

HLTAID003 Provide First Aid

Learner Instructions

General Information

Conditions of Training



1. TCE is committed to providing its learners with flexible learning processes, where possible. This means that TCE focuses on the learning, rather than the teaching, to provide the best possible outcome for the learner. If you have concerns which could impact your learning, please discuss this with the Trainer/Assessor.
2. For the rights and responsibilities of learners, please refer to the Learner Handbook.
3. The training you will be undertaking is competency based. The competencies required and assessments that will be undertaken for your course are clearly stated to you at the beginning of the course.
4. While on the premises, learners are required to conduct themselves in an appropriate manner. Please refer to the Learner Handbook for more information.
5. Please inform your Trainer/Assessor if you have any lingual, literacy or numeracy barriers which may inhibit you completing the course.
6. If you wish to raise a concern, complaint or appeal please discuss with a TCE staff member and complete the necessary form as per TCE's Complaints and Appeals Policy and Procedure.
7. Booking Conditions & Refund Policy: Please refer to the policy attached to your confirmation email. Alternatively find a copy on our website.
8. Recognition of Prior Learning: Please refer to our website for more information on RPL.
9. The assessment requires you to demonstrate the skills and knowledge. The assessment has been divided into 2 main parts:
 - A. Practical Assessment x 2 consecutive activities
 - B. Theory Assessment

Practical Assessment

Conditions of Assessment

1. You are required to undertake an assessment for this unit of competency.
2. The assessor will provide you with instructions about what you are required to do.
3. If you are unclear about what you have to do, ask the assessor before you start.
4. You may not use any references, books or course notes during the assessment, unless these resources are common to completing the task when performed in a real work environment.
5. Grounds for stopping the assessment: If at any time during the practical assessment, you act in a way that puts yourself, other learners, equipment or property in any danger, the assessment will be stopped immediately. Your assessor will identify and record the dangerous act to you and re-schedule the assessment to be attempted again at a later time. You may be required to complete part or all of the practical assessment again at that time, at the discretion of your assessor.

Theory Assessment

Conditions of Assessment

1. You will have a reading time before starting the assessment.
2. During this time you are allowed to ask the assessor about any questions in the assessment that you do not understand.
3. All questions must be answered without any assistance. You cannot use any references, books or course notes.
4. If applicable you may use a calculator during the assessment, provided it is not a scientific calculator.
5. Your assessor will check your answers after you have finished and ask you to explain anything that is unclear.

HLTAID003 Provide First Aid Learner Instructions

COURSE COMPONENT	
CRITERIA	THEORY
Performance	<p>Demonstrate knowledge and skills to:</p> <ul style="list-style-type: none"> Respond to a First Aid Emergency Perform CPR on an Adult Manikin
Assessment	<ul style="list-style-type: none"> You have 30 minutes to complete the Theory Assessment paper 30 question theory assessment, where the student is to complete all written short answers and multiple-choice questions. Student is to achieve 100% <ul style="list-style-type: none"> 10 or more incorrect responses – Automatic re-sit. Student will be given opportunity to study the manual and re-sit the Theory Assessment Paper 1-9 incorrect responses – Assessor will request student to re-address the answers
CRITERIA	PRACTICAL
Performance	<p>Demonstrate knowledge and skills to:</p> <ul style="list-style-type: none"> Respond to a First Aid Emergency Perform CPR on an Adult Manikin
Assessment Two occasions	<p>Plan and prepare to respond to a First Aid Emergency by:</p> <p>Identify the emergency situation and own first aid limitations relating to the emergency.</p> <ul style="list-style-type: none"> Survey the incident scene to identify and assess hazards; Take action to minimise risk Assess the situation and casualty and seek assistance from emergency response services as required. Give first aid treatment to the unconscious casualty, ensuring use of safe manual handling. Monitor the casualty until emergency services arrive and take action to respond to any changes. Finalise first aid treatment and hand over to emergency services personnel. <p>Demonstrate how to correctly perform at least 2 minutes/5 cycles of compressions and ventilations of uninterrupted CPR on an unconscious adult</p> <ul style="list-style-type: none"> Assess the casualty; Call for assistance. Check and clear manikin's airway, and respond to any vomiting/regurgitation; Check manikin's breathing. Perform single rescuer CPR on manikin for at least 2 minutes/5 cycles of compressions and ventilations. Perform CPR on the manikin in a team, rotating with other operators and minimising interruptions to compressions; Use an automated external defibrillator (AED) on the manikin. Continue CPR and defibrillation treatment until emergency services arrive, monitoring vital signs when possible, and take action for any changes in condition, or until a decision to cease CPR is made. <p>Demonstrate how to provide first aid treatments, using the appropriate equipment where required, for the identified conditions, ensuring hygiene is maintained/standard precautions taken in all circumstances, the casualty is treated with respect and consent is sought and received.</p> <ul style="list-style-type: none"> Shock, including preventing further injury and making the casualty comfortable. Burns; Severe bleeding; Respiratory distress (asthma); Choking due to airway obstruction and not breathing. Allergic reaction (anaphylaxis) due to an inhaled trigger; Seizure (convulsions). <p>Febrile convulsions:</p> <ul style="list-style-type: none"> Envenomation; Poisoning due to a liquid spill; Basic wound care; Sprains and strains. Diabetes (low blood sugar/hypoglycaemia); Hypothermia; Stroke; Dislocation. Drowning – administer first aid for a person who has been removed from the water: <p>Demonstrate how to provide first aid to a person in Sudden Cardiac Arrest, using the Chain of Survival.</p> <ul style="list-style-type: none"> Recognise the first aid emergency; Access assistance and notify emergency services. Administer CPR without assistance, displaying respectful behavior; Apply and use AED. Continue CPR until emergency services personnel arrive, or a decision to cease CPR is made. Handover to emergency services personnel <p>Student is to achieve 100% satisfactory competency in all areas. The student is permitted to repeat items where achievement is Not Satisfactory.</p>
Once the students have successfully demonstrated a satisfactory outcome for ALL theory and ALL observation assessments, they will be deemed Competent for completion of this unit.	
Resources	<ul style="list-style-type: none"> Student workbook provided Appropriate equipment and included documentation or suitable simulation.

COURSE ASSESSMENT SUMMARY		
THEORY	Short Answer & Multiple Choice	
PRACTICAL	Practical Assessment	Self-Evaluation
	Incident Report Form x2	