



Practical Outcomes

FIRST AID & ANAPHYLAXIS PROGRAM

Each Practical Outcomes course covers the practical skills needed to administer first aid in the workplace. Courses are designed to teach the knowledge and skills critical to saving life and minimizing the severity of injury or sudden illness. Safety awareness and accident prevention are emphasized.

The courses will give you the confidence and knowledge to deal with first aid emergencies in your workplace.

Apply First Aid HLTFA2A & HLTFA301B (both units will be issued)	Course in First Aid Management of Anaphylaxis (2 hours) 21659VIC	Course in Anaphylaxis Awareness (3 hours) 21827VIC	Course in Emergency Asthma Management 21886VIC
Course content includes: <ul style="list-style-type: none"> • Introduction to first aid • Wounds, bleeding and bandaging • Injuries to bones, joints and muscles • Extremes of heat and cold • Includes CPR (HLTCPR201A Perform CPR) <p>Includes 1st Aid text book</p>	Course content includes: <ul style="list-style-type: none"> • Signs and symptoms of Anaphylaxis • How do you recognize & avoid a reaction? • Treatment for Anaphylactic reactions • What is an Auto-Injector Epipen • How to store & administer an Epipen • Completion of a risk assessment plan <p>Valid for 3 years</p>	Course content includes: <ul style="list-style-type: none"> • Signs and symptoms of Anaphylaxis • How do you recognize & avoid a reaction? • Treatment for Anaphylactic reactions • How to store & administer an Epipen • Completion of a risk assessment plan (this is assessed) <p>Our trainers are registered Anaphylaxis Trainers with Asthma Victoria.</p> <p>Certificates are issued by Asthma Victoria</p> <p>Valid for 3 years</p>	Course content includes: <ul style="list-style-type: none"> • Signs and symptoms of an Asthma attack • How to recognise the symptoms of an asthma attack • How to assess the severity of an attack and take appropriate actions to reduce the severity • Working with emergency asthma plans <p>Our trainers are registered Anaphylaxis Trainers with Asthma Victoria.</p> <p>Certificates are issued by Asthma Victoria</p> <p>Includes training manual</p>

Pricing Schedule

First Aid Courses	Your workplace min 10 & max 20 participants
First Aid (both courses include Anaphylaxis) <u>Method 1 - Flexible delivery</u> This requires participants to complete of a workbook prior to class. This course is completed in 1 day x 6 hours or 2 evenings x 3 hours <u>Method 2 – Full Course</u> This course is completed in 2 days x 6 hours or 4 evenings x 3 hours	Organise your group at your workplace and receive a discount. \$1500 per group
CPR update (2 hours) This is a practical hands-on skills session. Required annually to maintain certification	\$500 per group
21659VIC Anaphylaxis (2 hours) Valid for 3 years - requires annual update to maintain certification	\$500 per group
21827VIC Anaphylaxis (3 hours) Valid for 3 years – with internal updates completed in the workplace	\$600 per group
Emergency Asthma Management (3 hours)	\$600 per group

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POLICY – FEES AND REFUNDS

Purpose: To ensure that an equitable fee structure and a fair and reasonable refund policy is applied.

Related Documents/Standards: The AQTF specifies the following:

Conditions of registration: 5 - The RTO must protect fees paid in advance and have a fair and reasonable refund policy.

Standard: 2 – 2.2 - The Registered Training Organisation adheres to principles of access and equity and maximises outcomes for its clients. Before clients enrol or enter into a contract, the RTO informs them about the training, assessment and support services to be provided, and about their rights and obligations.

Procedure:

For members of the public enrolled with Practical Outcomes the following fee payment arrangements apply:

- All fees for these courses must be paid in full prior to commencement
- Refunds are willingly made in accordance with the policy below. Refund applications must be made in writing when any of the conditions below apply.
- Refunds will be returned to the source of payment. All refunds are finalised within 14 days of the written request

Refund conditions	Amount of fee refunded
Withdrawal more than 6 weeks prior to course commencement	No refund of enrolment fee
Withdrawal at any other time	No refund of enrolment fee
Withdrawals after the course commences	No refund of enrolment fee
Course not commencing on the agreed starting week	Full refund of enrolment fee unless alternative arrangements satisfactory to the student can be arranged
Course ceases to be provided before it is completed	Pro rata refund of fees paid
Course not provided in full to the student	Pro rata refund of fees paid
RPL Application Fee	Non refundable
Materials Fee (if applicable)	Non refundable

STATEMENT OF PAYMENT

I (Please print name of payer) agree to pay \$.....for the training program outlined above. I have read and understood the fee policy supplied by Practical Outcomes.

I understand that a qualification or statement of attainment cannot be issued until all fees are paid. I understand that a \$11 fee applies for all re-issuing of certificates.

Signed: Date:

Signed 'employer': Date: