



NATIONALLY RECOGNISED  
TRAINING

HLTAID012

# PROVIDE FIRST AID IN AN EDUCATION & CARE SETTING

**BROCHURE 2025**

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# About this Course

This Nationally Recognised course offered by Just Careers Training (RTO ID 91413) trading as Licences 4 Work.

The Provide First Aid unit of competency describes the skills and knowledge required to provide a first aid response to infants, children and adults. The unit applies to educators and support staff working within an education and care setting who are required to respond to a first aid emergency, including asthmatic and anaphylactic emergencies.

This unit of competency may contribute towards approved first aid, asthma and anaphylaxis training under the Education and Care Services National Law, and the Education and Care Services National Regulations (2011).

Specific licensing requirements, including requirements for refresher training, should be obtained from the Australian Children's Education and Care Quality Authority (ACECQA) and/or relevant state/territory Work Health and Safety Regulatory Authority.

This course includes the requirements of the Provide First Aid and Provide Cardiopulmonary Resuscitation (CPR) certificate and the requirements of the HLTAID010 Provide Basic Emergency Life Support. This provides participants with the theoretical knowledge and practical skills required to respond to breathing and cardiac emergencies.

## PREREQUISITES

There are no pre-requisites or co-requisites for this competency unit.

For the Advanced Option you must hold a current unexpired certificate for the same course.

## COURSES ON OFFER

**Standard Course** - This option is suitable for those who do not hold a current First Aid certificate or have attained their previous certificate more than 3 years ago (calculated at the time of attendance). This option is also suitable for those that have a current or First Aid certificate and who would like to renew/update their certificates as recommended every three years. Please refer to our website for any promotional prices (is on promotion from time to time).

**Advanced / Refresher** - This option is suitable for those who hold a current First Aid certificate or have attained their previous certificate more than 3 years ago (calculated at the time of attendance). Please refer to our website for any promotional prices (is on promotion from time to time).

## MODE OF DELIVERY & DURATION

### Face-to-Face Standard/ Refresher

#### Part 1

- **For Standard** – this involves pre-course training (self-study) and a mandatory pre-course quiz to be completed before attendance.
- **For Advanced / Refresher** - no pre-course study required – simply bring the original copy of your current unexpired (3 years from date of issue) certificate

#### Part 2

For Standard and Advanced Options - theory and practical training (8:30am until around 4pm) followed by assessment

#### Part 3

For Standard and Advanced Options - Attendance for a Completion / Practical session at one of our training centres (booking required, no further fees apply).

**Online - Mixed Mode****(onsite completion session required)****Duration:** Estimated 2.5 hours**Part 1**

Complete your online learning and successfully undertake your online quiz and theory assessments.

**Part 2**

After the successful completion of your pre-course requirements, book into your onsite completion session.

**WHAT DO I NEED TO BRING?**

Online/Mixed Mode - completion session

- Reliable internet connect
- A quiet place to undertake your learning and quizzes

Onsite completion session

- Your ID – 1 legal photo ID is usually sufficient
- Long pants, long sleeve shirt, closed shoes (preferably hard caps, but not compulsory)
- You will not be allowed to do the course in open shoes, skirts, or short sleeve shirts and singlet
- Lunch

**DELIVERY LOCATION**

Courses are held face-to-face at one of our Licences 4 Work Training Facilities. Please check our website(s) for upcoming courses and locations. The course may be organised for the workplace, however this can only take place once we have ensured that the area used for practical and theory training is safe and adequate. Please contact us for further details.

**ASSESSMENTS AND TESTS**

Attaining your Statement of Attainment for this course involves attending your course, undertaking training, completing theory and practical activities and undertaking a final assessment. You will only be permitted to undertake final assessments if you feel you are ready, and your trainer/assessor allows you to undertake assessment (and this is based on your participation and completion of activities).

**OUTCOME**

On successful completion of this course participants will be issued with a Statement of Attainment:

**HLTAID012 Provide an emergency first aid response in an education and care setting**



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Current industry standard is for this course to be updated every 3 years with the CPR component being updated every 12 months.

# Knowledge and Performance Outcomes

Specifically, you will cover the following skills and knowledge:

## PERFORMANCE EVIDENCE

- Following DRSABCD in line with arc guidelines, including:
- Performing uninterrupted single rescuer cardiopulmonary resuscitation (CPR) (5 cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor
- Performing uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on a child resuscitation manikin placed on the floor
- Performing uninterrupted single rescuer CPR (5 cycles both compressions and ventilations) on an infant resuscitation manikin placed on a firm surface
- Responding appropriately in the event of regurgitation or vomiting
- Managing the unconscious breathing casualty
- Following single rescue procedure, including the demonstration of a rotation of operators with minimal interruptions to compressions
- Following the prompts of an automated external defibrillator (AED)
- Responding to first aid scenarios contextualised to the candidate's workplace/community setting, and involving infants and children of varying ages including:
- Conducting a visual and verbal assessment of the casualty
- Demonstrating safe manual handling techniques
- Post-incident debriefing and evaluation
- Providing an accurate verbal and written report of the incident
- Conducting a hazard assessment and identified strategies to minimise risk
- Applying first aid procedures for the following: allergic reaction, anaphylaxis, bleeding control, choking and airway obstruction, envenomation, using pressure immobilisation, fractures, sprains and strains, using arm slings, roller bandages or other appropriate immobilisation principles techniques, head injuries, poisoning, respiratory distress, including asthma, seizures & convulsions, including febrile convulsions and epilepsy, shock
- Locating and interpreting workplace policies and procedures

## KNOWLEDGE

- State/territory regulations, first aid codes of practice and workplace procedures including:
- Arc guidelines for provision of CPR and first aid to infants, children and adults
- Guidelines from Australian National Peak Clinical Bodies
- Safe work practices to minimise risks and potential hazards
- First aid requirements for services under the Education and Care Services National Law
- Infection control principles and procedures, including use of standard precautions
- Requirements for currency of skill and knowledge
- Legal, workplace and community considerations, including:
- Awareness of potential need for stress-management techniques and available support following an emergency situation, including the psychological impact on children
- Duty of care requirements
- Respectful behaviour towards a casualty
- Own skills and limitations
- Consent, including situations in which parental/caregiver consent is required
- Privacy and confidentiality requirements
- Importance of debriefing
- Considerations when providing first aid including:
- Airway obstruction due to body position
- Appropriate duration and cessation of CPR
- Appropriate use of an AED, including placement of pads for adults and children aged older than 8 years
- Specific considerations when using an AED on children aged between 1 and 8 years, including identification of AED with paediatric capability, paediatric voltage and use of paediatric pads
- Chain of survival
- Standard precautions
- How to conduct a visual and verbal assessment of the casualty
- Principles and procedures for application of first aid management of the following scenarios: abdominal injuries, allergic reaction, anaphylaxis, including signs, symptoms and triggers and using different types of adrenaline auto injectors, asthma, including signs, symptoms and triggers and using different types of bronchodilators, basic care of a wound, bleeding control, burns, cardiac conditions, including chest pain, choking and airway obstruction, crush injuries, diabetes, dislocations, drowning, envenomation, environmental impact, including hypothermia, hyperthermia, dehydration and heat stroke, eye and ear injuries, febrile convulsions, fractures, head, neck and spinal injuries, minor skin injuries, needle stick injuries, poisoning and toxic substances, respiratory distress, seizures, including epilepsy, shock, soft tissue injuries, including sprains and strains, stroke, unconsciousness
- Basic anatomy and physiology relating to:
- How to recognise a person is not breathing normally
- Chest
- Infant respiratory systems and implications for provision of CPR
- Basic anatomical differences between adults and children, and the implications for provision of first aid
- Normal clinical values for children
- Response/consciousness
- Upper airway and effect of positional change
- Poisoning and toxic substance exposure; respiratory distress; cardiac arrest; shock; and seizures.

# Other important information

## WHAT IS INVOLVED?

- Book your course online or by calling us
- You will receive your pre-course pack by email
- Undertake pre-course study. Your course commences when you book. This will make the course content easier for you to understand on the day. Complete any quizzes provided.
- Attend for your scheduled training day with evidence of your quiz completion. The training is for half a day for face-to-face students ONLY and up to 2-3 hours for online mixed mode students.

## ASSESSMENTS AND TESTS

Attaining your Statement of Attainment for this course involves attending your course, undertaking training, completing theory and practical activities and undertaking a final assessment. You will only be permitted to undertake final assessments if you feel you are ready, and your trainer/assessor allows you to undertake assessment (and this is based on your participation and completion of activities).

## RE ASSESSMENT, COMPLAINTS AND APPEALS

Our trainers have the experiences, abilities and training to deliver this well designed program and therefore to effectively assist you in your course and achieving the required result.

During your training you will receive feedback about your performance including suggestions where required. You will also be informed if you are doing exceptionally well!

During training if you or your trainer feels that you require additional support, then there are options to assist you, i.e. extended duration of your course.

At the end of the day, after you have undertaken the required training and attempted your assessment, you will be informed of your results. Results for this course may include Competent or Not Yet Competent. If you are deemed Competent, then you will have attained the Unit of Competency.

If you are deemed Not Yet Competent, this means that you will require further training, followed by re-assessment, or simply re-assessment, depending on your performance in both the theory and practical component of this course.

You will be informed of your result and what you will need to do in order to achieve the Unit of Competency. Fees will apply for further training and/or for re-assessment. Please refer to the terms found on our website or contact us for further information. Just Careers Training has an effective appeals and an effective complaints procedure, which can be viewed on our website. This has been designed to ensure that you have the option to exercise your right to appeal a decision or to make a complaint.

If you disagree with the result that you have achieved, have a complaint about the course, our trainer/assessors or anything else, please speak to one of the managers at Licences 4 Work or refer to your Student Handbook for further information.

## LANGUAGE, LITERACY & NUMERACY REQUIREMENTS

This course is delivered in English. To be able to successfully complete our training programs, participants must be able to read and write English to a sufficient standard to work with the supplied texts. You may also be requested to undertake a Language, Literacy and Numeracy assessment.

## RECOGNITION OF PRIOR LEARNING (RPL)

If you feel that you already have the skills and knowledge covered in this course through prior learning, work experiences or general life skills then you may apply for RPL (Recognition of Prior Learning).

This is a process whereby you present evidence of your competency to your assessor who will then assess your evidence against the requirements of the course. Should the evidence meet the requirements of one or more units (even the whole qualification) then you may be awarded the unit(s) and not require any training or assessment. Where the evidence presented does not meet the requirements then you may apply to attempt an assessment only process to provide the required evidence or simply return to completing the required training followed by assessment. Contact us for further information about RPL assessments.

## ACCESS AND EQUITY

Just Careers Training abides by the principles of access and equity and offers this course to all applicants regardless of their gender, social, sexual preferences, and political and/or religious beliefs.

## FLEXIBILITY & REASONABLE ADJUSTMENT

In line with VET principles and as per the requirements set out in the relevant Training Package, there is scope for Reasonable Adjustment of the training and/or assessment requirements set out in this course.

Reasonable Adjustment in training may include

the use of learning props and methodologies better suited to the individual's needs, as long as the adjustment in training method is still in line with regulator requirements. Examples of this include the use of videos and presentations, one on one training methods (for parts of the training not requiring work with other individuals) and extended training plans that exceed the standard course duration and format.

Reasonable Adjustment in assessment may include adjusting the assessment methodologies or the tools in order to cater for the needs of the participant. This may include the use of Verbal Assessment in place of written assessments and other variations allowable by the course requirements. Minimum assessment requirements have been set out by in the National Training Package and these cannot be reduced.

## PARTICIPANT SUPPORT

You will be provided with sufficient support to ensure that you attain this Skill Set. This support is limited to support offered throughout the duration of the course and the support that we can provide to you in relation to training and assessment. Support cannot change any of the course requirements. Where we cannot provide you with the support you require, we will provide you with information about where and how you can access any available services.

Your trainer will:

- Explain the course requirements, objectives and outcomes
- Present the required information in an easy to understand format
- Discuss the subject matter, answer your questions and demonstrate the skills required
- Assess you only once you feel (and he/

she believes) you are ready for any final assessment

- Provide options for further training
- Provide you with options, where they exist and are allowable for reasonable adjustment to the training and/or assessment components of this course.

## BOOKING AND ENROLMENT

Book online or by contacting the customer service team at Licences 4 Work.

## FEES AND CHARGES

Refer to our website for current pricing and promotions.

## FURTHER INFORMATION

For further information about this course, please contact Licences 4 Work.

### Sydney

[www.licences4work.com.au](http://www.licences4work.com.au)  
(02) 8292 0111

### Newcastle

[www.licences4worknewcastle.com.au](http://www.licences4worknewcastle.com.au)  
(02) 4954 4101

### Brisbane

[www.licences4workbrisbane.com.au](http://www.licences4workbrisbane.com.au)  
(07) 2101 2499

### Perth

[www.licences4workperth.com.au](http://www.licences4workperth.com.au)  
(08) 9344 1704

### Melbourne

[www.licences4workmelbourne.com.au](http://www.licences4workmelbourne.com.au)  
(03) 9125 1998