



PRE-ENROLMENT INFORMATION

This document has been prepared to assist you in making a fully informed decision to enroll in Nationally Recognised Training with Smartlink Training Pty Ltd

ABOUT US

Smartlink Training Pty Ltd was established in order to provide training to learners and clients in a professionally, friendly and respectful manner.

Here at Smartlink, we cater for all levels of language, literacy and numeracy and do not discriminate in anyway. Our trainers are highly skilled and do have extensive experience in vocational education.

Our excellent interpersonal communication skills do enable us to exceed in client expectation in the delivering of our training and assessment. Our main purpose is to provide our clients with a consistent and nationally recognised training.

Our specially designed training do offer our students a pleasant and comfortable learning environment. Our goal here is to ensure that everyone of our clients do receive the best quality education and training that is nationally recognised and acceptable. Here at Smartlink, we endeavour to provide our students the very best in:

- **Knowledge:** By giving them well educated and experienced trainers
- **Price:** We do always ensure that our prices are highly competitive
- **Flexibility:** We do ensure that we deliver more training so as to suit the times and needs of our clients
- **Facilities:** Smartlink Training Pty Ltd does ensure that we offer our clients a well comfortable, pleasant and enjoyable learning experience. We can come to you anywhere in Australia to deliver training to you if you have a group of ten people or more and we give a great discount for group bookings. We strive to provide this so as to ensure that our clients do get the best quality training at an unbeatable price in order to fulfil their needs

OUR GUARANTEE

We guarantee you will be provided with:

1. Industry recognised and developed training;
2. Practical scenarios to ensure your training is providing you with the skills required; and
3. Support services to ensure your training can be completed.

We will not guarantee:

1. You will successfully complete the training, as the onus is on you to undertake all training and complete all assessment tasks; and
2. You will be employed at the conclusion of your training, as we are not an employer.

COURSE INFORMATION

Enrolling in one of our courses is the next step to increase your skills and knowledge for the majority of industries. We offer Nationally Recognised Training in:

1. HLTAID004 Provide an emergency first aid response in an education and care setting
2. HLTAID003 Provide first aid
3. HLTAID002 Provide basic emergency life support
4. HLTAID001 Provide cardiopulmonary resuscitation
5. 22282VIC Course in the Management of Asthma Risks and Emergencies in the Workplace
6. 22300VIC Course in First Aid Management of Anaphylaxis

ENROLMENT REQUIREMENTS

Our training is open and responsive to all people irrespective of age, gender, cultural or ethnic background, disability, sexuality, unemployment, imprisonment or remote location.

When considering enrolling in any training, it is important that you understand your status within each of the available enrolment types.

If you are seeking to enrol you must be either:

1. Australian citizen;
2. Permanent resident;
3. Humanitarian visa holder;
4. New Zealand citizen;
5. Be 15 years or older and no longer at school;
6. Hold a Visitor, Work or Business Visa which has study provisions (can only study for the period allowed on your Visa);
7. Undertake an initial skills assessment.

LICENCING REQUIREMENTS

The units of competency we offer have no licencing requirements attached to the employability outcomes.

Prior to enrolling in a unit of competency or skills set, you need to consider the Australian Qualifications Framework statements of the typical achievement required to gain the qualification and your belief in your ability to complete the training.

ENTRY REQUIREMENTS

For units of competency listed on our scope of registration, the following entry requirements are to be met:

HLTAID004 Provide an emergency first aid response in an education and care setting

There are no entry requirements to this qualification.

HLTAID003 Provide first aid

There are no entry requirements to this qualification

HLTAID002 Provide basic emergency life support

There are no entry requirements to this qualification.

HLTAID001 Provide cardiopulmonary resuscitation

There are no entry requirements to this qualification.

22282VIC Course in the Management of Asthma Risks and Emergencies in the Workplace

There are no barriers to entry on the grounds of age, gender, political or cultural background.

Entrants to the course are best equipped to successfully undertake the training if they have language, literacy and oracy skills that align to Level 3 of the Australian Core Skills Framework (ACSF).

22300VIC Course in First Aid Management of Anaphylaxis

As a minimum, entrants to the course must have literacy and numeracy competencies equivalent to the Australian Core Skills Framework Level 2.

An example of an ACSF Level 2 competency is being able to read and comprehend the ASCIA Action Plan for Anaphylaxis, request appropriate emergency assistance at the scene of the incident and complete incident reports.

In addition, it is recommended that entrants have current competency in Cardio Pulmonary Resuscitation (CPR).

VENUE

All training and Assessment activities will be undertaken at a location suitable to you being:

1. Riverine Club Wagga Cnr of Tarcutta St and Sturt St Wagga NSW;
2. Comfort Inn Peppermill 7900 Goulburn Valley HWY, Shepparton VIC 3630;
3. Hotel Boomerang 312-316 Wagga rd Lavington NSW 2641

4. Unit 11, 21-27 Colbee Court, Phillip ACT 2606;
5. Sydney (on request);
6. Melbourne (on request); and
7. Perth (on request).

ACCESSIBLE AREAS AND ACCESS TO TRAINERS

1. Trainers are accessible at all times during classroom sessions;
2. Director and Administration personnel are only accessible during scheduled classroom breaks or before/after class;
3. Trainers are not accessible during lunchbreaks;
4. No access is granted to non-classroom area's excluding toilets;
5. No access is granted to telephones, photocopiers, fax machines and any other non-training related equipment;
6. Learners have access to trainers on an individual and confidential level if there are any concerns in understanding; and the training information, or any other concerns relating to their attendance at workshops

ASSESSMENT STANDARDS

All assessments conducted by us will be:

Valid - Assessment methods will be valid, that is, they will assess what they claim to assess;

Reliable - Assessment procedures must be reliable, that is, they must result in consistent interpretation of evidence from the learner and from context to context;

Fair - Assessment procedures will be fair, so as not disadvantage any learners;

Equitable, culturally and linguistically appropriate;

Involve procedures in which criteria for judging performance are made clear to all Learners;

Employ a participatory approach;

Provide for Learners to undertake assessments at appropriate times and where required in appropriate locations; and

Flexible - Assessment procedures will be flexible, that is, they should involve a variety of methods that depend on the circumstances surrounding the assessment.

We achieve this through:

- Careful design of the assessments;
- Validation and moderation of the assessment materials conducted in our annual review; and
- An understanding of the definition and practical application of the above definitions.

ASSESSMENT METHODS

Our assessments and assessment methods will ensure that we focus on the application of the skills and knowledge as required in the workplace and clearly outlined in the relevant Training Package, including:

1. Task skills (actually doing the job);
2. Task management skills (managing the job);
3. Contingency management skills (what happens if something goes wrong); and
4. Job Role environments skills (managing your job and its interaction with others around you).

We will ensure that we assess you in sufficient detail to ensure that we can determine that you have attained competency.

Our employees are available to discuss and provide limited professional advice as to the outcomes of the assessment process and guidance on future options.

All assessment tasks consider any language and literacy issues, cultural issues or any other individual needs related to the assessment.

Only re-assessment is available on appeal, (see further details in the appeal process section) should you fail to attend for a practical assessment or fail to submit any written assessments, research projects or case studies, you will be permitted to undertake the assessment on an alternative date.

Note: Should you not complete the assessment task on the alternate date, you will be charged an alternate assessment fee.

ATTENDANCE

You are expected to be punctual when attending training courses, late arrival or non-attendance will affect your progress in achieving the compulsory standards.

Learners, who due to circumstances beyond their control cannot complete all units, may attend future courses to complete their competencies.

As the course is designed for you, we require you to notify us as soon as possible if you are unable to attend any scheduled lesson.

ABSENCE

If absent from a day on the course, you are to provide a written reason in the box for the day they were absent.

If the absence is due to a medical condition or illness, you are required to produce a medical certificate from a Legally Qualified Medical Practitioner. You may not produce a sickness certificate from a chemist.

You are not allowed to be absent from a designated training day for paid employment.

Note: If you miss an assessment task due to paid employment you will be required to undertake the assessment on an alternative date and required to pay a fee.

FAILURE TO ATTEND

Failure to attend without reason may be reported where appropriate and may jeopardise successful completion of the course.

Failure to attend on numerous occasions may mean an incomplete being recorded and no refund of monies paid.

LATENESS TO CLASS

1. Lateness to class on any day is not acceptable;
2. When you are delayed from arriving on time, you must notify the trainer by text or phone to inform of delay; and
3. We expect that all Learners will be in the room on time after breaks throughout the day.

ATTENDANCE RECORDS

Records will systematically be maintained for learners on a registered course. Non-attendance due to illness evidenced by a medical certificate, or other exceptional personal leave must also be recorded, monitored and reported weekly.

BEHAVIOUR AND DRESS

You will behave in a manner which reflects the professional status of the industry that you are training for and shall respect the rights of others with regards to Equal Opportunities, Harassment, Bullying and Discrimination.

Unacceptable behaviour includes:

1. Inappropriate clothing includes: thongs, ripped or torn clothing, no unnecessary exposed flesh, no offensive prints or words;
2. Inappropriate language means: no swearing or abusive language;
3. Mobile phones: no mobile phone use during class times or recording of content;
4. Eating: no eating in the classroom;
5. Playing games on mobile devices during class times;
6. Lateness returning to class from breaks is unacceptable;

7. Disrespectful behaviour to all other Learners, trainers and other individuals;
8. Misuse of our computer system;
9. Littering;
10. Engaging in behaviour which may offend, embarrass, threaten or harm other students, staff or general public, including via electronic means; and
11. Jumping, standing on or putting shoes on furniture is not permitted.

SMOKING, DRUGS AND ALCOHOL

Smoking: Is prohibited in all buildings and covered area's and Learners are expected to use the ashtrays provided.

Drugs and Alcohol: Learners are expected to comply with the Workplace Health and Safety Legislation and shall be drug and alcohol free during the course.

CHANGES TO OUR BUSINESS

Whereby we make any changes to any or all of the following:

1. Ownership and control of the legal entity.
2. Name of the legal entity or trading name.
3. Chief Executive Officer or accountable officer.
4. Location of Head Office or permanent training venue, and
5. Contact details of the organisation.

We shall notify learners as soon as reasonably practicable and also advise how these changes affect their training.

CHANGE TO COURSE

Should you wish to change the course, the request must be made in writing to the Director.

Any approved changes to downgrade a course after commencement of the course, a \$500.00 administration fee will apply.

No charge will apply should the Learner wish to upgrade to a higher course.

Note: The enrolment fee is not refundable

COMPANY PROPERTY

We are equipped with the tools and resources for you to gain the skills necessary to work in your chosen industry and just like being at work you are required to treat our tools and resources with care and respect, observing all instructions in the correct and appropriate manner.

Unless instructed and authorised to do so, you shall not touch or operate property, as this may lead to injury to yourself or others if used incorrectly.

You will be held financially liable for all negligent, reckless or wilful damage to our property.

COMPLAINTS AND APPEALS PROCESS

In keeping with the National VET Regulator Act 2011, Standards 2015, we have a complaints and appeals process to assist you when the need arises.

In making your decision to enrol with us, you need to be aware that:

1. A complaint relates to any matter not related to your training outcomes, and
2. An appeal only relates to your training outcomes

You may complain or appeal:

1. Informally – a brief discussion with your trainer, where the trainer's explanation is sufficient to resolve the matter, or
2. Formally – in writing, where an investigation is required to resolve the matter.

Our full complaints and appeals procedure is available:

1. In your pre-enrolment package; or
2. By phoning or emailing our office.

COURSE EXTENSION

We are not obligated to extend the period of your enrolment if you have not completed your course on time.

An enrolment can be extended with a payment of an additional fee. Please talk to the director if you expect that you will require longer than the allocated course period.

EARLY WITHDRAWAL

Learners who leave the course prior to completion will receive a statement of attainment for all units completed.

EMERGENCY PROCEDURES

You will be given a briefing on the emergency procedures in the event of an emergency and you are expected to comply with instructions given by company members.

EMPLOYMENT OPPORTUNITIES

Upon successful completion of your training may be able to gain employment in the areas for which you have been trained and prepared.

As stated earlier, we are not able to guarantee you will be employed at the successful conclusion of your training. The onus is on you to seek out the available employment opportunities and to successfully complete your training.

FEEDBACK AND COMMUNICATION

We embrace an ongoing policy of open communication and encourage feedback and dialogue with all learners to assist with meeting learner needs and concerns as well as for ongoing improvement of our services.

We would appreciate feedback in regard to your opinions, satisfaction, or other views about our operations, policies, procedures, and training delivery and assessment.

Feedback will be sought through the completion of a Learner Satisfaction Survey provided by us at the conclusion of your training. You may also be called upon by the regulating body ASQA (Australian Skills Quality Authority) to complete a survey on our services.

FEES

As a Nationally Registered Training Organisation we are able to collect fees from the learner and must provide or direct the learner to information specifying:

- Fees that must be paid to us;
- Payment terms and conditions including deposits and refunds;
- Learner's rights as a consumer, including but not limited to any statutory cooling-off period, if one applies;
- Learner's right to obtain a refund for services not provided by us in the event the:
 - arrangement is terminated early; or
 - we fail to provide the Services.

PAYMENT

COURSE FEE

WAGGA WAGGA NSW

1. First Aid Course incorporating HLTAID003 Provide first aid, HLTAID002 Provide basic emergency life support and HLTAID001 Provide cardiopulmonary resuscitation **\$139**
2. CPR Course incorporating HLTAID001 Provide cardiopulmonary resuscitation **\$60**
3. Child Care First Aid HLTAID004 Provide an emergency first aid response in an education and care setting, HLTAID003 Provide first aid and HLTAID001 Provide cardiopulmonary resuscitation **\$180**
4. Anaphylaxis **\$70** incorporating 22300VIC Course in First Aid Management of Anaphylaxis
5. Asthma **\$70** incorporating 2282VIC Course in the Management of Asthma Risks and Emergencies in the Workplace
6. Provide Emergency life support incorporating HLTAID002 Provide basic emergency life support and HLTAID001 Provide cardiopulmonary resuscitation **\$125**

SHEPPARTON VIC

1. First Aid Course incorporating HLTAID003 Provide first aid and HLTAID001 Provide cardiopulmonary resuscitation **\$150**
2. CPR Course incorporating HLTAID001 Provide cardiopulmonary resuscitation **\$65**
3. Child Care First Aid HLTAID004 Provide an emergency first aid response in an education and care setting, and HLTAID003 Provide first aid **\$165**
4. Anaphylaxis **\$65** incorporating 22300VIC Course in First Aid Management of Anaphylaxis
5. Asthma **\$65** incorporating 2282VIC Course in the Management of Asthma Risks and Emergencies in the Workplace
6. HLTAID002 Provide basic emergency life support and HLTAID001 Provide cardiopulmonary resuscitation **\$140**

Albury Wodonga NSW/VIC

1. First Aid Course incorporating HLTAID003 Provide first aid, HLTAID002 Provide basic emergency life support and HLTAID001 Provide cardiopulmonary resuscitation **\$129**
2. CPR Course incorporating HLTAID001 Provide cardiopulmonary resuscitation **\$60**
3. Child Care First Aid HLTAID004 Provide an emergency first aid response in an education and care setting, HLTAID003 Provide first aid, and HLTAID001 Provide cardiopulmonary resuscitation, **\$179**
4. Anaphylaxis incorporating 22300VIC Course in First Aid Management of Anaphylaxis **\$70**
5. Asthma incorporating 2282VIC Course in the Management of Asthma Risks and Emergencies in the Workplace **\$70**
6. HLTAID002 Provide basic emergency life support and HLTAID001 Provide cardiopulmonary resuscitation **\$140**

CANBERRA ACT

1. First Aid Course incorporating HLTAID003 Provide first aid, HLTAID002 Provide basic emergency life support and HLTAID001 Provide cardiopulmonary resuscitation **\$95**
2. CPR Course incorporating HLTAID001 Provide cardiopulmonary resuscitation **\$60**
3. Child Care First Aid HLTAID004 Provide an emergency first aid response in an education and care setting, HLTAID003 Provide first aid, and HLTAID001 Provide cardiopulmonary resuscitation, **\$149**
4. Anaphylaxis incorporating 22300VIC Course in First Aid Management of Anaphylaxis **\$60**
5. Asthma incorporating 2282VIC Course in the Management of Asthma Risks and Emergencies in the Workplace **\$60**
6. HLTAID002 Provide basic emergency life support and HLTAID001 Provide cardiopulmonary resuscitation **\$90**

An application for enrolment must be accompanied by a non - refundable deposit equal to the course fee.

After your initial skills assessment has been completed and your application for enrolment is accepted, we will advise you of the options available for the remainder of your course fee to be paid.

All fees will be clearly noted on brochures and associated websites. Fees can be paid in the following methods:

- Bank deposit;
- Bank cheque;
- Electronic bank transfer;
- EFTPOS;
- Credit card; or
- Cash.

COOLING-OFF PERIOD

The decision to enrol in any training has to be the right decision for your career aspirations and hopes for the future. To assist you in making the right decision, we allow a two day cooling off period immediately after the completion of your initial skills assessment.

This period of time allows you to firm up your decision to enrol and complete the training.

At the end of your cooling off period, you will receive a notification of enrolment and a reminder of your cancellation and fee obligations and the cost involved.

CANCELLATION

Cancellations made by you prior to your course commencement must be made in writing by you and is deemed to take effect on receipt of your written notification.

Cancellations after the course commencement must be notified in writing and you will be refunded the unused portion of your course fee's.

WITHDRAWING FROM A COURSE

If you leave and/or abandon your course before the scheduled termination date and time, for whatever reason, no refund will be given.

TRANSFER

We reserve the right at our discretion to transfer a course to another date and venue and this action will in no way waive the terms and conditions stated herein.

In the event of us having to cancel a course, without offering any acceptable alternative, then you shall be entitled to a full refund of monies paid and no further liability shall be incurred by us.

FEE PROTECTION

All course fees are below the threshold of \$1,500.00.

Where we are unable to provide services for which you have paid, you will:

- Be placed into an equivalent course such that the new location is suitable to you; and
- You receive the full services for which you have prepaid at no additional cost; or
- Be paid a refund of any prepaid fees for services yet to be delivered above the prepaid fee amount.

NO REFUND

There is no refund of fees for:

1. any poor and/or non - attendance, poor behaviour;
2. failure to attend classes;
3. deciding at a later date that they do not wish to attend. Changes to class times are allowed, but not within 48 hours of class commencing; or
4. other circumstance preventing you from completing your course.

Note: Under the National VET Regulator Act 2011, Standards 2015, we are entitled to withhold issuing you with a qualification or statement of attainment until such times as all fees have been paid in full, and we shall exercise our rights under this section.

LATE FEE PAYMENT

It is the student's responsibility to pay fees on time according to the payment plan agreed upon at time of course enrolment and any late fee payments will incur a late fee payment as per agreement.

Should a student require an extension for their fee payments, they have to apply in writing to the Director, at least two weeks prior to fee being due.

Note: Should the payment not be made at the agreed date, the overdue account will be sent to a debt collection agency without any further notice. Matters which have been referred to the collection agency will not be handled by the institute and will be treated separately from any further accounts.

Any costs incurred in the collection of fees are the responsibility of the student / parent / guardian. The institute will not pay these fees.

A learner with outstanding fees shall be suspended from undertaking any training and assessment services until such times as the outstanding arrears have been brought up to date.

INDUSTRY ENGAGEMENT

We have engaged with industry including skills councils and employers to ensure our training and assessment services are being delivered to meet the needs of the industry and that your training is relevant to industry.

This engagement ensures you are able to fulfil an industry need.

INITIAL SKILLS ASSESSMENT

Under the National VET Regulator Act 2011, Standards 2015, we are required to undertake an initial skills assessment to assist with the identification of potential language, literacy or numeracy and non-vocational barriers to completing the training.

We will conduct an initial skills assessment with you at the time of enrolment or immediately prior to commencing the training.

Language, Literacy and Numeracy Assessment

The Language, Literacy and Numeracy assessment shall be conducted by directing the learner to the Learner Resources Group's website to undertake the assessment using the LLN Robot.

ISSUANCE OF AWARDS

We shall ensure AQF certification documentation is issued to a learner within 30 calendar days of the learner being assessed as meeting the requirements of the training product if the training program in which the learner is enrolled is complete, and providing all agreed fees the learner owes to us have been paid.

Statements of Attainment are issued for successfully completed Units of Competency.

LEARNING DIFFICULTIES

If you have any learning difficulties, we encourage you to identify them either directly or in confidence to your Trainer or Director, prior to course commencement.

LEGISLATION

We are subject to a variety of legislation related to training and assessment as well as general business practice.

This legislation governs our obligations as a Registered Training Organisation, our obligations to you as our clients, and relates to the industry that we are conducting training for.

This legislation is continually being updated and all employees are made aware of any changes.

The legislation that particularly effects your participation in our Vocational Education and Training programs includes:

- ACT Human Rights Act 2004 (where applicable);
- Equal Opportunity Act 1984;
- Fair Trading Act 1987;
- National VET Regulator Act 2011;
- Privacy Act 1988;
- Standards for Registered Training Organisations 2015;
- Workplace Health and Safety Act 2012;
- Workers Compensation and Rehabilitation Act 1986;
- Unique Student Identifiers Act; and
- All legislation relevant to the qualification you are undertaking.

LEARNER SUPPORT SERVICES

As we offer training courses to all members of the community, we have established a number of vocational barrier supports which include special assistance with:

1. Assessment tasks, and
2. Language, Literacy and Numeracy.

We able to assist with the selection of non-vocational barriers to training support including:

- Accommodation assistance;
- Centrelink;
- Counselling;
- Food/Material assistance;
- Legal Aid;
- Personal Support;
- Australian Tax Office;
- Ethnic Communities Council;
- Women's Legal Resource; and
- Interpreting Services.

LEARNER RESPONSIBILITIES

When you elect to participate in training with us, you have a responsibility to:

- Adhere to our policies and procedures,
- Treat others with respect, fairness and courtesy,
- Not plagiarise, collude or cheat in any assessment activity,
- Attend class and arrive on time,
- Notify your trainer if you will be absent or late,
- Participate in the course,
- Submit assessments on time and in the required manner, and
- Provide written notice of any changes to your enrolment status

OUR RIGHTS AND RESPONSIBILITIES

We will maintain and deliver high quality training courses, complying with the VET Quality Framework (VQF) accreditation requirements as a Registered Training Organisation

We will maintain Workplace, Health and Safety, Equal Opportunities, Harassment, Bullying and Discrimination Policies and relevant legislation.

We will:

1. Have suitable qualified staff;
2. Provide all training services for which we are registered to provide;
3. Learner resources; and
4. Effective assessment tools.

PRIVACY

All personal information provided to us is protected by the requirements of the Commonwealth Privacy Act, and is securely stored. It will not be accessed by any unauthorized person without prior written consent from the student.

Our full privacy policy is available:

1. In your pre-enrolment package;
2. For download from our website; or
3. By phoning or emailing our office.

RECOGNITION OF PRIOR LEARNING (RPL)/ CURRENT COMPETENCIES (RCC)

You may be eligible to gain status for previous industry experience, studies in other courses or from other training providers.

If you fit in this category enquire about RPL/RCC or credit transfers which could significantly shorten your study requirements.

RECORDS MANAGEMENT

Administrative records management specifications are determined by regulatory requirements, the business functions, technologies, risks, evidence requirements, retention and archiving, compliance requirements for external and internal reporting, security, storage and retrieval of information.

We maintain records of program development, program delivery, participants, human and physical resources, and financial and management activities.

Records we will collect for each student includes:

1. Participant personal details - recorded and entered at the time of enrolment and confirmed at training session
2. Course details - recorded and entered at the time of enrolment and confirmed at training session
3. Course units of competency or modules - recorded at the time of enrolment and confirmed at training session
4. Progress - recorded on hard copy by trainers/assessors.
5. Attendance - recorded on training session rolls by trainers/assessors.;
6. Completed assessments – retained for 12 months.

Participant records must be maintained for 30 years, at which time they are transferred to the regulatory body.

ACCESSING YOUR PERSONAL RECORD

To access your personal record, you need to make an appointment with the Director either by phoning the office or arranging an appointment through your trainer.

TRAINING DELIVERY

All training and assessment services are delivered and assessed in English.

As per the requirements of the Standards for Registered Training Organisations 2015 (the Standards), we provide all of the training services you have purchased through the employment of person who:

1. Hold the qualification you are being trained in;
2. Have recent and relevant workplace/industry experience; and
3. Are considered Subject Matter Experts in their respective fields.

PRACTICAL TRAINING

We directed in the Training Package, we will arrange for practical training to be completed in the workplace with businesses able and prepared to assist in you in gaining experience and training in a real situation.

Whereby a real workplace can not be provided, we will undertake delivery of all practical training in a simulated environment, which closely resembles an actual workplace.

Note: We don't engage any person or training organization to deliver our training and assessment services on our behalf.

VOLUME OF LEARNING

We are required to meet the requirements of the Volume of Learning for all learners, as described in the Australian Qualifications Framework (AQF) for each qualification on scope.

HLTAID004 Provide an emergency first aid response in an education and care setting

This Qualification is to be delivered via

1. Blended elearning, students will need to complete an online course prior to attendance for the face to face one day course (9hrs).
2. Blended workbook, students will be sent the childcare textbook for them to study prior to coming for the face to face of which they will have a bigger assessment on the day of the course (one day course approximately 9 hrs)

HLTAID003 Provide first aid

This Qualification is to be delivered via:

1. Blended elearning, students will need to complete an online course prior to attendance for the face to face one day course (7hrs).
2. Blended workbook, students will be sent the textbook for them to study prior to coming for the face to face of which they will have a bigger assessment on the day of the course(one day course approximately 7 hrs)

HLTAID002 Provide basic emergency life support

This Qualification is to be delivered via 14 hours of structured and non-structured training. The recommended industry standard to maintain current competency is for this course to be refreshed every 3 years with the CPR component refreshed every 12 months

HLTAID001 Provide cardiopulmonary resuscitation

Students will be sent the textbook for them to study prior to coming for the face to face training (1 day course approximately 4.5 hrs).

22300VIC Course in First Aid Management of Anaphylaxis; and

This Unit of competency is to be delivered over 3 - 4 hours depending on classroom size with 1 hour of pre-reading prior to commence of the course.

2282VIC Course in the Management of Asthma Risks and Emergencies in the Workplace

This Unit of competency is to be delivered over 3 - 4 hours depending on classroom size with 1 hour of pre-reading prior to commence of the course.

WHS

We believe that all accidents are preventable and seek to ensure a safe environment for all students and staff.

During your course induction, your trainer will explain the WHS requirements particular to your training location and where required the need to wear Protective Personal Equipment (PPE).

You will be expected to comply with our Workplace Health and Safety Policies and report all incidents, near miss activities and safety hazards immediately.

WORKING WITH CHILDREN

We will comply with all Federal and State working with Children legislation.

A list of all relevant legislation is available from the Federal Police Website <http://www.afp.gov.au/nch/policechecks.html>