

TRAINING AND ASSESSMENT STRATEGY

Name of RTO	Binnacle Training College Pty Ltd
RTO Number	31319

Binnacle Program	Short Course - HLTAID011 Provide First Aid (ICD)			
Training Product	HLTAID011 Provide First Aid HLTAID010 Provide basic emergency life support HLTAID009 Provide cardiopulmonary resuscitation			
Training Package	Code	HLT	Title	Health Training Package
	PACKAGING RULES: N/A - Subject Only Training. Delivered as 3 standalone units of competency			
Training Package Location	Training Package Release #	7.0	Release Date	7 Dec 2021
	Go to details of certificate packaging rules on TGA: https://training.gov.au/Training/Details/HLTAID011 Download Training Package from TGA: https://training.gov.au/Training/Details/HLT Download Companion Volume implementation guide: https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=ced1390f-48d9-4ab0-bd50-b015e5485705			
	1	Code: HLTAID011 Title: Provide First Aid Qualification Release #: 1 Release Date: 16/10/2020		

UNIT CODE	UNIT TITLE	Scheduled for Finalisation	Qualified Trainer and Assessor	Evidence Gathering Techniques	Training Arrangements								
HLTAID011	Provide First Aid	Term 1	Teacher (T-P)	A, B, D	Sole trainer and assessor (Independent Contractor delivery) – under the support of the Binnacle Program Management (PM) Team.								
HLTAID010	Provide basic emergency life support	Term 1	Teacher (T-P)	A, B, D									
HLTAID009	Provide cardiopulmonary resuscitation	Term 1	Teacher (T-P)	A, B, D									
<p><u>EVIDENCE GATHERING TECHNIQUES</u></p> <p>The following matrix identifies the type of evidence that may be collected to enable judgements to be made about a student's success in units of competency. Evidence gathering techniques may be adjusted to best suit the unit of competency requirements. Students may submit evidence to gain RPL for competencies.</p>					<p style="text-align: center;">EVIDENCE KEY</p> <table border="1"> <tr> <td>A</td> <td>Quiz and short answer</td> </tr> <tr> <td>B</td> <td>Case studies and scenarios</td> </tr> <tr> <td>C</td> <td>Project tasks</td> </tr> <tr> <td>D</td> <td>Major programs and practicals</td> </tr> </table>	A	Quiz and short answer	B	Case studies and scenarios	C	Project tasks	D	Major programs and practicals
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<p>Binnacle-Independent Contractor Third-Party Arrangement</p>	<p>This Binnacle Training Program is delivered via a third-party arrangement with Binnacle Independent Contractors.</p> <p>Binnacle Training (Lead RTO) – Responsibilities:</p> <ul style="list-style-type: none"> ☑ Provision of all requisite training and assessment resources, plus online learning – via Learning Management System (Binnacle Lounge). ☑ Ongoing program support, including dedicated Program Manager and Administration Officer. ☑ Outcomes of training and assessment. <p>Independent Contractor (Third-Party) Responsibilities:</p> <ul style="list-style-type: none"> ☑ Human Resources (Program Deliverer)) ☑ Physical Resources (equipment and facilities) ☑ Facilitation of training and assessment services, on behalf of Binnacle Training as the RTO. <p>Cohort-specific information, required by Binnacle Training (as per the Standards for RTOs 2015 - Clauses 1.1 to 1.4 and 2.2 – Implementing, monitoring and evaluating training and assessment strategies and practices), is collected via the Binnacle Training Independent Contractor Third-Party Agreement (Fillable) as completed by the Third-Party (Independent Contractor) and approved by Binnacle Training.</p>
<p>Target Group</p>	<p>This program is offered to students wanting to:</p> <ul style="list-style-type: none"> • develop 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; and • complete this unit of competency to fulfil required responsibilities and conditions of their work role.
<p>Entry Requirements</p>	<p>There are no formal training package entry requirements for this qualification, however a Language, Literacy & Numeracy (LLN) Screening process is undertaken at the time of initial enrolment to ensure students have the capacity to effectively engage with the content.</p> <p>Students require AQF level 2 written and spoken English and numeracy skills to be able to meet the Foundation Skill requirements within the units of the Short Course.</p> <p>The First Aid Short Course- HLTAID011 Provide First Aid is delivered as a ‘Fee for Service’ offering only as per the Binnacle-Independent Contractor invoicing arrangement.</p> <p>Students must have access to all physical resources (either individually or through resources supplied by the Independent Contractor) as outlined in the section ‘Physical Resource Requirements’ below.</p>
<p>Learning and Assessment Arrangements</p>	<p><u>DURATION</u></p> <p>The program content has been packaged into 2 assessment groups - Knowledge assessment and Practical assessment, and allows for a range of flexible delivery formats including:</p> <ul style="list-style-type: none"> • • Two-Day Delivery: 10 hours (2 x 5-hour days) • One-Day Delivery: The practical can be completed in approximately 5 hours. <ul style="list-style-type: none"> ○ All knowledge assessments must be completed by participants prior to this one-day delivery. <p>A blended-delivery model will be used whereby students will have access to:</p> <ul style="list-style-type: none"> • Trainer-led classroom delivery of content. • Online modules that house learning content (within the Binnacle Lounge). • Assessment activities to be completed online within the Binnacle Lounge. • Assessment activities and practicals to be completed in the classroom and/or student-led environment.

This program uses single unit and clustered assessment.

Assessment and training will be conducted at the designated training location. Assessment methodologies will vary according to specific requirements of the Units of Competency. A range of methods will be used, including:

- Knowledge quizzes, short answer questions.
- Skills demonstrations, reports, documents, observations.
- Simulated assessment environment (First aid-related) – located at the designated training location - for demonstration of skills (practical observations).

Under supervision, students will complete a range of practical first aid and resuscitation scenarios and respond to a number of emergency situations (which will involve CPR and defibrillation. injuries, trauma, conditions, bites and stings) to build the skills required to effectively respond to emergency and first aid situations.

'VOLUME OF LEARNING' AND 'AMOUNT OF TRAINING'

Volume of Learning (VoL)* per the Australian Qualifications Framework volume of learning indicators:

** VoL describes how long a learner who does not hold any of the competencies identified in the relevant units of competency or modules would take to develop all of the required skills and knowledge. Further, the VoL includes all teaching, learning and assessment activities that are required to be undertaken by the typical student to achieve the learning outcomes. These activities may include some or all of the following: guided learning (such as classes, lectures, tutorials, online study or self-paced study guides), individual study, research, learning activities in the workplace and assessment activities.*

(AQF, Volume of Learning).

Amount of Training (AoT) for this program consists of classroom learning, self-study and practical experience.

Two Day Delivery Model = 10 hours (2 x 5-hour days)

One Day Delivery Model = 5 hours (1 x 5-hour day)

- One day delivery involves an element of self-study (completion of all Knowledge activities and assessment by participants prior to the 1-day delivery of the practical elements of the course).

TOTAL AMOUNT OF TRAINING (AoT) = 10-14 hours

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Learning and Assessment Arrangements

ORGANISATION

The program will be delivered using class-based learning as well as real and simulated first aid environments located at the designated training location, which involves responding to a range of first aid and emergency response scenarios.

A range of teaching and learning strategies will be used to deliver the competencies including:

- Practical tasks
- Client interactions
- Group work
- Practical experience (First Aid scenarios)

Evidence contributing towards each competency will be collected throughout the program. This evidence will be used to make judgements of competency that are aligned with, and reflect, the requirements of each unit of competency.

Learning and Assessment Arrangements	<p><u>LANGUAGE, LITERACY AND NUMERACY ASSISTANCE</u></p> <p>Support is available to all students and can be organised - through the deliverer - on a case-by-case and as needed basis throughout the program.</p> <p>‘Reasonable adjustment’ is offered for most assessment items. This is indicated in the assessment table at the top of each assessment and is allocated based on the unit of competency requirements.</p>
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Learning and Assessment Arrangements	<p><u>OPPORTUNITY FOR RPL AND CREDIT TRANSFER</u></p> <p>Recognition of Prior Learning (RPL) is an assessment process that evaluates an individual’s informal learning to determine the extent to which that individual has achieved the required competency outcomes.</p> <p>Credit Transfer is applying credit for a unit of competency that has previously been completed (successfully) by a student. Credit Transfer is offered both at enrolment and throughout the training program. A verified copy of the student’s Qualification and/or Statement of Attainment listing the units of competency that have previously been completed is required as evidence for Credit Transfer.</p> <p>Both RPL and Credit Transfer are available to students. An RPL assessment pathway will require verifiable evidence of a student’s prior learning (e.g. Statement of Attainment for previously completed superseded units).</p>
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Learning and Assessment Arrangements	COURSE STRUCTURE
TERM 1	<p><u>Topics:</u></p> <ul style="list-style-type: none"> ● Provide Cardiopulmonary Resuscitation (CPR) <ul style="list-style-type: none"> ○ Emergency Management ○ CPR and Defibrillation ● Provide First Aid <ul style="list-style-type: none"> ○ Injuries and Trauma ○ Health Conditions <p><u>Practicals:</u></p> <ul style="list-style-type: none"> ● CPR and Defibrillation ● Injuries, Trauma and Choking ● Asthma and Anaphylaxis ● Snake Bites and Seizures ● Nosebleeds, Bleeding and Shock ● First Aid Scenarios

Learning Resources	<p>Students are provided with a full Course Content kit that is specific to each term of study which includes:</p> <ul style="list-style-type: none"> ● Unit Plan ● Lectures ● Learning Modules ● Online Activities ● Videos ● Work templates and other work-related documents (e.g. First Aid Report Form)
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Practical Experience	<p>Students will undertake a range of First Aid, Resuscitation and Emergency response related activities across the program, including: CPR and Defibrillation; Injuries, Trauma and Choking; Asthma and Anaphylaxis; Snake Bites and Seizures; Nosebleeds, Bleeding and Shock; First Aid Scenarios</p>
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Consultation with Industry	<p>Key industry partners consulted in the development and ongoing refinement of this strategy are listed below. Binnacle meets with each of the listed industry partners for regular advice, ongoing program support and guidance. These industry engagement activities focus on Training and Assessment Strategy, resources, and current industry skills of trainers and assessors.</p> <p><u>Industry Partners</u></p>
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- Redcliffe Dolphins Rugby League Club
- Renegade Conditioning
- Fit College
- Andrew Rickertt - Job Skills Queensland
- National Institute of First Aid Trainers (NIFAT)

Consultation/engagement approaches include:

- Regular meetings (e.g. weekly consultation meetings)
- Teleconferences
- Program development/validation meetings
- Program development projects

Assessment Validation Process

The processes used to validate assessment in this course are:

1. Validation by Industry:

- An internal review conducted annually with an industry representative to check that the standards expected of students are consistent with current industry practice.
- The internal review will examine the learning and assessment strategy and identify areas for improvement.
- The internal review will also evaluate all assessment instruments to ensure that they are appropriate for the units of competency and reflect the unit requirements (i.e. elements, performance criteria, performance evidence, knowledge evidence and assessment conditions).
- Validation for each unit of competency includes:
 - Pre-assessment validation (to confirm assessment process and instruments meet the requirements of the Principles of Assessment); **completed every 24 months (minimum)**; and
 - Post-assessment validation (to confirm assessment evidence provided by the students and the judgement of that evidence meets the requirements of the Rules of Evidence). **Completed every 3 years (minimum).**

2. Assessment Instrument Review:

- A Binnacle Program Development Specialist and an industry expert will review all assessment instruments to ensure that they are appropriate for the units of competency and reflect the unit requirements (i.e. elements, performance criteria, performance evidence, knowledge evidence and assessment conditions) with improvements noted and acted upon. **Completed annually.**

Independent Contractor

Physical Resource Requirements

Refer to: School Physical Resource Requirements: 2024 First Aid and CPR Programs

Available at [Binnacle Support Centre](#) (Select: Resource Requirements)

Teacher Human Resource Requirements

Refer to: Teacher HR Requirements: 2024 First Aid and CPR Programs

Available at [Binnacle Support Centre](#) (Select: Resource Requirements)

Pathways

This Program will be used predominantly by students seeking to learn to confidently manage emergency situations and provide first aid care to a casualty. Students may also undertake this First Aid training to satisfy requirements of their current employment role / conditions.

Binnacle Training recommends, in line with Australian Resuscitation Council guidelines, that First Aid skills are recertified every 3 years, and CPR skills are recertified every 12 months.

<p>Foundation Skills</p>	<p>Foundation Skills are the combination of communication skills and generic, non-technical skills and capabilities considered essential to meet the complexities of life in a modern society. 'Communication' skills included in Foundation Skills are English language, literacy and numeracy (LLN).</p> <p>All units of competency within new streamlined Training Packages have Foundation Skills either embedded in the unit performance requirements or listed explicitly.</p> <p>Each unit of competency selected to comprise this program has Foundation Skills that are relevant to the context of the learning outcomes and are applicable to work and life situations.</p>
<p>Student Feedback</p>	<p>Student feedback is collected and analysed. Feedback from students in relation to assessment processes, methods and instruments will be collated, analysed and improvements made in the light of student suggestions. Formal surveys/questionnaires as well as informal processes at the end of each unit of work will be used to gather data. Throughout the course, data is collected in relation to Quality Indicators. Binnacle Training also has a published Complaints and Appeals Policy which provides students and others with avenues to make a complaint or to appeal a decision (including assessment decisions) directly with Binnacle Administration.</p> <p>Date for data analysis: December (annually)</p>
<p>AVETMISS Reporting</p>	<p>Students are enrolled in the relevant units of competency and the results are forwarded at the end of each term (as a minimum) to the Queensland Department of Employment, Small Business and Training (DESBT) indicating if competency has been attained or is continuing. Binnacle Program Management and Administration staff verify that accurate and up-to-date information is recorded.</p> <p>QLD SCHOOLS: Permission is provided to DESBT for student results to be forwarded to the Queensland Curriculum & Assessment Authority (QCAA).</p>
<p>Student Records</p>	<p>Student results show the unit code, title and date achieved. The final assessment outcome for each unit of competency will be retained for a period of 30 years. Once all units are recorded as competent, a qualification or a statement of attainment will be issued.</p> <p>All completed assessment items - demonstrating sufficient evidence of how assessment decisions were made - for individual students will be retained for whichever is the longer period:</p> <ul style="list-style-type: none"> • until the appeal period ends; or • for a period of six months from the date on which the judgement of competence for the student was made; or • the duration of the student's enrolment. <p>A master copy of all versions of the assessment tools will be retained for seven years.</p>