

Manage First Aid Services and Resources Course

The Manage first aid services and resources course should be undertaken by persons and employees responsible for the maintenance of a first aid facility and management of first aid provision, in the workplace or community setting. Training will ensure the participant can effectively establish and maintain and facilitate the provision of appropriate first aid including first aid resources. Participants will learn about risk assessment to establish first aid requirements, using checklists for equipment and first aid kits, following manufacturer's instructions and completing documentation.

Specific licensing requirements relating to this competency, including requirements for refresher training, should be obtained from the relevant state/territory Work Health and Safety Regulatory Authority.

Provider of Training and Assessment

This course is delivered and assessed on behalf of Allens Training Pty Ltd RTO 90909 by First Aid Competency Training

TRAINING AND ASSESSMENT DELIVERED ON BEHALF OF



Important Information Prior to Enrolment

Unit Being Delivered

The following unit(s) will be awarded to successful participants in this course. The certificate will be issued by Allens Training Pty Ltd RTO 90909.

- **HLTAID008 Manage first aid services and resources**

To view full unit details please visit www.training.gov.au

Course Delivery

This course will be delivered in the workplace or at a First Aid Competency Training facility.

Course Duration (face to face)

- **Face to Face – 7 hours** (minimum) – full face to face course
- **Refresher training – 5.5 hours** (minimum) – conditions apply for this option, for example, you will need to provide previous current certificates.

Work Placement Arrangements

No work placement will be required as part of this course.

Learners Rights, Responsibilities and Support, including Complaints

Please note that enrolment to this course is made with Allens Training Pty Ltd RTO 90909. Please refer to the student handbook located on the RTO website allenstraining.com.au for all details relating to rights and responsibilities including complaints and appeals.

Course Fees and Payments

- Please refer to our booking calendar for individual course fees.
- **Refund and fee protection policy** – Please refer to the student handbook.
- **Payment Terms** – Payment for individual participants is upfront, group booking payment terms are based on agreement between the client and service provider.

Assessment Requirements

Individuals undertaking this course will be expected to complete both written and practical assessment tasks. These are detailed in the sections following.

Entry Requirements

- Participants must have the physical capacity to establish and maintain first aid facilities and equipment.
- Participants must have literacy skills to complete documentation and read instructions.

What happens at the course?

Assessment Activities

Assessments conducted during face-to-face training session(s) include:

Performance tasks - The assessor must observe the following performance tasks:

- Conduct a Risk Assessment
- Develop a First aid response plan
- Conduct a first aid kit content check
- Complete a notifiable incident report form
- Participate in a debrief and evaluation session
- Maintain first aid equipment (AED)
- **Documentation** - The student must complete the following to the appropriate standard:
 - Risk management form
 - First aid response plan
 - Response plan checklist
 - First aid kit content checklist
 - Incident report forms
- **Theory assessment** - A written assessment consisting of multiple-choice questions. Model responses are provided later in this document. The student must successfully complete all assessment questions.