

The Digital Orthodontic College

HLTAID003 Provide first aid

This two (2) day training program is designed for dental practice staff who wish to or are required to develop the skills and knowledge needed to provide first aid. This qualification is widely utilised and recognised in industry.

The Digital Orthodontic College offers a nationally recognised First Aid training program that meets the requirements of WorkSafe and the Australian Resuscitation Council.

Many organisations adhere to the Australian Resuscitation Council recommendation that First Aid skills be refreshed at least every three years (see www.resus.org.au).

Training and Assessment:

This two-day course is delivered in a blended mode consisting of one day of face-to-face delivery in our training rooms or your practice and up to one day of self-paced theory delivered online. Participants are expected to complete the online theory prior to attendance at the face-to-face class. Due to the intensive nature of the class, the maximum class size is restricted to 12 people.

The course is a “hands on” training and assessment program, with the participant kneeling and lying on the floor as simulated casualties, and you will be performing CPR on a manikin, again on the floor. As such participants should dress in comfortable, suitable clothing.

Skills learnt include:

- **Cardio Pulmonary Resuscitation (CPR)**
- **Use of an Automatic Defibrillator**
- **Methods of assessing a casualty**

First Aid treatment for:

- **Burns**
- **Allergic reactions**
- **Loss of consciousness**
- **Bleeding**
- **Burns**
- **Heart Attacks**
- **Bites and stings**
- **Fractures**
- **Near drowning**
- **Seizures**
- **Shock**
- **Allergic Reactions**
- **Asthma Attacks**
- **Substance abuse**
- **Poisoning**
- **And many other conditions.**

The training day will be “hands on” training with the assessment sessions being scheduled for the afternoon of the second day.

Assessment will include practical demonstration based on real-life scenarios and a theory test.

Entry Requirements:

As part of the “hands on” training, all participants will be applying bandages and slings to each other and performing first aid on themselves and fellow classmates, and thus lying on the floor, bandaging others, being bandaged, learning to resuscitate on a manikin on the floor are expected.

Participants with injuries or conditions that present problems for them participating in the practical activities need to be aware that the Community and Health Industry Skills Council has directed to RTO's, that for a Statement of Attainment to be awarded, the participant must satisfactorily complete all practical tasks without modification.

All training and assessment is conducted in English. Participants are expected to have a reasonable level of language and literacy skills to enable them to successfully complete the course. We will use our Participant

Training Agreement and may use a simple Language, Literacy and Numeracy indicator to assist us with determining if you have the required English standard.

We will attempt to support you with some assistance with English, such as providing verbal assessments in English, however should your needs for support or assistance exceed our skills, we will refer you to a suitable organisation to assist you further, this may be TAFE local to you or your workplace.

This unit of competency is nationally recognised and can only be delivered by a Registered Training Organisation (RTO) that complies with the governing standards of quality control and quality training and assessment.

Assessment is based on competency i.e. ability to perform tasks to a required standard. Assessment is conducted through a combination of theory paper and practical demonstration.

Upon successful completion of the course assessments you will awarded a Statement of attainment in:

HLTAID003 Provide first aid

Flexibility and Support:

Should there be another way we can assist you with ensuring that you maximise your chances of completing the course though us changing something or accommodating your needs please call our Administration Staff.

Should a participant not be successful with their first attempt at completing the course, they will be allowed another opportunity to sit and complete the course at no charge.

The Digital Orthodontic College is flexible in the format and timing of learning and assessment activities to ensure that we provide every opportunity for participants to demonstrate their skills and abilities in a time to suit the participant and their organisation. This may include delivery of the course over an extended delivery period of 2 days on a face-to-face basis in addition to the pre-reading. Timeframes and costs will be negotiated and adjusted accordingly beforehand.

The Digital Orthodontic College offers support to all participants with their learning needs. We can tailor the training and assessment program to assist people with learning issues and, to a more limited degree, personal issues. Should you need support or assistance beyond our skills we will refer you to a suitable organisation to assist you further.

We have been provided with specific instructions from the course developers on our ability to modify the assessment to meet the needs of those with special needs. This may involve providing additional time or assistive technology or an Auslan interpreter during assessment task. This is called "Reasonable Adjustment". Refer to the First Aid Guide Companion Volume Release 1.2, available from <https://vetnet.education.gov.au> on page 11 Reasonable Adjustment.

In cases where a student has attended a resuscitation or first aid course but is unable to meet the full physical requirements of the competency, we may provide that student with a certificate of attendance, or similar, as an indication of their participation in the course.

Due to the requirements of maintaining a safe learning environment, The Digital Orthodontic College reserves the right to withdraw any participant(s) on the grounds of safety.

Enrolment:

On enrolment, all students will be provided with course materials and a Participant Manual. Our Participant Manual details our Refund Policy Complaints and Appeals Procedure, our Discipline Policy, and our Access and Equity Policy, including the contact for any access and equity issues.

USI Number Requirements

All students doing nationally recognised training from January 1, 2018 need to have a Unique Student Identifier (USI). For more details and to create a USI go to the Government USI site here. <https://www.usi.gov.au/students/create-your-usi>

Recognition of Prior Learning

The Digital Orthodontic College offers Recognition of Prior learning for this course. Contact our Administration staff for details on how you can get recognition for previously gained skills. A fee of 75% of the course fee is charged for this.

Fees and Charges:

The fees for this course are \$150.00. Fees are to be paid in full prior to the course commencement.

Fees include all course materials and equipment.

Fees can be paid by cash, credit card, EFPOS, EFT or by cheque. (Note cheques will need to clear before the course can commence.)

A 75% refund of the course fee is available provided we receive a full weeks' notice of the cancellation.

All participants should note that lost statements of attainment can be replaced. The fee for this is \$22 and will require the participant to advise of their name and other suitable personal details to allow us to confirm their identity.

To enrol or enquire further, please contact us at:

The Digital Orthodontic College

Head Office:

856 Military Road
MOSMAN NSW 2088

Telephone: 8001 6522

RTO ID: XXXXX

Email: Info@breakthroughwithboss.com

Web: www.breakthroughwithboss.com

ABN: 96 618 065 400