



HLTFA402B Apply Advanced First Aid, HLTFA403A Manage First Aid in The Workplace, (Occupational First Aid)

Course Outcome: This unit deals with the provision of advanced first aid response, life support, management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance, and provision of support to other providers. This unit also addresses the establishment and maintenance of facilities to enable or facilitate the provision of appropriate first aid in the workplace.

Entry Requirements: This unit should be assessed after achievement of the following unit of competency: HLTFA301B- Apply First Aid. This unit is structured to incorporate the content of: HLTFA404A – Apply Advanced Resuscitation Techniques.

Enrolment Procedure: Please complete the enrolment form and hand it to the instructor at the commencement of the course or by using the Online Enrolment form.

Nominal Duration: 28 hours

Cost: \$480

Qualification

- It is important that you attend each session of this course so that you are eligible to receive a **Statement of Attainment**.
- Your Nationally Recognised qualification has been accredited by the *Victorian Registration and Qualifications Authority* and entered on the *National Training Information Service*.
- Your qualification will be valid for 3 years and the Australian Resuscitation Council recommends that you attend a resuscitation update every 12 months. If you are unable to attend any sessions, please contact your instructor.
When attending a class, please bring – This workbook; Your First Aid manual; Writing paper/pens or pencils

Competencies to be achieved during the training: At the successful completion of this course you will be able to:

1. Apply First Aid to a casualty suffering Crush Injuries
2. Maintain the correct WorkCover documentation & Legislative requirements of an Occupational First Aider
3. Undertake the correct requirements for Running a First Aid Centre & Apply correct administration for Medications
4. Demonstrate the Safe use of Medical Oxygen Equipment and Administer Oxygen Therapy and Resuscitation to a casualty
5. Demonstrate an understanding of Toxicological Hazards and the use of Material Safety Data Sheets
6. Assess the Hazards of Confined Spaces
7. Administer First Aid for casualties suffering from Extremes of Temperature
8. Administer First Aid for Minor Wounds & Apply Infection Control Procedures

(A full copy of the course curriculum will be made available upon request)

Assessment Procedure: Assessment will be conducted during and at the end of the course to demonstrate to your instructor that you have the required knowledge and skills of the procedures necessary to manage a life-threatening situation prior to the arrival of medical aid.

This process will consist of – **Theory Assessment** completed either on line or workbook assessment requiring satisfactory completion of all questions. Students with identified Language, Literacy and Numeracy deficits will be offered an oral assessment if required.

Skills Competencies - demonstrate competency in all skills as detailed above conducted in off the job environment simulating work conditions whenever possible.

Students must demonstrate competency in all sections to qualify for a Statement of Attainment.

