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 observe the participants apply their knowledge and skills during a practical activity. Role - Plays are conducted after the knowledge test.
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 in $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.