

# HLTAID016 Manage first aid services and resources course description



<b>About this unit of competency</b>	<p><b>Description of Manage first aid services and resources course:</b> This unit describes the skills and knowledge required to establish, maintain and facilitate the provision of appropriate first aid in the workplace.</p> <p>The unit applies to workers in nominated occupational first aid or management roles.</p> <p><b>Applicable Industries:</b></p> <ul style="list-style-type: none"> <li>• Emergency responders</li> <li>• Mining</li> <li>• Construction</li> <li>• Many more</li> </ul>
<b>Training Program</b>	<p>This Manage first aid services and resources course is delivered as a 6 hour face to face training course, plus breaks.</p> <p>We offer weekly public attendance first aid courses at our Mayfield West training centre or we can come to your workplace.</p> <p><i>If your organisation is interested in a private / in-house booking to have this course delivered to a group of staff, please <a href="#">contact our head office</a> to discuss booking options. The delivery can be programmed to fit in with your staff and company schedule, at your venue or ours.</i></p>
<b>Assessment requirements</b>	<p><b>Physical Requirements:</b> It is important to note that the HLTAID competency standards do require a level of physical ability to meet the evidence requirements for assessment. Specifically, for this course, students must be able to inspect first aid resources and check operational readiness.</p> <p><b>Language Skills:</b> All students must be able to demonstrate an accurate verbal report which would be given to emergency services and workplace supervisor.</p>
<b>Payment options</b>	<p>In order to secure your seat in the course, payment must be made at the time of enrolment. We offer the follow payment options to students our public courses:</p> <ul style="list-style-type: none"> <li>• Credit card</li> <li>• EFT</li> <li>• Cash</li> </ul>
<b>Language, Literacy &amp; Numeracy requirements</b>	<p>This first aid course combines plain English, videos, photos, and questioning to ensure all learners are able to have the best possible chance at comprehending the required knowledge and developing first skills that will be needed in an emergency. If you believe you will need assistance due to your Language, Literacy or Numeracy skills, please <a href="#">contact our head office</a> before enrolling to discuss your training needs.</p>
<b>Identification</b>	<p>All students must bring ID with them to the training course. Photo ID is the minimum requirement (e.g. Drivers Licence, Passport or similar).</p>

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<p><b>Delivery and Assessments</b></p>	<p>Students attend a 6 hour face to face training in Manage first aid services and resources to demonstrate their knowledge and skill with an approved assessor. A summative assessment is conducted and recorded at this time.</p> <p>Learners will be assessed on the following topic areas</p> <p>Skills:</p> <ul style="list-style-type: none"> <li>• conducted a workplace risk assessment and evaluation of first aid provisions</li> <li>• developed a first aid action plan including strategies for management of incidents and individuals needs in accordance with workplace policies and procedures</li> <li>• used a first aid checklist to service a workplace first aid kit for supplies' replacement and equipment maintenance</li> <li>• maintained first aid equipment and resources according to manufacturers' instructions</li> <li>• used and maintained documentation required by the workplace and regulatory authorities.</li> </ul> <p>Knowledge topics:</p> <p>State/territory regulations, first aid codes of practice and workplace procedures including:</p> <ul style="list-style-type: none"> <li>• workplace requirements for first aid provision in line with the relevant state/territory Work Health and Safety requirements</li> <li>• duty of care in relation to first aid provision</li> <li>• safe work practices to deal with risks and potential hazards including manual handling, hazardous substances, dangerous goods and chemicals</li> <li>• infection control principles and procedures, including use of standard precautions based on incident</li> <li>• requirements for currency of skill and knowledge</li> </ul> <p>Legal, workplace or community issues relating to the provision of first aid including:</p> <ul style="list-style-type: none"> <li>• awareness of potential need for stress-management techniques and available support following an emergency situation</li> <li>• consent</li> <li>• capabilities of emergency management services</li> <li>• privacy and confidentiality requirements</li> <li>• importance of debriefing.</li> </ul>
<p><b>Training materials and resources</b></p>	<p>On the day of the training course, learners will have access to our training equipment:</p> <ul style="list-style-type: none"> <li>• first aid kit and contents checklist</li> <li>• workplace injury, trauma and/or illness record, or other applicable workplace or site incident report form</li> <li>• relevant State or Territory Work Health and Safety First Aid Code of Practice.</li> </ul>
<p><b>Assessment submission process, support and outcomes</b></p>	<p><b>Assessment Outcomes: Competent or Not Competent</b></p> <p>For any learner who is unable to satisfactorily complete all assessment tasks, the assessor will attempt to make reasonable adjustments to the methods of assessment. If the learner is deemed not competent, they will need to re-sit the training course and additional fees will apply.</p>
<p><b>Recognition of Prior Learning</b></p>	<p>Students choosing to undertake RPL will need to be sent an RPL guide for their course.</p> <p><b>In order to be eligible for RPL, the student must demonstrate <i>currency</i> in that particular subject. I.e. a student cannot submit evidence from 5 years prior and request it be applied directly to their new competency. They must show how they have since applied those skills and that they are current.</b></p>
<p><b>Course completion</b></p>	<p>Once assessed in all areas of the course and competency demonstrated, learners will be issued a Statement of Attainment for HLTAID016 Manage first aid services and resources.</p> <p>This Unit of Competency is Nationally Recognised Training from Health Training Package and it is recommended that it is updated every three years.</p>