

HLTCPR211A	PERFORM CPR
-------------------	--------------------



This unit of competency describes the skills and knowledge required to perform Cardiopulmonary Resuscitation (CPR) in line with the Australian Resuscitation Council (ARC) Guidelines and does NOT address other aspects of resuscitation, life support or first aid

Award Issued:

Students who successfully complete this nationally recognised training will be awarded the statement of attainment for:

- + HLTCPR211A Perform CPR

Pre-requisites:

- + Nil

Course Inclusions:

- + Coloured first aid manual
- + Emailed copy of your certificate when competent
- + Coloured certificate and coloured plastic wallet card
- + Web based verification system to authenticate your award

Further study options:

- + HLTF311A Apply first aid

Initial course time:

- + Face-to-face training 3-4 hours
- + Pre-course on-line workbook and 1-2 face to face training

Re-certification:

- + Recommended every twelve months

Refresher courses:

To qualify for a refresher course, you must have a copy of your current certificate to bring to the training session

- + Suggested pre-course study and 1hour face-to-face training plus assessment
- + Proof of currency must be submitted.

ASQA Fact Sheet
Choosing a training or education provider

[ASQA](#) has developed a fact sheet to allow you to be fully informed about your decision to enrol in a course of study. We recommend reading this information.

It is available by [clicking here](#).

Your rights and responsibilities
at an Allens Training Course

Our Student written agreement outlines your rights and responsibilities during your training.

It is available by [clicking here](#)

Contents

CONTENTS	2
NAME OF RTO	3
PHONE NUMBER.....	3
WEB SITE.....	3
ABN.....	3
REGISTRATION DETAILS.....	3
STUDENT AGREEMENT.....	3
RIGHTS AND RESPONSIBILITIES	3
UNIT CODE.....	3
UNIT TITLE.....	3
COURSE OUTCOMES.....	3
COURSE DURATION.....	3
AWARD ISSUED	3
PATHWAYS TO OTHER QUALIFICATIONS OR EMPLOYMENT OPPORTUNITIES.....	3
TRAINING PACKAGE	3
LANGUAGE AND LITERACY REQUIREMENTS	4
PRE-REQUISITES.....	4
CPD POINT INFORMATION.....	4
VALIDATION WITH INDUSTRY	4
ESSENTIAL KNOWLEDGE REQUIRED AFTER COMPLETING THIS COURSE.....	4
ESSENTIAL SKILLS REQUIRED AFTER COMPLETING THIS COURSE.....	4
STUDENT RIGHTS.....	5
HOW DOES LEGISLATION AFFECT MY TRAINING?.....	5
TARGET AUDIENCE	5
IS THERE ANY RECOGNITION OF MY PRIOR LEARNING OR EXPERIENCES (RPL) OR RECOGNITION OF MY CURRENT COMPETENCIES?	5
COURSE FEES	5
REFUND POLICY	5
LOCATION OF THE TRAINING.....	5
WHAT TO BRING.....	5
IDENTIFYING SPECIAL NEEDS.....	5
SUPPORT SERVICES.....	6
REASONABLE ADJUSTMENT	6
ASSESSMENTS METHODS EXPLAINED	6
WHAT IS A SUMMATIVE ASSESSMENT?.....	6
EMPLOYABILITY SKILLS	6

PROVIDER DETAILS	
Name of RTO	Allens Training Pty Ltd
Phone number	1300 559 064
Web site	www.allenstraining.com.au
ABN	63 114 756 857
Registration details	<p>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.</p> <p>A direct link can be found by clicking here.</p>
Student Agreement 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 here:</p> <p>http://www.allenstraining.com.au/documents/student-written-agreement.aspx</p>
COURSE INFORMATION	
Unit Code	HLTCPR211A
Unit Title	Perform CPR
Course Outcomes	This unit of competency describes the skills and knowledge required to perform Cardiopulmonary Resuscitation (CPR) in line with the Australian Resuscitation Council (ARC) Guidelines and does NOT address other aspects of resuscitation, life support or first aid.
Course Duration	<p><u>Initial Course</u></p> <p>Option 1. Face to face training 3-4 hour course</p> <p>Option 2. On-line workbook plus 1-2 hour practical course</p> <p>Option 3. Credit for those students currently employed in emergency related fields, eg Practicing paramedic or emergency casualty employed nurse. 1 hour practical course. Evidence of current continuing employment must be provided with student paperwork for this option to be accepted</p> <p><u>Refresher Course</u></p> <p>A refresher course is recommended every 12 months. To qualify for a refresher course, you would have a current certificate and need to bring it to the training session and submit a copy with student paperwork.</p> <p>Option 1. Face to face 1 hour training</p> <p>Option 2. On-line workbook and 1 hour practical training</p>
Award Issued	<p>Students who successfully complete this nationally recognised training will be awarded the statement of attainment: HLTCPR211A Perform CPR.</p> <p><i>Certificate valid for 12 months as per industry standard. A refresher course is recommended every 12 months</i></p>
Pathways to other qualifications or employment opportunities	<p>Students who successfully completed this qualification may be eligible for entry into further study such as:</p> <p>HLTFA311A Apply first aid</p>
Training package	A copy of training package information related to this qualification can be found by clicking here .

<p>Language and literacy requirements</p>	<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"> <input checked="" type="checkbox"/> Request ambulance support or appropriate medical assistance and/or ambulance support using available means of communication <input checked="" type="checkbox"/> Report details of incident and CPR as provided <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>
<p>Pre-requisites</p>	<p>There are no pre-requisites or co-requisites for this competency unit.</p>
<p>CPD Point Information</p>	<p>Continuing Professional Development points attained for attending the course:</p> <p>1 point per hour - Must be interactive and have an identifiable learning outcome</p> <p>2 point per hour - Assessed learning delivered from a training package</p>
<p>Validation with Industry</p>	<p>The course structure and assessment materials are developed in consultation with Industry to ensure the course outcomes meet industry expectations. Industry means the bodies that have a stake in the training, assessment and client services provided by RTOs.</p>
<p>Essential knowledge required after completing this course</p>	<p>It is critical that the candidate demonstrate the ability to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role</p> <p><u>This includes the ability to:</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Assess vital signs of casualty <input checked="" type="checkbox"/> Call an ambulance <input checked="" type="checkbox"/> Call for medical assistance <input checked="" type="checkbox"/> Demonstrate correct procedures for performing CPR using a manikin, including standard precautions <input checked="" type="checkbox"/> Identify and minimise hazards to health and safety of self and others in the immediate workplace or community environment <input checked="" type="checkbox"/> Report details of incident and CPR as provided <input checked="" type="checkbox"/> Use infection control procedures, including standard precautions
<p>Essential skills required after completing this course</p>	<p>The student must be able to demonstrate essential knowledge required to effectively do the task outlined in elements and performance criteria of this unit, manage the task and manage contingencies in the context of the identified work role.</p> <p><u>This includes knowledge of:</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Awareness of stress management techniques and available support <input checked="" type="checkbox"/> Basic anatomy and physiology relating to performing CPR <input checked="" type="checkbox"/> Chain of survival <input checked="" type="checkbox"/> Duty of care requirements <input checked="" type="checkbox"/> How to access ambulance/medical assistance and/or emergency response support <input checked="" type="checkbox"/> Infection control principles and procedures, including use of standard precautions <input checked="" type="checkbox"/> Need to be culturally aware, sensitive and respectful <input checked="" type="checkbox"/> Own skills and limitations <input checked="" type="checkbox"/> Privacy and confidentiality requirements <input checked="" type="checkbox"/> Procedures for performing CPR <input checked="" type="checkbox"/> Relevant workplace hazards <input checked="" type="checkbox"/> State and territory regulatory requirements, ARC Guidelines and accepted industry practice relating to currency of skill and knowledge <input checked="" type="checkbox"/> Understanding of the use of an Automated External Defibrillator (AED), including when to use and when not to.

Student rights	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.
How does legislation affect my training?	This course follows policy statements of the Australian Resuscitation Council and follows State or Territory legislation.
Target Audience	Existing workers in this industry who may require CPR training first aid training as recommended by the Australian Resuscitation Council.
Is there any recognition of my prior learning or experiences (RPL) or recognition of my current competencies?	<p>Recognition of Prior Learning (RPL) means an assessment process that assesses an individual's formal, non-formal and informal learning to determine the extent to which that individual has achieved the required learning outcomes, competency outcomes, or standards for entry to, and/or partial or total completion of, a VET qualification.¹</p> <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>The outcome may be that we can:</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	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.
Refund Policy	A detailed explanation of our refund policy is contained in the "Student Written Agreement"
Location of the training	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.
What to bring	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Lunch <input checked="" type="checkbox"/> Current certificate showing the pre-requisite unit has been achieved <input checked="" type="checkbox"/> Pen and note paper <input checked="" type="checkbox"/> ID sufficient for 100 points of ID
Identifying Special Needs	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.

Support services	<p>Assistance is always available by email jim@allenstraining.com.au or phoning the office 0248228066. Ask for Jim to discuss the levels of assistance available.</p> <p>Client Support services are also listed in the “Student Agreement”</p>
Reasonable adjustment	<p>Reasonable adjustment means adjustments that can be made to the way in which evidence of candidate performance can be collected. Whilst reasonable adjustments can be made in terms of the way in which evidence of performance is gathered, the evidence criteria for making competent/not yet competent decisions (and/or awarding grades) should not be altered in any way. That is, the standards expected should be the same irrespective of the group and/or individual being assessed; otherwise comparability of standards will be compromised.²</p> <p>As an example, If a person with a disability meets essential entry requirements, the RTO must make changes or "reasonable adjustments" necessary for that person to perform their course-work.</p> <p>In most situations, the student with a disability will be able to tell the RTO what he or she needs to be able to study. If necessary, the RTO should also 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"> ☑ Modifying educational premises. For example, making ramps, modifying toilets and ensuring that classes are in rooms accessible to the person with a disability. ☑ Modifying or providing equipment. For example, lowering lab benches, enlarging computer screens, providing specific computer software or an audio loop system. ☑ 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. ☑ Changing course delivery. For example, providing study notes or research materials in different formats or providing a sign language interpreter for a deaf person.”
Assessments methods explained	<ul style="list-style-type: none"> ☑ Written paper – 20 multiple choice questions. ☑ Group activities and oral questioning throughout the course ☑ Practical demonstrations/skills assessments. <ul style="list-style-type: none"> -Demonstrate CPR on an adult -Demonstrate CPR on a child -Demonstrate CPR on a baby -Calling the ambulance -Unpack and use a Defibrillator <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>
What is a formative assessment	<p>Formative assessments occurs during the course when content is being taught and learned and should continue throughout the period of learning and</p>
What is a summative assessment?	<p>A summative assessment occurs at the end of the training and assesses a whole of course approach a measure of accountability or what has been learnt after the learning process has taken place e.g. formal test or final practical assessment</p>
Employability Skills	<p>This unit contains Employability Skills</p>