

PROVIDER DETAILS – Register Training Organisation 90909	
Name of RTO	Allens Training Pty Ltd ABN 63 114 756 857
Phone number	1300 559064
Web site	www.allenstraining.com.au
Registration details	We are listed on Training.gov.au (TGA). TGA is the official National Register of information on Training Packages, Qualifications, Courses, Units of Competency and Registered Training Organisations (RTOs) in Australia. Allens Training registration and search code is 90909.
Rights and Responsibilities	<p>This course information sheet is designed be read in conjunction with the “Student Agreement”</p> <p>The “Student Agreement” must be read before enrolling into any training course delivered by Allens Training or any of its partner organisations. It is a condition of enrolment that you and we agree to abide by the terms and conditions outlined in the “Student Agreement”</p> <p>This agreement can be viewed and downloaded at: http://www.allenstraining.com.au/f.ashx/downloads/Student-Agreement-Jan-2nd-2011.pdf</p>
COURSE INFORMATION	
	<p>There are two (2) skill set combination courses designed for child care workers which include the following units of competency:</p> <ul style="list-style-type: none"> • 22099VIC Course in first aid management of anaphylaxis • 22024VIC Course in emergency management of asthma in the workplace • HLTFA301C Apply first aid <p>(Minimum course times expressed longer durations maybe required for some participants)</p>
	Skills Set 1
Skills Set 1 (3 units of competency)	<p>Option 1 - Full course. This skill set is suitable for participants who do not currently hold any of the above qualifications.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Pre-Course Online Workbooks - Apply First Aid and combined Asthma and Anaphylaxis to be completed; PLUS <input checked="" type="checkbox"/> 7 hours face-to-face classroom based training for: <ul style="list-style-type: none"> • 22099VIC Course in first aid management of anaphylaxis • 22024VIC Course in emergency management of asthma in the workplace • HLTFA301C Apply first aid <p>Option 2 - Refresher Course</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Pre-Course Online Workbooks - Apply First Aid and combined Asthma and Anaphylaxis to be completed; PLUS <input checked="" type="checkbox"/> 5 hours face-to-face classroom based training for: <ul style="list-style-type: none"> • 22099VIC Course in first aid management of anaphylaxis • 22024VIC Course in emergency management of asthma in the workplace • HLTFA301C Apply first aid
	Skills Set 2
Skills Set 2 (2 units of competency)	<p>This skill set is suitable for participants that hold a current first aid certificate and who do not wish to renew the HLTFA301C Apply first aid unit at this time.</p> <p>Option 1 - 6 hours face-to-face classroom based training covering units:</p> <ul style="list-style-type: none"> • 22099VIC Course in first aid management of anaphylaxis • 22024VIC Course in emergency management of asthma in the workplace

	<p>Option 2 - Pre-Course Online Workbook - combined Asthma and Anaphylaxis to be completed; PLUS</p> <ul style="list-style-type: none"> ☑ 3 hours face-to-face classroom based training for: <ul style="list-style-type: none"> • 22099VIC Course in first aid management of anaphylaxis • 22024VIC Course in emergency management of asthma in the workplace <p>Option 3 - Refresher Course</p> <ul style="list-style-type: none"> ☑ Pre-Course Online Workbook - combined Asthma and Anaphylaxis to be completed; PLUS ☑ 3 hours face-to-face classroom based training for: <ul style="list-style-type: none"> • 22099VIC Course in first aid management of anaphylaxis • 22024VIC Course in emergency management of asthma in the workplace
<p>Refresher Courses</p>	<p>To qualify for a refresher course, you would have a current certificate and need to bring it along to the training session and submit a copy with student paperwork. Proof of currency is required to be submitted.</p>
<p>Course Outcomes</p>	<p>These units of competency describe the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance and provide advance training in the use of auto injectors for the treatment of anaphylaxis and the advance treatments associated with Asthma.</p>
<p>What time frames are Industry suggesting for this course</p>	<p>Industry standard dictates that skill set 2 (2 units of competency) can be completed as a combined course in four hours. This is due to the fact that both units contain several common generic skills such as risk management principles.</p>
<p>Important issues to consider</p>	<p>We advise pre course study to be completed prior to attending the first aid course.</p> <p>Many other Registered Training Organisations advertise a one day practical course with no pre-course reading. Allens Training feels that it is important for the student to arrive at the practical class with adequate background knowledge. In order for us to meet the flexible needs of the clients, we have arranged several options for you as the student. However we strongly suggest that you complete the workbook prior to any practical courses.</p>
<p>Practical examples on our web site</p>	<p>There are a number of practical examples located on our web site. These are to help you with pre course study as well as your continual study following the course. It is our advice to study these samples as this will assist your training. The link is www.allenstraining.com.au/onlinelearning/first-aid-videos.aspx</p>
<p>Emailed copy of your certificate</p>	<p>Allens Training offers the opportunity to gain an additional copy of the award issued as a PDF file received by email. Please indicate to your trainer if this is required.</p>
<p>Verification of your award</p>	<p>Allens Training has introduced a “verification of your award” procedure. This enables employers to search the certificate number from our web site and verify if it is an authorised copy. This procedure has been introduced in an effort to stamp out the practice of submitting fraudulent copies of qualifications for employment purposes.</p>
<p>Award Issued</p>	<p>Students who successfully complete this nationally recognised training will be awarded the statement of attainment with the full skills set.</p> <p><i>Certificate refresher course is recommended every 3 years. The First aid Codes of Practice requires currency (3 year revision) and that in the workplace. The student is responsible for the revision every three years to remain current. Allens Training or their partner organisation will send you information usually prior to the expected recommended re-refresher date.</i></p>
<p>Pathways to other qualifications or employment opportunities</p>	<p>Students who successfully completed this qualification can use this course as part of a qualification and would be eligible for entry into further study such as:</p> <p>Certificate II in Emergency Medical Service First Response</p>
<p>Where is the training package information located?</p>	<p>A copy of the relevant training package information related to this qualification can be found on our web site www.allenstraining.com.au</p>
<p>Australian College of Nursing</p>	<p>"This short course has been endorsed by Royal College of Nursing, Australia, according to approved criteria. Completion attracts 15 RCNA Continuing Nurse Education (CNE) points as part of RCNA's Life Long Learning Program (3LP)"</p>

General Practitioners	Royal Australian College of General Practitioners NSW and ACT. (5 CPD points Category 2). This is for CPR only. This activity has been approved by the RACGP QI&CPD program.
Language, literacy and numeracy requirements	<p>Language, literacy and numeracy requirements are needed to undertake this course.</p> <p>Specifically you would need the ability to:</p> <ul style="list-style-type: none"> • Prepare a written incident report or provide information to enable preparation of an incident report (eg a first aid report) • Communicate effectively and assertively in an incident (e.g give a casualty handover) • Use literacy and numeracy skills as required to read, interpret and apply guidelines and protocols (eg read and follow ARC guidelines) <p>Further detailed information can be obtained from the "Australian Core Skills Framework" - a copy of this document is available by clicking on the link http://www.allenstraining.com.au/f.ashx/downloads/ACSFsummaryfinaltoprint2.pdf</p>
Pre-requisites	<p>There are no pre-requisites or co-requisites for this competency unit, however to be awarded the full skills set, completion of the on-line pre course study workbooks are required and evidence of this must be provided to the trainer.</p>
Student rights	<p>A detailed description in the student agreement concerning your rights and responsibilities is available on our website. This important information should be read prior to the course. An example of some of the information that is contained in this document include our refund policy, complaints procedures, who to talk to concerning issues raised during the class, assessments information and guarantees.</p> <p>Student agreement found here.</p>
How does legislation affect my training?	<p>This course follows policy statements of the Australian Resuscitation Council and follows State or Territory legislation.</p>
Target Audience	<p>Existing employees in the child care industry</p> <p>Existing employees in this industry who may require first aid training as recommended by the Government authorities.</p> <p>School leavers</p> <p>School leavers may benefit from the completion of this course as it will provide increased employment options for entry in further training/employment avenues such as Police Service, Fitness Professional, Childcare workers etc.</p> <p>Mature age not employed in this industry</p> <p>This unit may be suitable for mature age students even if they are not in the industry.</p>
Is there any recognition of my prior learning or experiences (RPL) or recognition of my current competencies?	<p>If you have completed courses in a related field you may be able to take advantage of a facility called "RPL" or "Recognition of Prior Learning". This means that account may be taken of related qualifications, even if they are issued by another Registered Training Organisation, to satisfy some or all of the course requirements. Evidence considered for assessment is the RPL Application Form plus a wide range of supporting evidence. If further evidence is required then this is negotiated with the candidate. The process may include a further interview, written assignment, workplace assessment, and collection of other material.</p> <p><u>The outcome may be that we can:</u></p> <ol style="list-style-type: none"> 1. Provide the qualification based on the material supplied. 2. Provide the qualification subject to some form of assessment, but without classroom attendance. 3. Provide partial recognition of units of the course and thereby reduce the classroom and assessment process leading to course completion. <p>Fees will be charged for the RPL service and will be discussed when you approach Allen's Training to determine the requirements that will need to be supplied.</p>
Course fees	<p>This course may be delivered by way of partnership arrangements with your trainer. The course fee will be paid direct to the trainer (the partner organisation). This course is usually arranged by the employer of a workgroup and the employer can be invoiced for the training. If the employer does not arrange the training, or the employer does not agree to fund the training, training fees must be paid by the individual students direct to the trainer. All partners will be required to meet minimum resource and facility requirements and course fees are available at the time of enrolment.</p>
Refund Policy	<p>A detailed explanation of our refund policy is contained in the "Student Agreement"</p>

Location of the training	<p>The training required by the target group requires training either at the employer’s workplace so that they can develop skills consistent with their job description in their own employment practice, at a simulated workplace or in a classroom. A flexible learning strategy incorporating On line learning programs may be utilised where appropriate. This information will be made available at the time of enrolment.</p>
What to bring	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Lunch (if applicable) <input checked="" type="checkbox"/> Completed Workbook or Online Completion Certificate (if applicable to your delivery mode) <input checked="" type="checkbox"/> Copy of current certificate or employment evidence (if applicable for your delivery option) <input checked="" type="checkbox"/> Pen and note paper <input checked="" type="checkbox"/> ID sufficient for 100 points of ID
Identifying Special Needs	<p>Person(s) participating in training may have special needs. Where these needs are identified through the enrolment process the trainer will explore the options available to them to support the learner through the training program. Candidates with special needs may include those with language, literacy and/or numeracy problems, disabilities, and anxious or inexperienced candidates.</p>
Support services	<p>Assistance is available at any time by email jim@allenstraining.com.au or by phoning the office 0248228066. Ask for Jim to discuss the levels of assistance available.</p> <p>Client Supports services are also listed in the “Student Agreement”</p>
Reasonable adjustment	<p>As an example, If a person with a disability meets essential entry requirements, Allens Training can make changes or "reasonable adjustments" necessary for that person to perform their course-work. In most situations, the student with a disability will be able to us his or her needs to be able to study. If necessary, we can seek advice from disability areas within government departments or organisations that represent or provide services to people with a disability.</p> <p><u>Adjustments may include:</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Modifying educational premises. For example, making ramps, modifying toilets and ensuring that classes are in rooms accessible to the person with a disability. <input checked="" type="checkbox"/> Modifying or providing equipment. For example, lowering benches, enlarging computer screens, providing specific computer software or an audio loop system. <input checked="" type="checkbox"/> Changing assessment procedures. For example, allowing for alternative examination methods such as oral exams, or allowing additional time for someone else to write an exam for a person with a disability. <input checked="" type="checkbox"/> Changing course delivery. For example, providing study notes or research materials in different formats or providing a sign language interpreter for a deaf person.” <p><u>Access and equity:</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> An individual’s access to the assessment process should not be adversely affected by restrictions placed on the location or context of assessment beyond the requirements specified in this Training Package. <input checked="" type="checkbox"/> Reasonable adjustments can be made to ensure equity in assessment for people with disabilities. Adjustments include any changes to the assessment process or context that meet the individual needs of the person with a disability, but do not change competency outcomes. <input checked="" type="checkbox"/> Such adjustments are considered ‘reasonable’ if they do not impose an unjustifiable hardship on a training provider or employer. <input checked="" type="checkbox"/> When assessing people with disabilities, assessors are encouraged to apply good practice assessment methods with sensitivity and flexibility.
Infrastructure requirements	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> All staff involved in the delivery and assessment of this unit, have direct access to the current version of the relevant training package, including the appropriate units of competency, assessment guidelines and qualification structure. See internal Intranet access. <input checked="" type="checkbox"/> All staff involved in delivering the program have access to trainer, assessor and candidate support materials relevant to their areas of delivery and assessment. <input checked="" type="checkbox"/> All staff will have access to continuing training. An annual conference day is held for all staff, with extra training sessions available on request should the need arise.

	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> The RTO has access to staff and training/assessment resources to meet the requirements of candidates with special needs and has an assessment process that is capable of supporting reasonable adjustment procedures. <input checked="" type="checkbox"/> All participants will have a learning resource supplied to them. <p>Fully equipped training room (should include but not be limited to: whiteboard, computer for power point presentations, VCR/DVD player) must be available for each course. We have reviewed the equipment required to conduct this course.</p>
<p>Resources required by the trainer to conduct this training</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Resuscitation manikin that conforms to the Australian Resuscitation Councils guidelines. <input checked="" type="checkbox"/> Associated materials for manikin use and cleaning (this will vary according to make of manikin used but may include manikin face pieces, face shields, disinfectant etc. Please refer to manikin manufactures guidelines). <input checked="" type="checkbox"/> Triangular Bandages <input checked="" type="checkbox"/> Roller Bandages <input checked="" type="checkbox"/> First aid kit <input checked="" type="checkbox"/> Auto-injector (EpiPen or Ana Pen trainer units only should be shown) <input checked="" type="checkbox"/> Puffer/inhaler <input checked="" type="checkbox"/> Spacer device <input checked="" type="checkbox"/> Resuscitation mask or barrier <input checked="" type="checkbox"/> Training DVD/Videos (there are a wide range of training DVD's available and their use can be beneficial depending on your learner styles and workplace requirements) <input checked="" type="checkbox"/> AED
<p>Assessments methods explained</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Written exam for every unit <input checked="" type="checkbox"/> Group activities and oral questioning throughout the course <input checked="" type="checkbox"/> Practical demonstrations/skills assessments. For the two units of first aid there are skills sheets and video examples of practical assessments that are required at: http://www.allenstraining.com.au/courses/first-aid-related-courses/apply-first-aid.aspx http://www.allenstraining.com.au/onlinelearning.aspx <p>Based on a combination of the written paper, progressive group activities and practical demonstrations/skills assessments, your Trainer/assessor will determine whether you have acquired the competencies required for each unit</p> <p><u>Progressive practical assessments that include:</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> CPR assessments on a manikin <input checked="" type="checkbox"/> Snake and spider bite bandage treatments <input checked="" type="checkbox"/> Administration of an auto injectors eg (EpiPen or AnaPen) <input checked="" type="checkbox"/> Safe Manual handling procedures <input checked="" type="checkbox"/> Bleeding control <input checked="" type="checkbox"/> Examination of a conscious casualty <input checked="" type="checkbox"/> Choking treatments <input checked="" type="checkbox"/> Use of a Defibrillator <input checked="" type="checkbox"/> Using asthma devices <p>Trainers must refer to the competency skills checklist that is located on our web site and you must use these as they have been made available to students as a part of pre course study.</p>
<p>Summative</p>	<p>A summative assessment occurs at the end of the training and assesses a whole of course approach a</p>

assessment	measure of accountability or what has been learnt after the learning process has taken place e.g. formal test or final practical assessment.																																																															
Formative assessment	Formative assessments occurs during the course when content is being taught and learned and should continue throughout the period of learning and is not meant to assign competency.																																																															
Evidence required to demonstrate competency in this unit	This unit is most appropriately assessed in the workplace or in a simulated workplace and under the normal range of workplace conditions.																																																															
Evidence gathering techniques	<p>The letters on the chart refer to the documented evidence gathering techniques used.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Program area</th> <th style="text-align: center;">A</th> <th style="text-align: center;">B</th> <th style="text-align: center;">C</th> <th style="text-align: center;">D</th> <th style="text-align: center;">E</th> <th style="text-align: center;">F</th> <th style="text-align: center;">G</th> <th style="text-align: center;">H</th> </tr> </thead> <tbody> <tr> <td>OHS considerations and hazard identifications</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Infection control</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Hazards and risk</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Apply first aid</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Social issues following administration of first aid</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td colspan="9"> Key: A Demonstration C Interview E Role play G Written test B Oral questioning D Group scenario F Case study H Pre course work book </td> </tr> </tbody> </table>	Program area	A	B	C	D	E	F	G	H	OHS considerations and hazard identifications	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Infection control	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Hazards and risk	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Apply first aid	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Social issues following administration of first aid	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Key: A Demonstration C Interview E Role play G Written test B Oral questioning D Group scenario F Case study H Pre course work book								
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Assessing the evidence	<p>Assess the evidence gathered against the unit of competency being assessed. Each learner must submit a completed:</p> <p><input checked="" type="checkbox"/> Student Enrolment and Assessment Record (records the final assessment result).</p>																																																															
Employability Skills	<p>The required outcomes described in this unit of competency contain applicable facets of Employability Skills.</p> <p>The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements.</p>																																																															