



**Binnacle
Training**

RTO CODE 31319



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 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. Students who complete the Binnacle Short Course: HLTAID011 Provide First Aid will be issued a nationally recognised Statement of Attainment. 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:

- Assessing the Scene
- Emergency Management
- CPR and Defibrillation
- Injuries and Trauma
- Medical Conditions
- Bites and Stings

2. Program Outline

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

This short course has the following course duration options (to be confirmed by your program deliverer):

- **School Term Delivery:** 12 x 70-minute lessons (9 x in-class lessons + 3 x self-directed lessons).
- **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.

Assessment activities include practical and knowledge tasks throughout the program. Knowledge tasks generally take the form of a quiz and a number of practical tasks will also involve completing a workplace document (e.g. a First Aid Report Form).

2.1 Mode of Delivery

This program uses a blended mode of delivery which includes face-to-face plus online training and assessment such as classroom lessons, digital learning modules, virtual lessons, online and practical assessment.

3. LLND and Course Suitability Advice

During pre-enrolment, students will complete an LLND Screening (via eSkilled) to establish their language, literacy, numeracy and digital literacy skill levels and will be provided with advice about whether the course is suitable for them.

Based on the outcome of this review, the school (on behalf of Binnacle Training) will provide the student with advice regarding the suitability of the training product to each prospective student prior to their enrolment being finalised. This process ensures students are fully informed about the program requirements before committing to the course or incurring any associated fees.

The following examples provide a snapshot of the reading, writing, numeracy, verbal communication, and digital literacy skills that would be expected in order to satisfy competency requirements:

Reading	• Read and understand manufacturers' instructions to operate first aid equipment.
Writing	• Complete incident reports.
Verbal Communication	• Provide an accurate verbal report of the incident. • Convey incident details to emergency services • Advise casualty on any required post incident action.
Numeracy	• Interpret numerical information when providing CPR.
Digital Literacy	• Complete applicable workplace or site documentation, including incident report form

4. Fees

Binnacle Training invoices the school directly for the cost of the program. This means that students do not pay any fees directly to Binnacle.

Students should check with their school about payment - it may be set up like other subjects, and there may be additional fees for:

1. Learning resources or textbooks
2. Excursions or site visits
3. Equipment or materials specific to your program

A detailed breakdown of Binnacle course fees can be found on the [Binnacle Training website](#).

5. Completing Assessments

All assessment tasks and resources are accessed online 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

Assessment completion will be regularly reviewed by the trainer and assessor and if incomplete or not yet satisfactory, it may be necessary to finalise the assessment outside of class time (e.g. during exam block).

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:	● 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:	● Some knowledge assessment items are 'auto-marked' by the Binnacle Lounge learning platform. ● The assessor will mark your other assessment items (e.g. practical). ● Feedback is provided directly within the Binnacle Lounge learning platform, where the outcome of each assessment item is also recorded.

6. Course Schedule

The table shows the topics and practicals scheduled for delivery and assessment throughout the course.

WEEK 1-4	TOPICS COVERED
	Provide Cardiopulmonary Resuscitation (CPR) - Assessing the Scene - Emergency Management - CPR and Defibrillation Provide First Aid - Injuries and Trauma - Medical Conditions - Bites and Stings
	SPECIFIC PROJECT REQUIREMENTS
	Completing Simulated Mini Practicals (Role Plays) including: - Performing CPR and Defibrillation on conscious and unconscious casualties (breathing and non-breathing) - Applying bandages and slings to treat sprains, strains, and collarbone fractures - Immobilising a dislocated shoulder - Managing bleeding and treating for shock - Applying pressure immobilisation techniques for a simulated snake bite - Clearing an airway obstruction (choking) - Administering medication for an asthmatic casualty using a puffer and spacer - Administering an adrenaline auto-injector for an anaphylactic casualty - Managing a severe nosebleed

7. Units of Competency in this Program

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

Unit Code	Unit Title	Scheduled for Finalisation	Training & Assessment Arrangements (Predominant Mode of Delivery)
HLTAID011	Provide First Aid	Term 1	Blended Delivery - Teacher (Third Party) as Trainer & Assessor
HLTAID010	Provide basic emergency life support		
HLTAID009	Provide cardiopulmonary resuscitation		



8. Binnacle Training Third-Party Arrangements

As the RTO, Binnacle Training engages individual secondary schools 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, reporting training and assessment outcomes, issuing certificates and testamurs, and ensuring that the VET course is on its scope of registration at all times.

School Responsibilities (as the third party): The provision of adequate physical (equipment and facilities) and human resources (program deliverer, i.e., 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, numeracy and digital literacy (LLND) assistance, course suitability advice, and student wellbeing.

9. Student Enrolment

Student enrolment into the program requires the school to have a current third-party agreement in place.

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.

School (third party). The secondary school/college that is providing the physical and human resources to deliver training and conduct assessment on behalf of, and in the name of, Binnacle Training as the external 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.