



## Realtime Education & Training Services HLTAID003 Provide First Aid

### Introduction

Realtime Education & Training Services is a Registered Training Organisation (TOID 41036) registered with the Australian Skills Quality Authority. RETS is proud to offer the “HLTAID003 - Provide first aid” training course. This program provides participants with skills and knowledge required to provide emergency first aid response to casualty at workplace or in a community setting. This includes providing CPR, applying bandages, treating various emergency situations like shock, asthma, and allergic reactions and treating fractures etc. If first aid certificate is a requirement of your workplace or your current first aid certificate is expired or expiring soon, this is the course for you.

### Program outline

Training is delivered in a classroom environment. Participants are required to attend one training sessions of 8 hours with a pre reading of about 10 hours. Participants are given a textbook that is required to be read before the training session. Training is delivered using multimedia tools for example power point slides and DVDs. Participants also perform various roles plays to simulate an emergency situation. Participants are given opportunity to ask questions about the assessment processes. At least 5 participants are required to run the class. In case if the desired class size is not achieved, classes are postponed until 5 participants have confirmed enrolment. Participants are advised of the this change (classes are postponed) in the training sessions and are offered 100% refund of the fees paid if textbooks are returned, if they need to complete the training by a certain deadline.

### Assessment requirements

The assessment is conducted using a combination of demonstration of first aid skills during different simulated emergency scenarios, and knowledge tests. The following provides a brief explanation of the assessment methods that are to be applied:

**Knowledge Test.** The participants are required to undertake a written knowledge tests and multiple-choice questions. The assessor will provide a test to the participants at the end of the session and the participants will be required to individually complete the test.

**Demonstration / Role-Play.** The participants are required to demonstrate a range of skills whilst being observed by, or interacting with, the assessor. These activities will be clearly explained and always relate to duties relevant to the emergency situations. These activities allow the assessor to check that participants apply their knowledge and skills during a practical activity. Role - Plays are conducted after the knowledge test.



### Unit of Competency

As part of this training program you will be undertaking a nationally recognised unit of competency - HLTAID003 Provide first aid.

### Entry requirements

There are no specific entry requirements for this course. Participants should be above 17 years of age. It is required that participants have physical capacity to provide CPR on the floor to causality as per the training package requirements. It is expected the participants are renewing their first aid training course completed previously.

### Expected duration

The program is designed to be delivered over 1 day (One training session) of 8 hours.

Participants are issued with a statement of attainment within 7 days of them completing the course assessment requirements.

### Realtime Education & Training Services TOID 41036

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## Realtime Education & Training Services (HLTAID003) Provide First Aid

### Reasonable Adjustment & Support Services

Realtime Education & Training Services has policies that include reasonable adjustment and access and equity principles. Reasonable adjustment will be provided for participants with special learning needs (such as a disability or learning difficulty) according to the nature of the learning need. Evidence collection can be adjusted to suit individual learner needs if required and will be endorsed by the Children Services Coordinator and learner.

Reasonable adjustments may include the use of adaptive technology, educational support, and alternative methods of assessment such as oral assessment.

Our experienced trainers can provide individualised support during class time, via email, telephone or face-to-face appointments.

### Participant Information

Detailed participant information is available within our Participant Handbook, which is supplied with the enrolment package. This booklet contains important information about a participant's rights and obligations such as their right to privacy, a safe training environment and the right to complaints/ appeals. It is important that persons applying for enrolment have had an opportunity to review this information first. Please contact us and we can send this information to you straight away.

### Recognition of Prior Learning

Applicants can apply for recognition of their existing skills and knowledge that are relevant to this program. These skills and knowledge may have been obtained through workplace training or experience. Recognition of prior learning for this course is only available through assessment process. In this case, participants undertake the normal assessment processes only, instead of taking formal training assessment stream of the course. Participants for with recognition application undertake the same assessment processes as formal participants undertaking the complete course.

No credit transfer is available for this course. Participants are encouraged to notify RETS of their interest or intention to apply for RPL prior to their enrolment.

### Cost

This course is available on a fee for service basis only. The current cost for this course is \$120, which includes all the expenses i.e. textbook, one copy of statement of attainment. Additional statement of attainments can be purchased at \$20 per copy.

### Achievement

RETS will issue a statement of attainment within 7 days of the final assessment being completed.

### Training Venue

Training is delivered in our training campus located at 5/41-45 Railway Av, Werribee VIC 3030

***Please contact (03) 87141222 for more information.***



NATIONALLY RECOGNISED  
TRAINING

### Realtime Education & Training Services

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