



HLTAID001 *Provide cardiopulmonary resuscitation,*  
HLTAID002 *Provide basic emergency life support*  
HLTAID003 *Provide first aid.*

**Course Duration:** One Day

**Venue:** **OnRoad OffRoad Training Complex**  
24 Jackson Street, Glenorchy TAS 7010

**Investment: \*** \$150.00 (CPR only \$80)

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### **ENTRY REQUIREMENTS:**

Participants must provide identification at that the start of the course.

### **PURPOSE:**

This course provides the fundamental principles, knowledge and skills to enable the first aider to provide emergency care for injuries and illnesses in the home or the workplace.

### **WHAT WILL YOU GAIN?**

You will gain an understanding of:

- Chain of survival
- Assessing the situation
- Getting help
- Assessing consciousness
- Care of the unconscious person
- Performing CPR
- The use of an automated external defibrillator (AED)
- Special techniques for children and Infants
- Breathing emergencies including choking, asthma and anaphylaxis
- Cardiac emergencies
- Severe allergic reaction
- Shock
- Bleeding and wound care
- Burns and scalds
- Heat and cold injuries and conditions
- Poisoning
- Bites and stings
- Musculoskeletal injuries



## TRAINING

The Training will be delivered by an experienced and qualified trainer, face to face.

The training follows a specifically prepared course session plan and utilises materials such as participant guides, power point presentations and practical tasks.

## ASSESSMENT

Assessments will be conducted using a theory and practical assessment tool.

The assessor will inform you of each of the assessments prior to them being conducted.

## WHAT WILL I RECEIVE?

On successful completion of the program you will receive a Statement of Attainment for HLTAID001 *Provide cardiopulmonary resuscitation*, HLTAID002 *Provide basic emergency life support* and HLTAID003 *Provide first aid*.

This program is nationally recognised.

## CPR ONLY?

HLTAID001 Provide cardiopulmonary resuscitation, will be trained and assessed in the first session of the day. You will gain an understanding of

- Chain of survival
- Assessing the situation
- Getting help
- Assessing consciousness
- Care of the unconscious person
- Performing CPR
- The use of an automated external defibrillator (AED)



## TERMS AND CONDITIONS

### **Payment of Fees/Refunds: What if you Cancel/Transfer, What if we Cancel/Transfer?**

#### **Payment of Fees**

Fees are required to be paid prior to the commencement of courses as per our Fees and Refund Policy. A deposit of 50% of the course fee is payable at time of enrolment with the balance payable prior to the commencement of the course.

#### **Our Cancellation/Transfer**

Whilst we always endeavor to run scheduled courses we reserve the right to cancel or defer a course.

- In the event of occurring cancellation all fees can be refunded or you may elect to transfer to a course that will run at a later date.
- **Your Cancellation/Transfer**
- If you are unable to attend a course, you may elect to re-schedule for that course, but only within 14 days of the original course date.
- We will only allow two (2) such transfers before an administration fee equivalent to 50% of the course fee value will be charged.
- If you cancel more than seven days prior to the course you may request to have any monies paid refunded in full or you may elect to be transferred to an alternative course with an administration fee adjustment.
- If you cancel less than seven days prior to the course you will be charged a 50% (course fee) cancellation fee.
- Should you not attend training/assessment a 100% cancellation fee, or loss of deposit, will apply.

#### **Refunds**

All applications for refund must be made in writing using the Refund Request Form. This form will then be provided to the Training Manager, or their delegate who will consider the request in line with the RTO's policy and procedure.

You will need to attach supporting evidence (e.g. Doctor's Certificate / hardship) as is deemed appropriate with the written request.



## PRE ENROLMENT INFORMATION

For pre enrolment information please request a copy of the Onroad Offroad Training Student Handbook for information concerning training and assessment processes, access and equity matters, recognition of prior learning, LLN issues, responsibility of students, certificates and qualifications, government funding subsidies, appeal processes and confidentiality of student information.

**For further information and course dates, please contact  
1300 732 377 (8:30 – 5:00 Monday to Friday)**

<b>Document Name and Number:</b>	<b>Version and Date:</b>	<b>Responsible Person:</b>	<b>Purpose and Comments:</b>
First Aid Course Information	June 2016/V6	Training Manager	Ensure compliance with Standards for Registered Training Organisations (RTOs) 2015. Standard 4