

Manage First Aid Services & Resources Course

This course should be undertaken by those in nominated occupational first aid or management roles who are required to establish, maintain, and facilitate the provision of appropriate first aid in the workplace.

Training will ensure participants can effectively undertake risk assessment as a basis for determining first aid resources, equipment, personnel, and facilities in line with safe work practices, first aid code of practice and relevant state/territory Work Health and Safety Regulatory Authority. This will include inspections of first aid kits and using checklists for stock ordering, use, recovery, maintenance, and storage.

Participants will learn to develop and maintain first aid action plans in consultation with relevant parties and take part in incident debriefing or evaluation to improve future operations and address individual needs.

Provider of Training and Assessment

This course is delivered and assessed on behalf of
Allens Training Pty Ltd RTO 90909

by

OCD Training, Assessing & Consulting



Important information prior to enrolment

Unit Being Delivered

The following unit(s) will be awarded to successful participants in this course. The certificate will be issued by Allens Training Pty Ltd RTO 90909.

HLTAID016 – Manage first aid services and resources.

To view full unit details please visit www.training.gov.au

Course Delivery

This course will be delivered:

- In the workplace or at an OCD Training, Assessing & Consulting facility.

Entry Requirements

Participants must have the physical capacity to establish and maintain first aid facilities and equipment.

Participants must have literacy skills to complete documentation and read instructions.

Online study options: Students must have access to a computer, smartphone, tablet or other electronic device with access to the internet to complete the online/ pre-course studies.

Course Duration (face to face)

- **Face to Face minimum duration:** 360 minutes
- **Online delivery with face-to-face minimum duration:** 60 minutes

Assessment Requirements

Individuals undertaking this course will be expected to complete both written and practical assessment tasks. These are detailed in the sections following.

Certificate Renewal Requirements

This certificate does not require renewal.

Learners Rights, Responsibilities and Support, including Complaints

Please note that enrolment to this course is made with Allens Training Pty Ltd RTO 90909. Please refer to the student handbook located on the RTO website allenstraining.com.au (<https://allenstraining.com.au/students/student-handbook>) for all details relating to rights and responsibilities including complaints and appeals.

What happens at the course?

Learning Activities

Delivery of course information and learning activities.

Assessment Activities

Assessments conducted during face-to-face training session(s) include:

- **Performance tasks** – The assessor must observe the following performance tasks:
 - Conduct a Risk Assessment
 - Develop a First Aid Response Plan
 - Conduct a First Aid Kit Content Check
 - Complete a Notifiable Incident Report Form

- Participate in a Debrief and Evaluation Session
- Maintain First Aid Equipment
- **Theory assessment** – A written assessment consisting of multiple-choice questions. The student must successfully complete all assessment questions.