

First Aid Course

Introduction

Highlands Training Solutions is a Registered Training Organisation (RTO No. 46207) registered with the Australian Skills Quality Authority.

Highlands Training Solutions is proud to offer nationally recognised training. The following units of competency will be delivered:

HLTAID009 - Provide cardiopulmonary resuscitation

HLTAID010 - Provide basic emergency life support

HLTAID011 - Provide First Aid



Purpose of the First Aid Course

Medical emergencies can occur at any time and in any setting. This course gives you the skills and confidence to recognise and respond to a wide range of first aid emergencies — from cardiac arrest and anaphylaxis to fractures and stroke — in accordance with Australian Resuscitation Council guidelines and Australian national peak clinical body recommendations, giving a casualty the best possible chance of a positive outcome until professional help arrives.

The target learner for this course includes those who require first aid competency for work or leisure activities. This includes, but is not limited to, workers required to hold a current first aid qualification as part of their role or industry obligations (e.g. construction, hospitality, education, and childcare settings), volunteers in community and sporting organisations, parents and carers, and individuals seeking a nationally recognised first aid qualification for personal or professional development.

Course Description

This course describes the skills and knowledge required to provide a first aid response to a casualty in line with first aid guidelines and other Australian national peak clinical bodies.

The course applies to all persons who may be required to provide a first aid response in a range of situations, including community and workplace settings.

This first aid course covers:

- Recognise and assess an emergency situation.
- Ensure safety for self, bystanders, and casualty.
- Assess the casualty and recognise the need for first aid response.
- Seek assistance from emergency services.
- Perform cardiopulmonary resuscitation (CPR) in accordance ARC guidelines.
- Provide first aid in accordance with established first aid principles.
- Display respectful behaviour towards casualty.
- Obtain consent from casualty where possible.
- Use available resources and equipment to make the casualty as comfortable as possible.
- Operate first aid equipment according to manufacturers' instructions.

- Monitor the casualty's condition and respond in accordance with first aid principles.
- Accurately convey incident details to emergency services.
- Report details of incident in line with appropriate workplace or site procedures.
- Complete applicable workplace or site documentation, including incident report form.
- Maintain privacy and confidentiality of information in line with statutory or organisational policies.
- Recognise the possible psychological impacts on self and other rescuers and seek help when required.
- Contribute to a review of the first aid response as required.

Mode of Delivery

Online learning and knowledge assessment plus face-to-face classroom training and assessment.

Assessment Summary

The assessment in support of the units of competency requires the learner to complete a written knowledge assessment and each candidate to demonstrate skills in an environment that provides realistic in-depth, scenarios and simulations to assess candidates' skills and knowledge.

Learners are required to demonstrate the required knowledge and skills to the standard specified in the assessment. Where appropriate, the knowledge assessment may be conducted verbally to support learners, provided the integrity of the assessment is maintained.

The practical assessment is conducted under controlled conditions in a classroom. Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the workplace or community setting.

National Recognition

Upon successful completion of all training and assessment requirements, learners will be issued with a Statement of Attainment for the following nationally recognised units of competency:

HLTAID009 - Provide cardiopulmonary resuscitation

HLTAID010 - Provide basic emergency life support

HLTAID011 - Provide First Aid

These units of competency are nationally recognised and provide individuals with a valuable outcome that is recognised throughout Australia.

Course Dates

Course dates and times may vary. Please contact Highlands Training Solutions for upcoming course dates or visit the [HTS CALENDAR](#) for current availability.

Phone: 1300 689 984 (Opt 1) or email: info@highlandstraining.com.au

Course Duration and Location

This is a blended course with self-paced online learning and face-to-face training. Before attending the face-to-face training, learners will need to complete their e-Learning and knowledge assessment. This can be done in one sitting or over several sessions.

Depending on the learner's prior knowledge and pace, they should allow up to 3 hours for e-Learning and Knowledge Assessment. The face-to-face training and practical assessment takes approximately 5 hours in a classroom environment.

Our classroom is located at: Moss Vale Services Club, 17 Yarrowa Road, Moss Vale, NSW, 2577. A private course is available at your workplace or a suitable location.

Course Materials

Learner training is supported through the provision of quality learning materials and resources. All equipment and consumables are supplied as part of the course.

Fees and Charges

Information about fees and charges is provided in the Schedule of Fees and Charges which will have been included in your pre-enrolment information package. Please refer to the Schedule of Fees and Charges as it contains important information about related charges and our refund policy.

Entry Requirements

Prospective learners must meet the following:

- Prospective learners must be at least 18 years of age at the time of enrolment.
- Applicants under 18 years of age are not eligible to enrol in Highlands Training Solutions courses.
- Prospective learners must possess basic digital skills and have access to a computer, tablet or smartphone with internet access to complete the online learning and knowledge assessment. Prior to commencing training, Highlands Training Solutions will undertake a Language, Literacy, Numeracy and Digital (LLND) skills review to determine whether the course is suitable for the prospective learner and to identify any reasonable support that may assist successful participation.
- Prospective learners must have sufficient language, literacy, numeracy and digital skills to access the online learning, read and interpret first aid information, complete assessment activities and communicate effectively in simulated emergency situations. Where the LLND skills review identifies that additional support may be required, Highlands Training Solutions will discuss reasonable support strategies with the learner, provided these do not compromise the requirements of the training product. If, following the review, Highlands Training Solutions determines that the learner is unlikely to successfully complete the course, even with reasonable support, the learner will be advised before enrolment proceeds.

Learners Confirm

- I confirm that I am 18 years of age or older and meet the entry requirements for this course.
- I understand that Highlands Training Solutions will review my Language, Literacy, Numeracy and Digital (LLND) skills prior to training to determine whether the course is suitable for me and to identify any reasonable support that may be required.
- I understand that HLTAID011 Provide First Aid requires learners to demonstrate practical first aid skills, including performing at least 2 minutes of uninterrupted CPR on an adult manikin placed on the floor, at least 2 minutes of uninterrupted CPR on an infant manikin placed on a firm surface, and responding appropriately in simulated emergency situations.
- I understand that learners must have the physical capacity to complete all practical assessment activities, including kneeling on the floor, performing CPR, and carrying out first aid procedures in simulated emergency. Learners who have concerns regarding their ability to meet these physical requirements are encouraged to contact Highlands Training Solutions prior to enrolment to discuss their individual circumstances and any reasonable adjustments that may be available, provided these do not compromise the requirements of the training product.
- I understand that photo identification is required to be sighted prior to course commencement.
- I understand that a valid Unique Student Identifier (USI) must be provided prior to the issuance of my Statement of Attainment. To create a USI or look up an existing one, visit usi.gov.au.
- I understand that a Statement of Attainment cannot be issued unless all assessment requirements and performance evidence requirements for the unit(s) of competency have been successfully demonstrated.

Recertification

The Australian Resuscitation Council (ARC) provides the nationally recognised guidelines for resuscitation and first aid in Australia. In accordance with these guidelines, it is recommended that HLTAID009 Provide cardiopulmonary resuscitation be refreshed every twelve (12) months and HLTAID011 Provide First Aid be refreshed every three (3) years. As HLTAID011 includes the CPR competency, learners should complete a standalone HLTAID009 CPR refresher annually and undertake the full HLTAID011 Provide First Aid course every three (3) years to maintain current skills and meet industry best practice.

Responsibility for Training

Highlands Training Solutions is responsible under the National Vocational Education and Training Regulator Act 2011 for the quality of the training and assessment being delivered in this course and for the issuance of all AQF Statements of Attainment.

Please refer to the Learner Handbook for further information on all student rights and obligations, including our complaints and appeals processes and credit transfer policy. Information about how to lodge a complaint or appeal is also available on the Highlands Training Solutions website. This document must be read in conjunction with the Learner Handbook and Schedule of Fees & Charges.