



**WESTERN SYDNEY**  
VOCATIONAL TRAINING ACADEMY

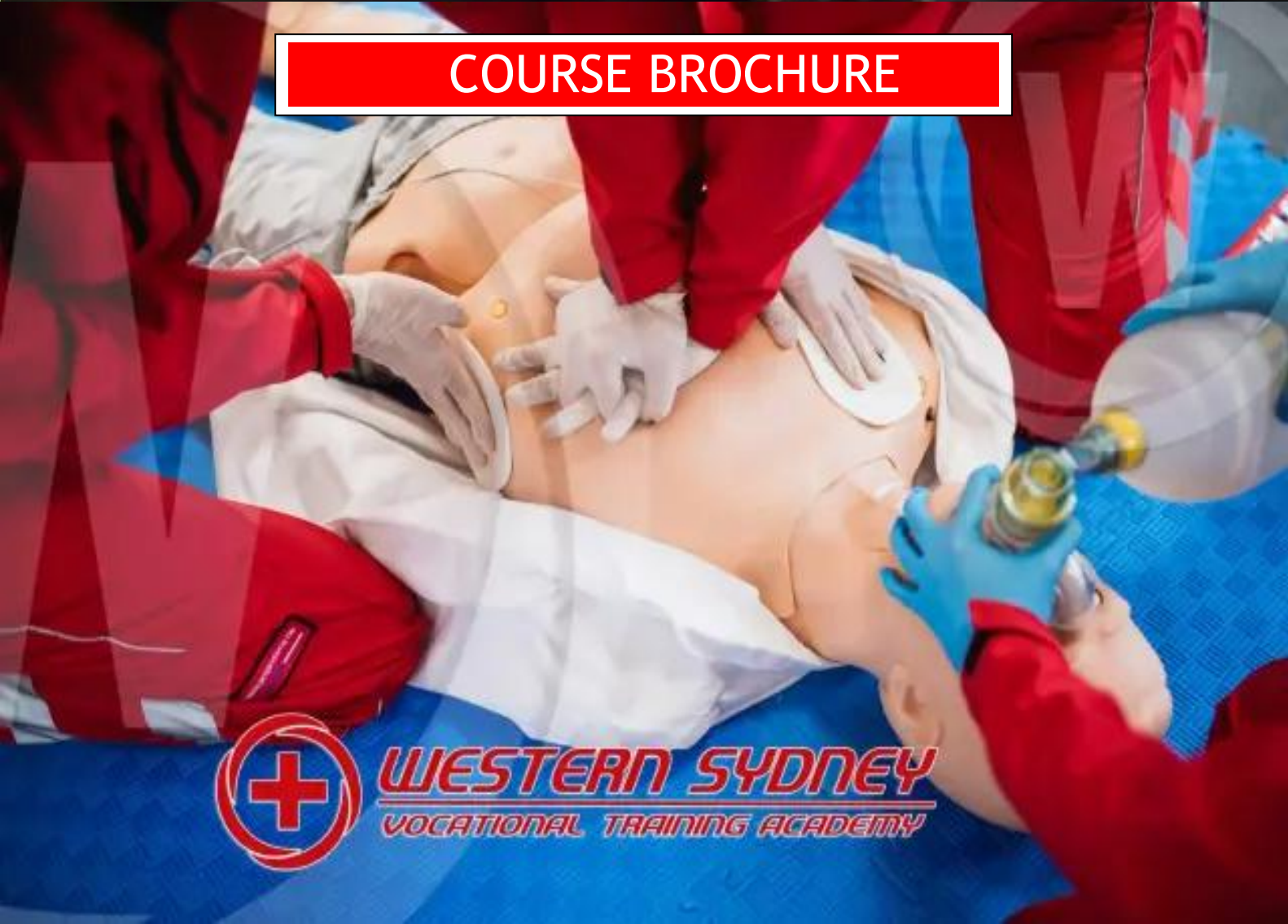
RTO 46186

Master Licence Number 000108613

**HLTAID011**

# Provide First Aid

**COURSE BROCHURE**



**skills for success knowledge for life**

RTO No: 46186 | NSW Master License No: 000108613

Western Sydney Vocational Training Academy (ABN 25670503250)

Version - 1.0 Created December 30, 2024





## COURSE OVERVIEW

---

This course is ideal for anyone working in an industry that may respond to an accident or injury and is required to provide first aid, e.g. persons working in hospitality, construction, healthcare, childcare, job sites, offices or security. This course is also ideal for anyone who wants to gain knowledge and learn these lifesaving skills.

It is best practice to renew your First Aid qualification every three years and CPR qualification annually as per Australian Resuscitation Council (ARC) Guidelines.

## COURSE PRE-REQUISITES

---

There are no prerequisites for this course. However, training packages describe that the candidate must have basic Skills (language, literacy and numeracy) essential to written and orally communicate in order to make an accurate verbal report to emergency response services and/or workplace supervisor.

## COURSE STRUCTURE

---

### Course Duration and Delivery Method:

This course consists of both e-learning and in-class training. Students are required to complete e-learning prior to attending in-class practical training. The training is split as follows:

- The e-learning component requires the completion of online learning and assessments ( 5 - 10 hours)
- In-class training consists of 4 hours of classroom-based practical training and practical assessment.

## THE COMPETENCIES ACHIEVED DURING THE TRAINING PROGRAM

---

The completion of this training program will achieve the following competencies:

1. **Respond to an emergency:**
  - a. Recognize and assess an emergency.
  - b. Ensure safety for self, bystanders, and casualty.
  - c. Assess the casualty and recognize the need for first aid response
  - d. Seek assistance from emergency services.
2. **Apply appropriate first aid procedures.**
  - a. Perform cardiopulmonary resuscitation (CPR) in accordance ARC guidelines.
  - b. Provide first aid in accordance with established first aid principles.
  - c. Display respectful behavior towards casualty.
  - d. Obtain consent from casualty where possible.
  - e. Use available resources and equipment to make the casualty as comfortable as possible.
  - f. Operate first aid equipment according to manufacturers' instructions.
  - g. Monitor the casualty's condition and respond in accordance with first aid principles.
3. **Communicate details of the incident:**
  - a. Accurately convey incident details to emergency services.
  - b. Report details of incident in line with appropriate workplace or site procedures.
  - c. Complete applicable workplace or site documentation, including incident report form.
  - d. Maintain privacy and confidentiality of information in line with statutory or organizational policies

## COURSE OUTCOME

---

Upon completing this training program, you will receive a Statement of Attainment (SOA) for the following units:

- HLTAID009 Provide cardiopulmonary resuscitation
- HLTAID010 Provide basic emergency life support
- HLTAID011 Provide First Aid

Students will generally receive their SOA from the date of course completion.



4. Review the incident.

- a. Recognize the possible psychological impacts on self and other rescuers and seek help when required.
- b. Contribute to a review of the first aid response as required.

## **COURSE PROCEDURE**

---

Students can access the Student Handbook and Fee Refund policy through our website prior to enrolment. Students can then enroll into the course via our website. Once you have successfully enrolled, the process will be as follows:

- Students will receive a booking confirmation via email and logins to their “Moodle Student Portal”.
- Students will be required to login to their Student Portal and complete their e-learning and online assessments. Students will be required to complete the e-learning and online assessments, prior to attending the in-class training. The completion of this is mandatory and if students fail to complete this, they will not be allowed to attend in-class training (refunds are not granted). If students require assistance in accessing their account or have any questions about the learning material and assessments, they can call or email our expert staff.
- Students will then attend in-class practical training, for 4 hours. We will then assess students for CPR skills and First Aid Procedures skills, through demonstration and questioning to confirm essential knowledge. For assessment purposes, demonstration of skills in CPR procedures requires using a model of the human body (resuscitation mannequin), in line with ARC Guidelines.
- Once students have successfully completed their in-class training, they will be issued with a Statement Of Attainment, on course completion.

## **COURSE FEE**

---

Students must refer to our website for current prices, as prices may vary. Discounts or special rates may apply, as published on our website from time- to-time.

## **FEE REFUND:**

---

See detailed Fee Refund Policy in the Students Handbook or student pre-enrolment information section of our website.

## **LOCATION AND TIMING**

---

Please check the course calendar on our website or contact Vigil Training College for further information.

## **DRESS CODE**

---

Due to the nature of the course with plenty of practical exercises, the participants are required to wear casual, comfortable attire. Skirts or dresses are not considered appropriate due to the nature of practical work.

## **WHAT TO BRING ON THE DAY OF CLASS**

---

Please bring a photo ID on the day of class to confirm your identification



## HOW TO ENROL

---

You can enroll in this course in the following ways:

1. **Online Enrolment:** Students can enroll and pay online. Students can visit our website on [www.wsvta.nsw.edu.au](http://www.wsvta.nsw.edu.au) and follow the enrolment procedure.
2. **By calling us:** Students can call us on **(02) 4753 7992** to obtain course information and enroll over the phone.

**Phone:**

02 4753 7992

**Address:**

Unit 7 240-250 Great Western Highway Kingswood NSW 2747

**Email:** [info@wsvta.com](mailto:info@wsvta.com)

**Website:**

[www.wsvta.nsw.edu.au](http://www.wsvta.nsw.edu.au)

