

## COURSE GUIDE

# HLTAID003 – Provide First Aid

### Course Overview

Provide First Aid (HLTAID003) offers students the 'up to date' skills and knowledge in understanding how to properly utilise First Aid in an emergency situation.

### Target Groups

Target groups for this qualification are those who are:

- Seeking to work in a trade that operates in a 'high-risk' area
- Seeking work in the healthcare sector
- Involved in gym areas, such as Personal Trainers.
- Operating 'heavy vehicles' as an occupation (such as transport)
- In the hospitality industry
- Seeking to be a 'First Aid Officer' working in an office space with more than 25 employees.
- All workplaces nationally in accordance with WorkSafe

### Delivery mode and location

This course is delivered in our classroom at 12 Overland Drive, Narre Warren, 3805 or approved workspaces.

### Course Duration

Provide First Aid requires 1 day of Pre-Online Theory (24 hours before the commencement of the class) and 6 hours face-to-face training session with our qualified trainer.

Refer to our Calendar at [www.apit.edu.au/Australia](http://www.apit.edu.au/Australia) for available public classes

### Award Issued

A Statement of Attainment (Certificate) will be provided for the successful completion of the following course:

- HLTAID003 Provide First Aid (valid for 3 years)

This course also includes accreditation for the following units:

- HLTAID001 Provide cardiopulmonary resuscitation (valid for 1 year)

### Career Outcomes

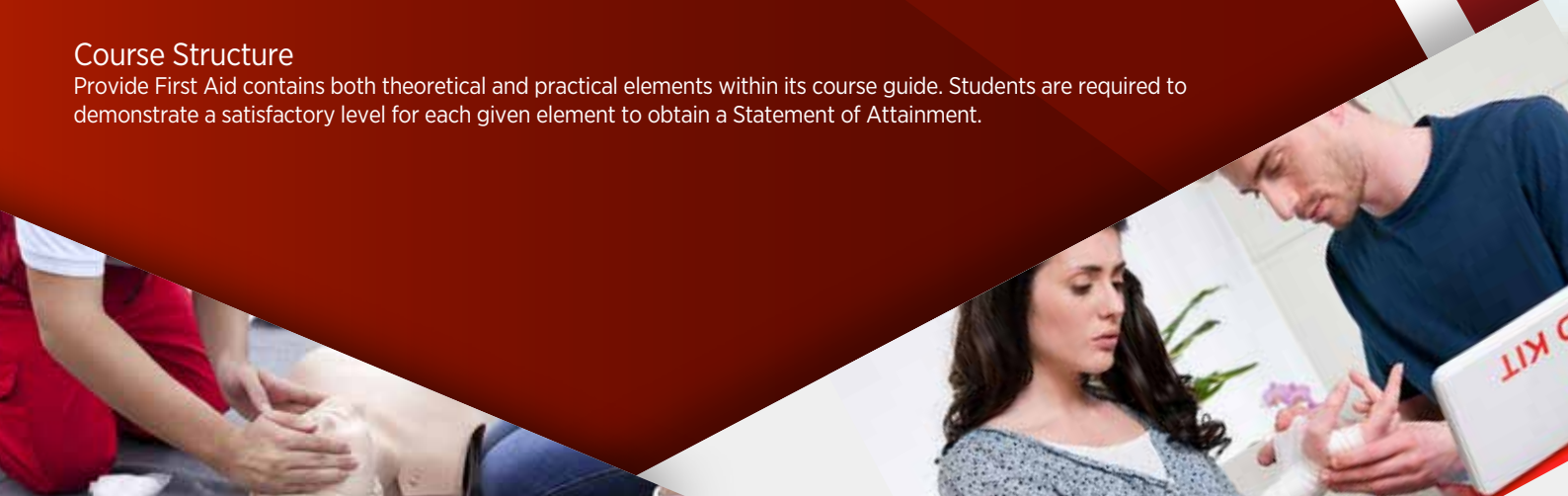
Students who complete Provide First Aid HLTAID003 are commodities to an array of organisations looking to hire staff. There are multiple jobs one can enter just by being qualified in First Aid alone.

Having a First Aid ready worker creates a safe environment for the organisation they work for, as well as those around them. If an emergency situation were to arise, there is an individual ready to act promptly to potentially save a co-worker or customers life.

### Course Structure

Provide First Aid contains both theoretical and practical elements within its course guide. Students are required to demonstrate a satisfactory level for each given element to obtain a Statement of Attainment.

**FIRST AID**



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<b>Elements define the essential outcomes</b>	Performance criteria specify the level of performance needed to demonstrate achievement of the element.
<b>ELEMENTS</b>	<b>PERFORMANCE CRITERIA</b>
1. Respond to an emergency situation	1.1 Recognise an emergency situation 1.2 Identify, assess and minimise immediate hazards to health and safety of self and others 1.3 Assess the casualty and recognise the need for first aid response 1.4 Assess the situation and seek assistance from emergency response services where required
2. Apply appropriate first aid procedures	2.1 Perform cardiopulmonary resuscitation (CPR) 2.2 Provide first aid in accordance with established first aid principles 2.3 Display respectful behaviour towards casualty 2.4 Obtain consent from casualty where possible 2.5 Use available resources and equipment to make the casualty as comfortable as possible 2.6 Operate first aid equipment according to manufacturer's instructions 2.7 Monitor the casualty's condition and respond in accordance with first aid principles
3. Communicate details of the incident	3.1 Accurately convey incident details to emergency response services 3.2 Report details of incident to workplace supervisor as appropriate 3.3 Maintain confidentiality of records and information in line with statutory and/or organisational policies
4. Evaluate own performance	4.1 Recognise the possible psychological impacts on self and other rescuers involved in critical incidents 4.2 Participate in debriefing to address individual needs
Training Arrangements	Fortnightly Saturday Classes 9.00am to 3:00pm (1 Day Pre-Online Theory + 6 Hours face-to-face class)  Refer to our Calendar at <a href="http://www.apit.edu.au">www.apit.edu.au</a> for the availability of public classes.  Alternatively, please contact us at 1300 WEUPSKILL to arrange a private session or onsite training.
Assessment Arrangements	Assessment methods used for this qualification will provide individuals opportunities to demonstrate that they have met the required outcomes through: <ul style="list-style-type: none"> <li>• Theoretical assessments</li> <li>• Observations / Practical Assessments</li> </ul>
Additional Support	All students will be provided with a range of learning support options and resources to help them achieve competency. This may include: <ul style="list-style-type: none"> <li>• Student Counsellor</li> <li>• Mentoring from Trainers</li> <li>• Computer and technology support</li> <li>• Referral to external support services</li> </ul> Australian Pacific Institute of Technology will provide additional support for any students experiencing:



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- Disability and access issues;
- Language barriers;
- Language, literacy and numeracy issues;
- Employment issues; and/or
- Any other issues that may affect their ability to achieve their training goals.

Provision of additional support services will be provided where necessary to enable students to participate in the same way as any other person regardless of whether support services have been required.

Where there is perceived difficulty in achieving learning goals, the trainer will discuss these issues with the student. The student will be provided with information about possible alternative courses, additional tools and resources available, and options and choices for accessing a supportive network.

The information provided will vary depending on the individual needs of the student.

Entry Requirements

Students must meet the following requirements:

- All students studying an Australian Course are required by the Australian Government to have (and present) a Unique Student Identifier (USI).
- All students must provide Primary and Secondary identification on the day of training, or alternatively, upload information as a PDF when completing their online enrolment.
- Basic numeracy and literacy skills must be shown through the Language, Literacy and Numeracy test (LLN) incorporated in the online enrolment process.

Cost

APIT offer competitive prices, with all learning & activities materials included (no hidden costs).

\$89

How to enrol

To enrol for this course, click the 'Book Now' tab at [www.apit.edu.au/australia](http://www.apit.edu.au/australia) and follow the prompts.

Alternatively, call us on 1300 WEUPSKILL for more information on the enrolment process.

Contact Detail

Call on 1300 WEUPSKILL or email us at [info@apit.edu.au](mailto:info@apit.edu.au).  
Otherwise, visit our Campus at 12 Overland Drive, Narre Warren, 3805.

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