-requisites for your course. You are aware of the language and literacy requirements for your course and give Adept Training permission to use your records for the purpose of AVETMISS or audit reporting.

