



ABSTRACT

This document contains important information for Binnacle Training students about:

- The program outline and inclusions
- The assessment completion process
- Binnacle Training Third-Party Arrangements
- Student enrolment

STUDENT INFORMATION

SHORT COURSE: HLTAID011
Provide First Aid

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1. Program Inclusions

The flagship nationally recognised first aid course – HLTAID011 Provide First Aid – covers a broad range of topics to enable participants to confidently manage emergency situations and conduct first aid treatments. Binnacle Training recommends, in line with Australian Resuscitation Council guidelines, that first aid skills are recertified every three years.

Most workplaces require a specific number of people to hold this training product.

The course covers 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. Topics include:

- Emergency Management
- CPR and Defibrillation
- Injuries and Trauma
- Conditions
- Bites and Stings

2. Course Format and Duration

This course is delivered by your trainer and assessor (independent contractor) via a third-party agreement between Binnacle Training (as the lead RTO) and your trainer and assessor (independent contractor) as the third party.

This short course has the following course duration options (to be confirmed by your trainer and assessor):

- **Two-Day Delivery:** Approximately 10 hours (e.g. 2 x 5-hour days).
- **One-Day Delivery:** The practical component may be completed in approximately 5 hours.

IMPORTANT: All knowledge assessments must be completed by participants prior to this one-day delivery.

3. Completion Requirements and LLN

Students are required to undertake practical training and assessment at floor level which includes demonstrating CPR on a manikin for at least two minutes. The minimum age to enrol in this course is 14 years.

Students must attend 100% of this first aid training and will also require suitable language, literacy and numeracy skills to complete the course.

4. Completing Assessments

All assessment tasks and resources are accessed online through the Binnacle Lounge and course delivery will combine both online and class-based learning (including practical components) using different emergency scenarios and equipment. These include:

- Resuscitation manikins (adult and infant), including face masks

- Puffer and spacer device
- Adrenaline auto-injector training device
- Bandages
- A training defibrillator

Evidence contributing towards competency will be collected throughout the course which include knowledge quizzes (completed online), mini-practical scenarios and a major practical scenario which are assessed in person by your trainer and assessor.

All assessment resources are online and assessment completion will be regularly reviewed by the trainer and assessor.

Completed assessment and associated documentation will be stored online in the Binnacle Lounge for the trainer and assessor to mark ('Satisfactory' or 'Not Yet Satisfactory').

Students will need to provide/have access to a computer, laptop or tablet device with an internet connection.

1. Students complete the assessment:	<ul style="list-style-type: none"> ● Knowledge assessments completed online in your Binnacle Lounge. ● Demonstrate required skills in practical tasks. ● Access to training resources to assist with assessment are provided in the respective assessment tab.
2. Assessor marks your assessment:	<ul style="list-style-type: none"> ● Some knowledge assessment items are 'auto-marked' by the Binnacle Lounge learning platform. ● The assessor will mark your other assessment items (e.g. practical). ● The sign-off page in each term is where feedback is provided and the outcome of each assessment item recorded.

4.1. Student Misconduct with Online Assessment and Disciplinary Procedures

Some assessment question types allow for students to submit evidence that may be the same or similar to that of another person or source (e.g. a group session plan for a project upload or a response to a knowledge question copied from a website or a presentation). Outside of these occasions, Binnacle Training must ensure the evidence contributing to a unit of competency is authentic (i.e. able to be proved as their own work).

Cheating or copying/plagiarising material from another person or resource is strictly prohibited. The below statement is included in the sign-off for each Term:

I, the Candidate:

- Confirm the authenticity of the work submitted as my own, unless otherwise authorised by the assessment conditions.

In addition to an assessor checking for copying and/or plagiarised material, Binnacle Training as the Registered Training Organisation undertakes regular reviews of student assessment evidence.

As outlined in our Participant Handbook (Section 8 - Student Misconduct & Disciplinary Procedures), **Binnacle Training will not tolerate misconduct under any circumstance and a student may be asked to leave the program with no refund for misconduct such as cheating or plagiarising material.**

5. Units of Competency in this Program

The following table illustrates the units of competency that are achieved through this course:

	UNIT CODE	UNIT TITLE
FIRST AID COURSE	HLTAID011	Provide First Aid
	HLTAID010	Provide basic emergency life support
	HLTAID009	Provide cardiopulmonary resuscitation



6. Cost

\$55.00 pp = Binnacle Training fee (invoiced to the independent contractor, on completion of the short course).

7. Binnacle Training Third-Party Arrangements

As the RTO, Binnacle Training engages independent contractors under a third-party arrangement to provide physical and human resources to deliver training and conduct assessment.

Binnacle Training Responsibilities: Enrolling students into the VET course, providing online training and assessment, training and assessment outcomes, issuing certificates and testamurs, and ensuring that the VET course is on its scope of registration at all times.

Independent Contractor Responsibilities (as the third party): The provision of adequate physical (equipment and facilities) and human resources (qualified trainer and assessor), and facilitating training and assessment services on behalf of Binnacle Training including the provision of student support services such as language, literacy and numeracy (LLN) assistance.

8. Student Enrolment

Student enrolment into the program requires the independent contractor to have a current third-party agreement in place (enrolment is unable to be finalised until this requirement has been met).

9. Language, Literacy and Numeracy Skills

A Language, Literacy and Numeracy (LLN) screening process is undertaken within the Pre-Enrolment Pack to ensure that students have the capacity to effectively engage with the content and to identify support measures as required. The following examples provide a snapshot of the reading, writing, numeracy and verbal communication skills that would be expected in order to satisfy competency requirements:

Reading	<ul style="list-style-type: none">• Read and understand manufacturers' instructions to operate first aid equipment.
Writing	<ul style="list-style-type: none">• Complete incident reports.
Verbal Communication	<ul style="list-style-type: none">• Provide an accurate verbal report of the incident.• Convey incident details to emergency services• Advise casualty on any required post incident action.
Numeracy	<ul style="list-style-type: none">• Interpret numerical information when providing CPR.

10. Definitions and Interpretations

Program. The course(s) or qualifications(s) in its entirety.

Registered Training Organisation (RTO). A training organisation that has authorisation to train and assess nationally recognised qualifications on its scope of registration.

Independent Contractor (third party). The partner (separate legal entity with their own Australian Business Number) providing physical and human resources to facilitate training and assessment services on behalf of, and in the name of, Binnacle Training as the RTO.

Training Product. Any qualification, unit of competency, or group of competencies packaged together as a Binnacle Program.

For further information please access the [Program Disclosure Statement](#) in full.