

PROVIDER DETAILS	
Name of RTO	Allens Training Pty Ltd
RTO number	90909
Phone number	1300 559 064
Web site	www.allenstraining.com.au
ABN number	63 114 756 857
Registration details	Our scope of training is listed on the National Training Information Service. The link to our registration is http://www.ntis.gov.au/Default.aspx?RTO/90909 . As an RTO we comply with Essential Standards as required by the AQTF.
Rights and Responsibilities	<p>This course information sheet is designed be read in conjunction with the “Student Agreement”</p> <p>The “Student Agreement” must be read before enrolling into any training course delivered by Allens Training or any of it’s partner organisations. It is a condition of enrolment that you and we agree to abide by the terms and conditions outlined in the “Student Agreement”</p> <p>This agreement can be viewed and downloaded at</p> <p>http://www.allenstraining.com.au/f.ashx/downloads/Student-Agreement-Jan-2nd-2011.pdf</p>
COURSE INFORMATION	
Unit Code	HLTFA402B
Unit Title	Apply Advanced First Aid
Course Outcomes	<p>This unit deals with the provision of advanced first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance, and provision of support to other providers</p> <p>This unit builds on HLTFA301B: Apply first aid to include additional skills and use of a range of equipment</p>
Duration of course	7 hours face to face training
Award Issued	<p>Students who successfully complete this nationally recognised training will be awarded the statement of attainment: HLTFA402B Apply Advanced First Aid</p> <p><i>Certificate valid for 3 years as per industry standard. However, a refresher course is recommended every 12 months for the content of the unit HLTFA404A Apply advanced resuscitation techniques, which is built in to this course. This ensures currency of Advanced Resuscitation skills and knowledge of equipment.</i></p>
Pathways to other qualifications or employment opportunities	<p>Students who successfully completed this qualification may be eligible for entry into further study such as:</p> <p>Certificate II in Emergency Medical Service First Response</p>
Where is the training package information located?	<p>A copy of training package information related to this qualification can be found at:</p> <p>http://www.allenstraining.com.au/courses/first-aid-related-courses/apply-advanced-first-aid.aspx</p>
Language, literacy and numeracy requirements	<p>Language, literacy and numeracy requirements are needed to undertake this course.</p> <p>Specifically you would need the ability to:</p> <ul style="list-style-type: none"> • Report/record faults and defects according to organisational procedures • Gain access to, and interpret, material safety data sheets (MSDSs) • Access and understand company/organisation standard operating procedures (SOPs) • Access and comply with OHS legislation • Use literacy and numeracy skills as required to read, interpret and apply guidelines and protocols (e.g read and follow ARC guidelines) • Use literacy and numeracy skills to adequately interpret documentation available to assist when administering medication in line with State/Territory regulations, legislation and policies and any available medical or pharmaceutical instructions

	Further detailed information can be obtained from the "Australian Core Skills Framework" - a copy of this document is available by clicking on the link http://www.allenstraining.com.au/f.ashx/downloads/ACSFsummaryfinaltoprint2.pdf
Pre-requisites	<p>This unit should be assessed after achievement of the following related competency unit:</p> <p>HLTFA301B Apply first aid</p> <p><i>You will be required to bring this certificate to your class as evidence to enrol into this course</i></p> <p>This unit is structured to incorporate the content of:</p> <p>HLTFA404A Apply advanced resuscitation techniques</p>
Student rights	A detailed description in the student agreement concerning your rights and responsibilities is available on our website. This important information should be read prior to the course. An example of some of the information that is contained in this document include our refund policy, complaints procedures, who to talk to concerning issues raised during the class, assessments information and guarantees.
How does legislation affect my training?	This course follows policy statements of the Australian Resuscitation Council and follows State or Territory legislation.
Target Audience	<p>Existing or new employees in this industry</p> <p>Existing employees in this industry who may require advance first aid training as recommended by the Australian Resuscitation Council or their employer/industry</p>
Is there any recognition of my prior learning or experiences (RPL) or recognition of my current competencies?	<p>If you have completed courses in a related field you may be able to take advantage of a facility called "RPL" or "Recognition of Prior Learning". This means that account may be taken of related qualifications, even if they are issued by another Registered Training Organisation, to satisfy some or all of the course requirements. Evidence considered for assessment is the RPL Application Form plus a wide range of supporting evidence. If further evidence is required then this is negotiated with the candidate. The process may include a further interview, written assignment, workplace assessment, and collection of other material.</p> <p>The outcome may be that we can:</p> <ol style="list-style-type: none"> 1. Provide the qualification based on the material supplied. 2. Provide the qualification subject to some form of assessment, but without classroom attendance. 3. Provide partial recognition of units of the course and thereby reduce the classroom and assessment process leading to course completion. <p>Fees will be charged for the RPL service and will be discussed when you approach Allen's Training to determine the requirements that will need to be supplied.</p>
Course fees	This course may be delivered by way of partnership arrangements with your trainer. The course fee will be paid direct to the trainer (the partner organisation). This course is usually arranged by the employer of a workgroup and the employer can be invoiced for the training. If the employer does not arrange the training, or the employer does not agree to fund the training, training fees must be paid by the individual students direct to the trainer. All partners will be required to meet minimum resource and facility requirements and course fees are available at the time of enrolment.
Refund Policy	A detailed explanation of our refund policy is contained in the "Student Agreement"
Location of the training	The training required by the target group requires training either at the employer's workplace so that they can develop skills consistent with their job description in their own employment practice, at a simulated workplace or in a classroom. A flexible learning strategy incorporating On line learning programs may be utilised where appropriate. This information will be made available at the time of enrolment.
What to bring	<ul style="list-style-type: none"> • Lunch • Current certificate showing the pre-requisite unit has been achieved • Pen and note paper • ID sufficient for 100 points of ID
Identifying Special Needs	Person(s) participating in training may have special needs. Where these needs are identified through the enrolment process the trainer will explore the options available to them to support the learner through the training program. Candidates with special needs may include those with language, literacy and/or numeracy problems, disabilities, and anxious or inexperienced candidates.
Support services	<p>At any time, assistance is always available by email jim@allenstraining.com.au or phoning the office 0248228066 and ask for Jim to discuss the levels of assistance available.</p> <p>Client Supports services are also listed in the "Student Agreement"</p>

<p>Reasonable adjustment</p>	<p>As an example, If a person with a disability meets essential entry requirements, the RTO must make changes or "reasonable adjustments" necessary for that person to perform their course-work.</p> <p>In most situations, the student with a disability will be able to tell the RTO what he or she needs to be able to study. If necessary, the RTO should also seek advice from disability areas within government departments or organisations that represent or provide services to people with a disability.</p> <p>Adjustments may include:</p> <ul style="list-style-type: none"> • Modifying educational premises. For example, making ramps, modifying toilets and ensuring that classes are in rooms accessible to the person with a disability. • Modifying or providing equipment. For example, lowering lab benches, enlarging computer screens, providing specific computer software or an audio loop system. • Changing assessment procedures. For example, allowing for alternative examination methods such as oral exams, or allowing additional time for someone else to write an exam for a person with a disability. • Changing course delivery. For example, providing study notes or research materials in different formats or providing a sign language interpreter for a deaf person.”
<p>Infrastructure requirements</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> All staff involved in the delivery and assessment of this unit, have direct access to the current version of the relevant training package, including the appropriate units of competency, assessment guidelines and qualification structure. See internal Intranet access <input checked="" type="checkbox"/> All staff involved in delivering the program have access to trainer, assessor and candidate support materials relevant to their areas of delivery and assessment <input checked="" type="checkbox"/> All staff will have access to continuing training. An annual conference day is held for all staff, with extra training sessions available on request should the need arise <input checked="" type="checkbox"/> The RTO has access to staff and training/assessment resources to meet the requirements of candidates with special needs and has an assessment process that is capable of supporting reasonable adjustment procedures <input checked="" type="checkbox"/> All participants will have a learning resource supplied to them <input checked="" type="checkbox"/> Fully equipped training room (should include but not be limited to: whiteboard, computer for power point presentations, VCR/DVD player) must be available for each course. We have reviewed the equipment required to conduct this course
<p>Resources required by the trainer to conduct this training</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Resuscitation manikin that conforms to the Australian Resuscitation Councils guidelines. <input checked="" type="checkbox"/> Associated materials for manikin use and cleaning (this will vary according to make of manikin used but may include manikin face pieces, face shields, disinfectant etc. Please refer to manikin manufactures guidelines). <input checked="" type="checkbox"/> Triangular Bandages <input checked="" type="checkbox"/> Roller Bandages <input checked="" type="checkbox"/> First aid kit <input checked="" type="checkbox"/> Auto-injector (EpiPen or Ana Pen trainer units only should be shown) <input checked="" type="checkbox"/> Puffer/inhaler <input checked="" type="checkbox"/> Spacer device <input checked="" type="checkbox"/> Resuscitation mask or barrier <input checked="" type="checkbox"/> Training DVD/Videos (there are a wide range of training DVD's available and their use can be beneficial depending on your learner styles and workplace requirements) <input checked="" type="checkbox"/> AED <input checked="" type="checkbox"/> Oxygen resuscitation equipment/cylinders <input checked="" type="checkbox"/> Thermometers <input checked="" type="checkbox"/> Back boards <input checked="" type="checkbox"/> Stretchers <input checked="" type="checkbox"/> Soft bag resuscitator <input checked="" type="checkbox"/> Casualty's medication <input checked="" type="checkbox"/> Analgesic inhalers <input checked="" type="checkbox"/> Analgesic gas equipment <input checked="" type="checkbox"/> Cervical collars

<p>Assessments methods explained</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Written paper. The pass mark is 75%. <input checked="" type="checkbox"/> Group activities and questioning throughout the course <input checked="" type="checkbox"/> Practical demonstrations/skills assessments <p>Based on a combination of the written paper, progressive group activities and practical demonstrations/skills assessments, your Trainer/assessor will determine whether you have acquired the competencies required for each unit</p> <p>Progressive practical assessments that include:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Demonstrate how to effectively use oxygen equipment & safe storage of pressurised gases <input checked="" type="checkbox"/> Demonstrate how to provide an effective casualty assessment and appropriate treatments <input checked="" type="checkbox"/> Demonstrate correct manual handling techniques <input checked="" type="checkbox"/> Demonstrate the application of effective management of infection control guidelines <input checked="" type="checkbox"/> Demonstrate consideration for the casualty and show effective communication skills <input checked="" type="checkbox"/> Demonstrate how you can show leadership in a first aid situation <input checked="" type="checkbox"/> Safe Manual handling procedures <input checked="" type="checkbox"/> Examination of a conscious casualty <p>Trainers must refer to the competency skills checklist that is located on our web site. This is available to students as a part of pre course study.</p> <p>Written assessment paper 41 question multi choice question paper</p> <p>Oral questioning throughout the course</p>																																																																								
<p>Summative assessment</p>	<p>A summative assessment occurs at the end of the training and assesses a whole of course approach a measure of accountability or what has been learnt after the learning process has taken place e.g. formal test or final practical assessment</p>																																																																								
<p>Formative assessment</p>	<p>Formative assessments occurs during the course when content is being taught and learned and should continue throughout the period of learning and is not meant to assign competency</p>																																																																								
<p>Evidence required to demonstrate competency in this unit</p>	<p>This unit is most appropriately assessed in the workplace or in a simulated workplace and under the normal range of workplace conditions</p>																																																																								
<p>Evidence gathering techniques</p>	<p>The letters on the chart refer to the documented evidence gathering techniques used</p> <table border="1" data-bbox="387 1366 1460 1758"> <thead> <tr> <th>Program area</th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> <th>H</th> </tr> </thead> <tbody> <tr> <td>OHS considerations and hazard identifications</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Infection control</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Hazards and risk</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Manage the casualty(s)</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Co-ordinate treatment and resources</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Communication skills</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td colspan="9">Key: A Demonstration C Interview E Role play G Written test B Oral questioning D Group scenario F Case study H Pre course work book</td> </tr> </tbody> </table>	Program area	A	B	C	D	E	F	G	H	OHS considerations and hazard identifications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Infection control	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Hazards and risk	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Manage the casualty(s)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Co-ordinate treatment and resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Communication skills	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Key: A Demonstration C Interview E Role play G Written test B Oral questioning D Group scenario F Case study H Pre course work book								
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<p>Assessing the evidence</p>	<p>Assess the evidence gathered against the unit of competency being assessed. Each learner requires:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Student Enrolment and Assessment Record (records the final assessment result) 																																																																								
<p>Employability Skills</p>	<p>The required outcomes described in this unit of competency contain applicable facets of Employability Skills</p> <p>The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements</p>																																																																								
<p>Essential knowledge</p>	<ul style="list-style-type: none"> • Working knowledge of: <ul style="list-style-type: none"> - legal responsibilities and duty of care, including confidentiality 																																																																								

- basic anatomy (skeleton, muscles, joints, bones), physiology and toxicology
 - ARC Guidelines and/or State/Territory regulations, legislation and policies relating to provision of first aid
 - procedures for dealing with major and minor accidents in the workplace
 - infection control principles and procedures, including using standard precautions
 - how to gain access to and interpret material safety data sheets (MSDSs)
 - company/organisation standard operating procedures (SOPs)
 - priorities of management in first aid
 - occupational health and safety requirements in the provision of first aid.
 - capabilities of emergency management services
 - first aiders' skills and limitations
 - safe storage and handling procedures for pressurised gases
 - advanced resuscitation techniques as per *HLTFA404A Apply advanced resuscitation techniques*
 - First aid management procedures in accordance with ARC Guidelines, state/territory regulations, legislation and policies and organisation requirements for conditions identified in the Range Statement and including:
 - use of AED, oxygen, bronchodilator
 - spinal care
 - management of anaphylactic shock reaction
 - use of analgesic gases
 - Incident management procedures:
 - manual handling, hazardous substances, dangerous goods or chemicals
 - basic triage for a multiple casualty incident
 - safe access to the casualty
 - awareness of confined spaces and dangerous places
 - removal of casualty to safe area, if appropriate
 - coordinate activities of other first aiders, if applicable
 - First aid management procedures may also relate to emergency childbirth
 - Complications and associated methods of management for conditions identified in the Range Statement
 - State and territory regulatory requirements relating to currency of skill and knowledge
 - Social issues, especially in particular workplace or community context(s) in which first aid is to be applied, including:
 - importance of debriefing
 - need to be culturally aware, sensitive and respectful
 - confidentiality
 - own skills and limitations
 - Awareness of stress management techniques and available support
- Safety procedures for the operation of pressurised gases

Essential skills

Ability to:

- Manage specific injuries/illnesses and conditions as identified in the Range Statement for this competency unit
- Conduct an initial casualty assessment
- Plan an appropriate first aid response in line with established first aid principles, policies and procedures, ARC Guidelines and/or State/Territory regulations, legislation and policies and industry requirements and respond appropriately to contingencies in line with own skills
- Apply advanced resuscitation techniques as per *HLTFA404A Apply advanced resuscitation techniques*
- Use a range of first aid equipment as outlined in the Range Statement
- Demonstrate the application of first aid principles
- Comply with OHS legislation
- Provide assistance with self-medication as per subject's own medication regime and in line with State/Territory legislation, regulations and policies and any available medical/pharmaceutical instructions
- Administer medication in line with State/Territory regulations, legislation and policies and any available medical/pharmaceutical instructions
- Demonstrate:
 - safe manual handling

- adequate infection control procedures
- consideration of the welfare of the casualty
- safe storage and handling procedures for pressurised gases
- Prepare a written incident report or provide information to enable preparation of an incident report
- Interpret and use listed documents
- Communicate effectively and assertively and show leadership in an incident
- Make prompt and appropriate decisions relating to managing an incident in the workplace
- Use literacy and numeracy skills as required to read, interpret and apply guidelines and protocols
- Call an ambulance and/or medical assistance according to relevant circumstances and report casualty's condition