

HLTAID0011 - Provide First Aid

Release 1 - Release Date 16/10/2020

Training Product:	HLTAID0011 - Provide first aid
Unit Description:	This unit describes the skills and knowledge required to provide a first aid response to a casualty in line with first aid guidelines determined by the Australian Resuscitation Council (ARC) and other Australian national peak clinical bodies. The unit applies to all persons who may be required to provide a first aid response in a range of situations, including community and workplace settings.
Course Entry Requirements:	<p>Eclipse Vale Pty Ltd does require students to supply photo id as evidence of identity during the classroom sessions.</p> <p>Students must be able to read and speak English to approximately year 10 level. Not being able to speak English at the required level may impact on their ability to complete the assessment.</p> <p>Reasonable computer skills and access to email and Internet are recommended.</p> <p>Minimum age of candidates is 15 years old.</p>
Pathways for Students:	<p>Students who successfully complete this unit of competency may choose to nominate themselves as the first aid officer in their workplace. This achievement may also lead to other areas of study such as Occupational Health and Safety.</p> <p>Pathways from the qualification/unit of competency are only indicative and do not guarantee candidate places into the mentioned course or employment opportunities.</p>
Course Duration:	<p>The course can be delivered over a range of course durations, depending on the needs and characteristics of the student and their employer where relevant.</p> <p>Candidates have a maximum of three months to complete the course, including attending the practical classroom session..</p> <p>A minimum of 18 nominal hours is allocated for this unit. This is inclusive of approximately 12.5 hours of online theory, 2 hours of questioning assessments, 3.5 hours of practical classroom session including assessment. Trainers allow additional time after the practical classroom session for questions, discussions and further demonstration of practical activities if requested.</p>

Instructions to the Student:

Assessment Requirements & What is Required to be Deemed Competent:

The student must complete the following:

- Questioning Assessment. Some of which are presented in a written format and graphical format. The student is required to achieve a 100% pass mark.
 - The student will be required to select the correct answer from a list of possible answers as well as write/type clear English written responses to questions asked. As this unit has a 100% pass mark requirement all students will be deemed competent when all assessment questions are marked correct to the level of the benchmark answers.
 - Online incident report form will be completed as a online practical assessment.

- Practical Classroom Assessment.
 - During the classroom session practical activities are to be completed.
 - Verbal incident report form will be completed in the classroom. This will be documented on the Practical Observation Tool.
 - The assessment activities must be documented by the trainer and assessor as satisfactory or not satisfactory depending on the candidates performance. This should be documented on the Practical Observation Tool.
 - It should be noted that the candidate must demonstrate CPR on the adult manikin, and whilst doing so the adult manikin must be placed on the floor.

How the assessments will be conducted & how a competency is determined:

- Questioning Assessment: This assessment is conducted online by the student and all answers are recorded in the student's profile within Eclipse Vale's Student Management System. All answers can be assessed within Eclipse Vale's Student Management System and answers must meet the level of the benchmark answers.

- Practical Classroom Assessment: This is conducted in the classroom. Activities should be demonstrated by the student and the assessor should complete the practical observation form marked as S/NS (Satisfactory or Not Satisfactory) based on their result. The trainer and assessor will have access to benchmark answers and suggested responses/performances to assist with determining competency of the candidate.

When all assessments including the practical classroom assessment and questioning assessments are completed AND when the student has finished going through all unit content (all theory) the unit is determined to be complete.

Assessment Methods Used in this Unit:

This unit of competency uses a range of assessment methods and are listed below:

- Questioning (multiple choice and written response). This will be used to assess your practical application of your skills and knowledge in the areas of:
 - Respond to an emergency situation
 - Apply appropriate first aid procedures
 - Communicate details of the incident
 - Evaluate the incident and own performance
 - Online incident report form

- Practical Classroom Assessment. This will be used to assess your practical application of your skills and knowledge in the areas of:
 - Respond to an emergency situation
 - Apply appropriate first aid procedures
 - Communicate details of the incident
 - Evaluate the incident and own performance

Reasonable Adjustment for the Student:

There may be times and situations in which a student may require 'reasonable adjustment' of the training and assessment methods implemented by Eclipse Vale to meet their specific individual needs. These individual student needs may include (but not limited to):

- Disability;
- Temporary or permanent injury (i.e. back injury, broken leg/arm); or
- Sight or hearing impairments.

The reasonable adjustments to the training and assessment process may include a variety of modifications to the methods of delivery and assessment to assist the student undertaking the course. The adjustments may include actions such as but not limited to:

- The RTO will assist in finding an alternative training location to allow easier access for the student.
- The RTO will allow relevant equipment or aids to assist the student adjustments to the assessment methods to cater for any special needs (without affecting the integrity of the outcome).
- Providing hard copy of the learning material, and assessment tools in large print.
- Alternative methods of assessment such as oral assessment.
- Face to face delivery depending on location and suitability.

Eclipse Vale encourages objective feedback with regards to the training and assessment methods used. You can leave objective feedback by completing Eclipse Vale Ltd's "Student Feedback Form".

Eclipse Vale will provide the student with the opportunity to challenge the result of the assessment and be reassessed if necessary. Refer to Eclipse Vale's Student Handbook under the section "Appeals".

Attempts for the Student and Reassessment Procedure:

If a multiple choice or written response question is marked as incorrect, the student will be provided with immediate feedback stating which questions must be attempted again. Each question of this type has a lockout feature. The number of attempts granted to a student before the lockout takes effect is relevant to the size and complexity of the question being asked. If a lockout is triggered then the students progress within the unit of competency is stopped and this is communicated to the student via an on screen message:

Course Instructions:

Read through the slide contents. Then click the 'next slide' button below to progress to the next slide.

This question has a "lockout" feature. Please answer carefully.

Good luck!

**Incorrect
Sorry Try Again**

Your account has been locked out. Please contact one of our staff to be unlocked.

The student must contact Eclipse Vale's to speak with an assessor and request to be unlocked. During this one on one consultation the student will be asked by the assessor if they require assistance with the question and help is provided if it is needed. Once assistance is given and all issues are resolved the assessor can unlock the student via the Student Management System and control will be given back to the student so they can progress with their unit.

If the student is not able to correctly answer the question after they have been unlocked and a consultation with an assessor has taken place then the trainer and assessor must then provide feedback to the student informing them that they have not received a satisfactory result for this assessment task. This will result in receiving a Not Competent result for the unit and the student will be informed via email. Students can appeal against a specific assessment decision and they can follow Eclipse Vale's Appeals procedure found in the "Appeals" section of the Student Handbook.

If the classroom practical assessment is completed successfully that will complete the final assessment for the unit.

If the classroom practical assessment is marked as incorrect, the student will be allowed a second attempt. If this is not able to be successfully completed the trainer and assessor must then provide feedback to inform the student that they have not received a satisfactory result for this assessment task. This will result in receiving a Not Competent result for the unit and the student will be informed via email. Students can appeal against a specific assessment decision and they can follow Eclipse Vale's Appeals procedure found in the "Appeals" section of the Student Handbook.

Eclipse Vale's staff will on receipt of the trainer's completed assessment matrix demonstrating that the student has completed both assessments satisfactorily will process the "Statement of Attainment", this will be emailed to the student. If the classroom practical assessment is marked as incorrect, the student will be allowed a second and third attempt. If this is not able

to be successfully completed the trainer and assessor must then provide feedback to inform the student that they have not received a satisfactory result for this assessment task. This will result in receiving a Not Competent result for the unit and the student will be informed via email. Students can appeal against a specific assessment decision and they can follow Eclipse Vale's Appeals procedure found in the "Appeals" section of the Student Handbook.

Time frame to complete the unit:

The student will have 3 months to complete the online assessment and the classroom practical assessment. If 3 months has lapsed and the student would like to continue with the unit they can recommence from the beginning of the unit.