**Community College Northern Inland Inc.**

**RTO: 90027**



NATIONALLY RECOGNISED
TRAINING

**HLTAID003 - Provide First Aid**

**Information Pack**

## Contents

## History of Community College-Northern Inland Inc.

Community College Northern Inland Inc., started out as Barraba Community Learning Association Inc., which was formed in 1981 after a public meeting in Barraba. People recognised that Adult and Community Education could fill an educational void in rural communities for adults. Since 1981 the College has grown with branches in Narrabri (1994) and Inverell (1996) and Warialda (2003) and Moree and Gunnedah (2007) and Bingara (2011). We now enrol over 2,500 students each year in a variety of programs, that include; both vocational qualifications and leisure and hobby courses.

The college structure is as follows:

Head Office is located in Barraba

Each campus has a coordinator that will be happy to answer any of your questions relating to this qualification.

Training campuses are located in the following locations:

Barraba Campus	92 Queen St Barraba NSW 2347	Phone: 02 6782 1662
Email: barrabacoord@communitycollegeni.nsw.edu.au

Bingara Campus	6 Riddell St Bingara NSW 2404	Phone: 02 6724 1965
Email: bingara@communitycollegeni.nsw.edu.au

Gunnedah Campus	39 Chandos St Gunnedah NSW 2380	Phone: 02 6742 5630
Email: gunnedah@communitycollegeni.nsw.edu.au

Inverell Campus	42-44 Campbell St Inverell NSW 2360	Phone: 02 6721 3656
Email: inverell@communitycollegeni.nsw.edu.au

Moree Campus	47 Frome St Moree NSW 2400	Phone: 02 6751 1430
Email: moree@communitycollegeni.nsw.edu.au

Narrabri Campus	Shop 3, 100 Maitland St Narrabri NSW 2390	Phone: 02 6792 6196
Email: narrabri@communitycollegeni.nsw.edu.au

Warialda Campus	The Heritage Centre	Phone: 02 6729 1487
		36 Hope St Warialda NSW 2402
Email: warialda@communitycollegeni.nsw.edu.au

## Overview of HLTAID003 Provide first aid.

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

In practice first aid and CPR training give you the knowledge and skills to provide emergency are and cardiopulmonary resuscitation (CPR) according to the Australian Resuscitation Council (ARC) guidelines and in line with state/territory regulations.

## Entry Requirements

**All** students will be required to provide a Unique Student Identifier number (USI) which will be validated by the College. Qualification and/or Statements of Attainment cannot be issued without the USI number.

Outlined are the pre-requisites for student enrolment:

- There is no minimum age for this course, but in cases where a very young or very old course participant has insufficient strength in their arms and shoulders to depress a manikin by the one-third required to achieve competency in CPR will be issued with a Certificate of Participation, rather than a Statement of Attainment
- A student must have an adequate command of English
- A student is required to provide a current email address for contact and communication
- Some courses may have nominated units of competency as pre-requisites

**All** students will be required to:

- Perform at least 2 minutes of uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (i.e 100-120 compressions per minute) on an adult resuscitation manikin placed on the floor
- Perform at least 2 minutes of uninterrupted single rescuer CPR (i.e 100-120 compressions per minute) on an infant resuscitation manikin placed on a firm surface

**Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.**

*Due to the nature and demands of the course and profession, CCNI Inc. reserve the right to refuse entry to any individual based on their course suitability*.

## 1. Course Outline

Based on information available from www.training.gov.au the following packaging rules apply for completion of this unit of competency:

| | |
|---|---|
| **Total Number of Units** | 3 |
| **Number of Core Units** | Nil |
| **Number of Elective Units** | 3 |
| **Link to Packaging Rules** | www.training.gov.au |
| **Other notes (imported units, levels of units, etc)** | *Specific licensing /regulatory requirements relating to this competency, including requirements for refresher training should be obtained from the relevant national/state/territory Work Health and Safety Regulatory Authorities.* |

### 1.1 Units of Competency

Consistent with the unit packaging rules, the units listed below will be delivered for this competency. The code and title of each unit is provided as well as an indication of core, elective (*Elec*), pre-requisite (*Pre*)/co-requisite (*Co*) and licensing requirements

| Code | Title | Core | Elec | Pre | Co | Lic |
|---|---|---|---|---|---|---|
| **HLTAID001** | Provide cardiopulmonary resuscitation | ☐ | ☒ | ☐ | ☐ | ☒ |
| **HLTAID002** | Provide basic emergency life support | ☐ | ☒ | ☐ | ☐ | ☒ |
| **HLTAID003** | Provide first aid | ☐ | ☒ | ☐ | ☐ | ☒ |

This unit is available in the following ways:

- ☒ Classes at the College
- ☐ As a traineeship:
    - Full or part time employment
    - School based
- ☐ As part of school studies:
    - NESA – Year 11 towards HSC
- ☒ Employment-based training and/or assessment.

## 2. **Course Delivery**

☒ face-to-face training sessions

☐ online (research for projects and assignments)

☐ correspondence

☒ written knowledge assessments

☐ research projects

☐ on-the-job

☐ combination (face to face, online and directed self-paced learning)

This qualification can be delivered via:

☒ 1 or 2 day/s per week (refer to current course brochure)

☐ 0 evenings per week from 6pm-9pm (refer to current course brochure)

☐ On-line with scheduled compulsory work shops

☐ And/or a combination of all of the above.

## 3. **Time Frame**
This unit could be completed within 16 hours, which includes 8 hours of supervised instructions and 8 hours of unsupervised activities.

## 4. **Work placement (Not required for this unit)**
This unit will require you to demonstrate your knowledge and skills in applying appropriate first aid procedures and cardiopulmonary resuscitation (CPR) through simulated emergency situations and role plays.

**NOTE: Candidates are required to participate in all CPR simulated scenarios and application of emergency first aid responses.**

## 5. **Course Completion**
Statement of Attainment will be issued upon a successful "competent" outcome from both practical and theoretical assessments.

## 6. **Course Resources**

All Community College-Northern Inland Inc. students will be provided with the following as part of the course fee:

- Allen's First Aid Guide and Workbook
- Adult, child and infant resuscitation manikins in line with ARC Guidelines for purpose of assessment of CPR procedures
- Adrenalin auto-injector training device
- AED training device
- Placebo bronchodilators and a spacer device
- Roller bandages
- Triangular bandages
- Workplace First Aid Kit
- Workplace injury, trauma and/or illness record, or other appropriate incident report form
- Wound dressings

## 7. **Credit Transfer**

Credit transfer is not offered for this unit.

## 8. **Recognition of Prior Learning**

Recognition of prior learning is not offered for this unit.

## 9. **Fee Information**

CCNI Inc. operates predominantly as a fee for service training business. This means that all training programs attract fees. These fees are paid by the client/student or a government agency, not for profit agent or the client employer.

This program can be charged as a fee for service or may be funded under Smart and Skilled.

The fee for service price for the course can be obtained from your local Campus Coordinator.

## 10. **Smart and Skilled Funding**

Smart and Skilled is a reform of the NSW Vocational Education and Training (VET) system. It is helping people in NSW get the skills they need to find a job and advance their careers.

Smart and Skilled provides eligible student with:

- an entitlement to government-subsidised training up to and including Certificate III
- Government funding for higher-level courses (Certificate IV and above) in targeted priority areas.

For more information please refer to the website at:

https://smartandskilled.nsw.gov.au

## 10.1 Smart and Skilled Eligibility

To be eligible you must be;

- 15 years old or over
- No longer at school
- Living or working in NSW
- An Australian citizen, Australian permanent resident, humanitarian visa holder or New Zealand citizen

**If you answered 'Yes' to all four (4), then you're eligible to enrol in a government-subsidised course with an approved Smart and Skilled training provider).**

Your eligibility for a government-subsidised Smart and Skilled course no longer depends on your previous qualifications:

From 2016, all students, regardless of the level of any previous qualifications held, are able to access subsidised Smart and Skilled training up to a Certificate III level. This means that even if you have a higher level qualification you may still be eligible to re-train to enter (or re-enter) the workforce.

You can also enrol in subsidised training at Certificate IV, Diploma or Advanced Diploma level, depending on the availability of funding for these courses.

**Previous qualifications do not affect eligibility, but may affect the student fee**.

**Other eligibility conditions:**

Your eligibility is not affected if you have completed a vocational education and training (VET) course, including a school-based apprenticeship or traineeship, as part of your high school education.

There are also some exceptions to the eligibility conditions described above, such as for Aboriginal people who live in specific, defined areas outside the NSW border.

## 10.2 Smart and Skilled Course Fees

The fee for this course is regulated by the State Government and each student's fee is calculated on their personal circumstances.

## 11. Payment of Course Fees

Course fees are due prior to course commencement. For courses costing more than $1500, a deposit to the maximum of $1500 only will be accepted, once the course has started then the remaining course fee will be invoiced or can be paid.

CCNI acknowledges some course fees are significant and a payment plan can be set up or other arrangement can be made, with a $500 deposit upfront to confirm/secure a place in the course and to ensure no student is disadvantaged or discriminated against. The payment plan can be flexible to fit in with when you are paid – weekly, fortnightly or monthly via Ezi-debit or invoice/direct deposit. If there are any issues during the repayment period contact staff at your campus immediately.

If fees are to be paid by an employer/agency, a purchase order number, business name, address and email is required at the time of enrolment of the student for invoicing to be completed and sent for payment prior to the course.

If the student has outstanding payments at the completion of the course, they will not be entitled to enrol in another course and the Certificate or Statement of Attainment will be held by CCNI until the debt is paid in full.

## 12. **Course Refund Policy**

CCNI Inc. protects fees paid in advance and has a fair and reasonable refund policy. All fees paid in advance are protected via sequestered funds held in term deposits to ensure sufficient funds are always available for refund. CCNI Inc. operates predominately as a 'fee for service' training business. This means all training programs attract fees. These fees are paid by, or charged to, the client/student, a government agency or the client/student employer.

An application for a refund is addressed according to the notice given by the person making the request:

- Upon commencement of the course, it is understood and agreed there is no entitlement to any refund of the tuition fees or other charges paid to CCNI Inc. under the Contract and all outstanding payments will be fully paid by the client/student no later than the specified dates.
- No refunds will be available after the course commences.
- If CCNI or a third party delivering the training and assessment on its behalf closes, cancels a course, or ceases to deliver a class, it will refund the full fee.
- A $50 administration fee will be incurred if a student cancels their enrolment five (5) business days prior to the course running.
- If there are unique or extenuation circumstances which prevent attendance, the case will be assessed on an individual basis with approval from the Executive Officer.
- When a course has been paid for by an employer/job agency, the refund will be returned to the payer or a credit note can be issued depending on the business requirements.
- If a student withdraws from a Certificate course, a student refund/withdrawal form must be completed. Partial refund may occur depending on the length of the course, number of subjects completed, resources used the fees received. The final decision will be made in consultation with the Executive Officer.
- A deferment of face-to-face training sessions is possible provided course fees owing at the time are paid in full. Any deferment must be applied for in writing, prior to commencement of the deferment. The granting of the deferment is not automatic and is at the discretion of the CCNI Inc. If approved, the deferment needs to be fulfilled within twelve (12) months from enrolment.
- The student should note the deferment is for face-to-face classes only. The assessment delivery schedule is still expected to be completed within the original twelve (12) month schedule.
- Refunds in special circumstances will be considered on a case by case basis at the total discretion of CCNI Inc.
- CCNI Inc. may at its discretion, refund some or all course fees where it determines there are extenuating or compassionate circumstances. Where an incorrect eligibility assessment is made, and course fees have been received by CCNI Inc., a full refund will be issued.

CCNI Inc. reserves the right to amend these Terms and Conditions at any time to ensure compliance with applicable State and Federal laws.

https://www.communitycollegeni.nsw.edu.au/

## 13. Student Support Services

Students can access a range of supports at Community College Northern Inland Inc. to assist with personal and study related issues including counselling, study skills and careers advice. Students may be required to provide suitable evidence of the nature and extent of their disability so that the appropriate support provisions may be negotiated.

## 14. Code of Practice

As an RTO, Community College Northern Inland Inc. (*CCNI INC.*) has agreed to operate within the Standards for NVR Registered Training Organisations and undertakes the ASQA self-assessment against these standards annually. Please refer to the student handbook for further information.

## 15. Assessment Appeals

Any student can appeal against an academic decision or other procedural matters regarding assessment. Appeals will be accepted up to fourteen (14) days from the date an assessment result was received by the student. All appeal outcomes, including reasons for the decision will be communicated to the student in writing. Please refer to the Student Handbook for further information.

## 16. **Student Complaints/Compliments/Suggestions**

CCNI Inc. aims to:

- develop a culture which views student complaints as an opportunity to improve the organisation;
- ensure any student complaint is resolved promptly, objectively, with sensitivity and with complete confidentiality;
- set in place a complaints handling system to prevent complaints recurring:
- ensure consistency when handling complaints

To give feedback, talk to a staff member and also please ask for the Complaints, Compliments and Suggestions form or download it from our website at:

https://www.communitycollegeni.nsw.edu.au/

A complaint can be defined as a student's expression of dissatisfaction with an aspect of CCNI INC.'s services. A complaint may be a student expressing dissatisfaction with, amongst other things:

- the enrolment or induction process;
- the quality of training or assessment provided;
- access to their personal records;
- the way they were treated

Please refer to the Student handbook for further information on the steps in the process.

## 17. Frequently asked Questions

**What do course fees cover?**

Course fees cover tuition, materials (learning guides and handouts) use of amenities and work placement assessment.

**Do I have to pay my course fee at once?**

No, you can pay a deposit and then regular payments through the college direct debit process. The campus coordinator will provide you with the Ezi-debit agreement.

**Do I need to attend all scheduled classes?**

It is recommended that you attend all face to face sessions, and/or programmed workshops to ensure you are receiving opportunities to gain interaction with fellow students. These sessions may include guest speakers from your relevant industry.

**Why is self-directed learning included in the course?**

Self-directed learning is included to allow you to develop additional learning strategies; this may include internet research, projects and time management skills. These skills form part of the employability skills required for your industry.

## 18. What you need to do next

Once you have decided if this qualification is for you; the following steps are required:

☒ Attend the college campus of your choice and complete the enrolment form to apply for a place in the class

You will need the following prior to course commencement:

☐ Obtain a Police clearance check (cost is approximately $55)
  https://secure.prm.net.au
☐ Obtain a working with children check
  https://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check

☐ Resource folder and plastic sleeves
☐ A4 booklet for class notes, pens etc.
☐ Obtain a Work placement polo shirt (the local coordinator will provide these details)