



# STUDENT HANDBOOK

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## Business Information

Name of RTO: Australian Statewide Education and Training  
T/A Revive2Survive First Aid Training  
RTO Number: 21688  
Phone Number: 03 9736 9736/1300 000 112  
Address: Suite 12, 1 East Ridge Drive  
Chirnside Park, Vic, 3116  
Web Site: [www.revive2survive.com.au](http://www.revive2survive.com.au)  
ABN: 89 134 359 336

Courses on Scope:

HLTAID009	Provide CPR
HLTAID010	Provide Basic Emergency Life Support
HLTAID011	Provide First Aid
HLTAID012	Provide First Aid in an Education and Care Setting
HLTAID014	Provide Advanced First Aid
HLTAID015	Provide Advanced Resuscitation and Oxygen Therapy
22578VIC	Course in First Aid Management of Anaphylaxis
22556VIC	Course in the Management of Asthma Risks and Emergencies in the Workplace

Non-Accredited Training: We can offer non accredited training and updates in Asthma, Anaphylaxis, Diabetes Epilepsy and other topics as requested.

## Welcome:

Thank you for choosing Revive2Survive First Aid Training as your training provider.

The trainers and administrative staff aim to provide you with a high-quality service and training experience. Our training is designed to suit all learners and provide you with an experience that meets your workplace requirements, community expectations and compliance standards. Following your attendance at a training session, your competence in the skills learnt and your satisfaction with our services are our top priorities.

The purpose of this document is to provide an outline for students of their rights and responsibilities when undertaking training with Revive2Survive First Aid Training.

Please take the time to read all aspects of this document prior to completing the enrolment process. Once you have enrolled, you acknowledge your agreement to abide by the information contained herein.

We welcome your feedback and suggestions as to how we can improve our training and associated services at all times.

We hope you enjoy your training experience with Revive2Survive First Aid Training.

**Fiona Lally**  
**Director**

## Course Delivery

Revive2Survive First Aid Training offer two course formats:

### **Fast Track - Blended Delivery:**

This course format provides you with the opportunity to complete all or some of the theory work and assessment separately before attending the practical sessions. This allows the class time to be dedicated primarily to the learning and demonstration of practical skills. This delivery is recommended for those who have previous first aid training experience and are renewing their skills.

### **Blended Delivery:**

This course format provides you with the opportunity to complete the multiple-choice assessment before attending the practical sessions and the Course Pack is completed in the face-to-face session. This format allows for more class time to be dedicated primarily to the learning and demonstration of practical skills. This delivery is recommended for those who are beginners and new to first aid or those who would gain confidence from a longer class session.

## Venue Information

Training can be delivered in the Revive2Survive First Aid Training Room or other venues including community centres, dedicated training rooms or private businesses. All venues must be Occupational Health and Safety (OH&S) compliant, and amenities will include bathroom facilities. Parking is usually available on-site. For private bookings in a workplace OH&S is the responsibility of the workplace. The venues must be compliant with the above OH&S expectations.

## Pre-Course Information

Before you enrol in one of our courses, you are provided with information about the course content and learning outcomes to allow you to make a well-informed decision as to the suitability of the course. This handbook also explains other important information to ensure your complete satisfaction in all aspects of our services. Course codes and titles are clearly identified and courses which are not accredited under the Australian Qualifications Framework are clearly identified as non-accredited. Course costs, duration, delivery methods, location, course entry and assessment conditions are clear in pre-course information. Course fees, transfers, refunds and complaints information is provided on the company website.

## Working with Diversity

Revive2Survive First Aid Training support the principle that all members of the community have the right to access high quality programs and services regardless of identity, age, culture, location, disability, or disadvantage. Revive2Survive First Aid Training adopt the values and principles of managing diversity, by:

1. Valuing diversity and encouraging all persons to participate in our courses regardless of identity, culture, age, location, disability or disadvantage.
2. Having outcomes focussed on performance and provide services and training strategies to enable all persons to participate in appropriate courses.
3. Encouraging partnerships cooperation within the broader community.
4. Providing a welcoming and supportive environment.
5. Providing flexible and alternative learning and assessment strategies for individual needs.

Our aim is to ensure that students will be supported in any manner required to provide a meaningful and successful outcome to their training.

## **Dress Code**

Participants are required to wear comfortable, neat clothing, preferably with a closed toe shoes.

## **Learners Rights**

Learners have the right to:

- receive quality training that is flexible to cater for individual needs and learning styles.
- to receive training which is delivered by qualified trainers.
- be informed of all learning and assessment aspects of the course prior to commencement.
- be treated with equality and respect in all of your dealings with our organisation.
- be informed of all assessment outcomes.
- be provided with a safe and secure learning environment free from physical or emotional threat.
- have your personal information treated with privacy and confidentiality.

## **Learner Code of Conduct**

- Attendance – Learners are required to be punctual and attend the course at the required time or learners are asked to notify Revive2Survive First Aid Training if unable to attend.
- Breaks – Learners are required to adhere to the times given by the trainers for breaks and return in a timely manner to not to disrupt other participants learning experience.
- Learners are required to conduct themselves in a manner that is courteous and polite to the trainer and other participants at all times. Any behaviour that leads to another participant feeling threatened, harassed or bullied will result in the offending participant being asked to leave the learning environment.
- All equipment that is provided for use in training is to be treated with care and respect and in the manner in which it was intended to be used.
- It is each learner's responsibility to take care of their own personal items. Revive2Survive First Aid Training takes no responsibility for the theft or breakage of personal items.
- Water is permitted to be consumed during classes.
- Learners are asked to put their phone on silent and only use in the case of an emergency.
- Plagiarism, attempting to plagiarise or assisting another learner to plagiarise by any means could result in your assessments and those of any other related party being deemed not competent. Plagiarism includes copying someone else's work, sharing or copying an assessment, completing someone else's assessment.
- Training venues are strictly non-smoking except in identified designated areas.
- Any learner appearing to be under the influence of alcohol or drugs will be disallowed from participating in class.

## **Harassment and Bullying Policy**

Revive2Survive First Aid Training is committed to providing a training environment free of harassment and bullying. The organisation believes that anyone who works for or represents Revive2Survive First Aid Training, including all trainers and members of the community attending courses, has the right to be treated with respect and dignity. Harassment or bullying can occur through verbal abuse, yelling, humiliation or insults, repeated criticism, intimidation, practical jokes, personal exclusion, pushing, or physical threat.

Any such behaviour, occurring within the broader aspects of Revive2Survive First Aid Training's business; including activities and events associated with Revive2Survive First Aid Training's courses, will not be tolerated. Harassment and bullying complaints will be dealt with in accordance with our Complaints Policy.

## Occupational Health & Safety (OHS)

Revive2Survive First Aid Training endeavours to run training courses which ensure the greatest care is taken of our employees, students and other individuals involved in the course.

We will:

- provide and maintain clean and safe equipment.
- ensure that all facilities where training is conducted, are safe and that learners are made aware of exits, entries, amenities, drinking water etc.
- all learners listed on attendance forms are accounted for.

You are also responsible for your own health and safety and the health and safety of your fellow learners. Revive2Survive First Aid Training takes no responsibility for any loss, damage, injury or expense that may be incurred as a result of another attendee or as a result of attending this course.

## Allergies / Medical Concerns

Within the enrolment form, learners will be asked to identify any health or physical conditions which may impact on their learning and/or assessment or have a possible impact on the health or wellbeing of others.

It is vital that you inform Revive2Survive First Aid Training prior to course commencement of:

- any allergy to latex, rubber or plastic.
- back / knee / wrist / neck problems or any another physical health issues that may affect the learners participation in the course.
- any concerns with ability to read or write.

If for any reason the learner considers their health on the day of your course may impact on their personal outcomes or the health of others attending your course, the learner is required to inform and discuss this with their trainer.

## Course Payments

### Public Bookings

All fees are payable at the time of booking. Statements of Attainment will be retained by Revive2Survive First Aid Training until payment is received in full. Participants will receive confirmation of payment either by email or Stripe receipt upon booking. A tax receipt will be emailed after the course with the Statement of Attainment.

### Group Bookings

Group bookings will receive a tax invoice. If requested at time of booking a link can be provided to individuals to complete payment upon enrolment direct to Revive2Survive First Aid Training. Full payment must be made prior to Statement of Attainments being issued.

## Transfer, Cancellation and Refund Policy

The following Transfer, Cancellation and Refund Policy applies to all learners attending a course with Australian Statewide Education and Training T/A Revive2Survive First Aid Training where payments have been received by individuals or companies.

### 1.0 COURSE CANCELLATIONS (APPLICABLE TO ALL BOOKINGS):

**1.1 REFUND OF MONEY:** A refund of the course fee will be available on cancelled bookings when a minimum of three (3) business days' notice is given. Cancellations must be received by the office in writing at [firstaid@revive2survive.com.au](mailto:firstaid@revive2survive.com.au) or by speaking to the office staff between 9am – 3pm Monday to Friday. No refund will be issued if a cancellation is made less than three (3) business days prior to the scheduled training session. The business will offer a change of date or transfer into an existing session.

**1.2 TRANSFER INTO ANOTHER TRAINING SESSION:** Individuals can transfer into another session if a minimum of 24 hours or one (1) business day notice is provided. Individuals are only entitled to a maximum of two (2) transfer. These transfers must be made before the training session and received by the office in writing at [firstaid@revive2survive.com.au](mailto:firstaid@revive2survive.com.au) or by speaking to Revive2Survive First Aid Training staff between 9am – 3pm Monday to Friday.

**1.3 NO REFUND OR TRANSFER:** No refund or transfer will be issued for;

- non-attendance with no prior notice provided, or after a course has commenced,
- learners who start a course but leave before finishing the course,
- learners who forget, or do not show up to a scheduled training session,
- learners who do not complete the practical or theory assessment components within the allocated timeframe after the training course.
- No refund or transfer will be provided if the learner cancels on the day of training.

**1.4** No refund will be available on any hard copy workbook/s once taken from the office.

**1.5** If Revive2Survive First Aid Training cancels a course or changes the schedule time or date which does not suit the individual, a **full refund will be issued**.

## **2.0 INDIVIDUAL BOOKINGS: (Public Bookings)**

**2.1 Payments will not be refunded** if less than three (3) business days' notice is given. Transfer to alternate training sessions will be offered; no more than two (2) transfers will be accepted for any individual. Transfers must be completed within 30 days from the original course date. All responsibility lies with the participant to arrange a transfer before the credit becomes invalid.

**2.2 No transfer will be offered** if a learner;

- does not attend a scheduled session,
- does not provide any notice of non-attendance,

Revive2Survive First Aid Training requires notice prior as per **1.2**.

**2.3** If a learner attends a training session without making payment prior, they have strictly seven (7) days from the training date to make full payment. If no payment is received, the qualification is invalid, and the learner will need to reattend a training session.

## **3.0 GROUP BOOKINGS: (Company invoice or individual payments)**

### **3.1 Group bookings: Participants paying individually**

**3.1.2** All payments must be received by the office no less than three (3) business days prior to the course date. Should payment not be received, or the agreed minimum number of learners have not been reached by the close off date, the course may be postponed to an agreed date or cancelled. No payments will be accepted on the day of training without prior authorisation from Revive2Survive.

**3.1.3** A refund of course fees will be available on cancelled bookings when a minimum of three (3) business days' notice is given. An alternative training date will be offered if less than three (3) business days' notice is given. Individual bookings will be transferred to the new training date.

**3.1.4** If an individual attends a training session booked in by their employer, but they were required to make full payment before the training session and have not done so, they have strictly seven (7) days from the training date to make full payment. If no payment is received by invoice or EFT, the qualification is invalid, and the individual will need to reattend another training session.

### **3.2 Group bookings: Company Invoice:**

**3.2.2** For groups of 10 or less a company invoice will be issued based on confirmed participant numbers provided at the time of the course booking. For private courses Revive2Survive First Aid Training has a **minimum charge of 10 participants** (unless other negotiated). If the number of attendees falls below the agreed minimum there will be no transfers or credits provided to those who have not attended the scheduled training session. It is the responsibility of the company organiser to notify Revive2Survive First Aid Training no less than three (3) business days prior of any changes to participant numbers.

- 3.2.3** Transfers will be provided for business' who have paid for above and beyond the minimum number and those staff were unable to attend. Participants will be offered the opportunity to attend an alternative course; this training must be completed within 30 days from original course date. All responsibility lies with the organiser to arrange further training before the credit becomes invalid.
- 3.2.4** For groups of more than 10 attendees a company invoice will be issued following training for those than attended. For private courses Revive2Survive First Aid Training has a **minimum charge of 10 participants** (unless other negotiated). It is the responsibility of the company organiser to notify Revive2Survive First Aid Training no less than three (3) business days prior of any changes to expected participant numbers.
- 3.2.5** Payment is required before accredited certificates are issued. Payment terms are strictly seven (7) days from date of invoice.
- 3.2.6** When a minimum of three (3) business days' notice is given to cancel a course, **a refund of any course fees paid prior will be issued**. An offer to transfer the scheduled session to another training day or time will also be available.
- 3.2.7** Payments will not be refunded if less than three (3) business days' notice is given to cancel a course. Transfer to an alternate date will be offered; no more than two (2) transfers will be accepted for any business. Revive2Survive First Aid Training requires 48 hours' notice for a company transfer. Transfers must be completed within 30 days from the original course date.

#### **4.0 UNUSUAL CIRCUMSTANCES:**

Each individual or Company has the right to request a transfer or refund due to unusual circumstances. This must be received by the office in writing at [firstaid@revive2survive.com.au](mailto:firstaid@revive2survive.com.au) or by speaking to our office staff between 9am – 3pm Monday to Friday. The outcome is at the discretion of Revive2Survive First Aid Training and the final decision will be made by Revive2Survive First Aid Training; all decisions made are final.

### **Recognition of Prior Learning (RPL)**

RPL can be provided for the CPR component of first aid, on occasions where the learner was awarded their CPR Statement of Attainment no more than 30 days prior to their first aid course. Practical demonstration of current CPR competency may still be required. The CPR Statement of Attainment must quote the current nationally recognised unit of competency code. A certified copy of the CPR Statement of Attainment must be provided to Revive2Survive First Aid Training as evidence of the competency. A reduction in course fee will only apply to participants that obtained their CPR Statement of Attainment with Revive2Survive First Aid Training.

### **Accredited courses**

Learners enrolling with Revive2Survive First Aid Training will be competing a nationally recognised unit of competency or an accredited course. Upon successful completion of the course/s, learners will be issued with a Statement of Attainment for the relevant unit of competency or accredited course. It is an industry recommendation that first aid units of competency be updated every 3 years. The Australian Resuscitation Council recommends that CPR is updated annually.

### **Non accredited courses**

Learners attending a non-accredited training session will be issued with a Certificate of Attendance.



## Course Assessment

Each accredited course offered by Australian Statewide Education and Training T/A Revive2Survive First Aid Training will conduct assessment elements in multiple ways including:

- Multiple-choice questions
- Short answer questions
- Oral questions
- Practical assessments
- Simulated environment assessments
- Incident reports (for applicable courses)

Participants must complete all the required assessment tasks to be deemed competent and receive a Statement of Attainment. All assessments are to be the participant's own work. By signing the Learner Declaration, participants acknowledge that work submitted is their own and that assessments have been completed from their own knowledge and understanding.

An opportunity for reassessment for any competencies not achieved will be available. Participants will be deemed Competent (C) upon successful completion of all assessments in the course, or Not Competent (NC) if successful completion is not achieved.

### PRE-COURSE ASSESSMENT (BLENDED DELIVERY COURSES)

Upon enrolment a confirmation email is sent with a link to the appropriate multiple-choice assessment, Course Pack, and access to online learning modules course resources. It is a requirement for all blended delivery courses that the Course Pack is completed prior to attending a training course and brought with the learner on the day. A multiple-choice assessment should be completed prior to course attendance.

- To complete the Course Pack and multiple-choice assessment, participants are required to read learning modules provided. Links to online learning modules are provided in the confirmation email sent following enrolment.
- Once the online multiple-choice assessment is completed successfully, an email will automatically be sent to the participant to verify the satisfactory result.
- Where participants have not submitted a Course Pack or incomplete course pack at a training session, they must submit the completed assessment to Revive2Survive First Aid Training within 14 days of the course. A further 14 days is allowed for resubmissions and corrections. A total of 3 attempts are allowed for the course pack submission.

**A mark of competent must be completed within 30 days of the original course date.**

- Participants must complete the appropriate multiple-choice assessment within 14 days of the course. A further 14 days is allowed for resubmissions if required.

**A mark of 100% must be completed within 30 days of the original course date.**

- Participants who attend a course but do not complete the required assessments in the timeframes stated above will be deemed Not Competent and will be charged at full price for their attendance.
- If the multiple-choice assessment or Course Pack is completed after 30 days from the original training date, participants will be required to attend another course to achieve a competent mark. Full course fees will apply.
- If a clear understanding of topics is not evident or evidence of plagiarism has been identified, participants will be asked to complete a secondary theory assessment. This assessment will require short written answers to verify understanding of the topics. One attempt will be accepted and must be submitted within 14 days of original course date. If participants are unable to achieve a satisfactory result they will be assessed as Not Competent and advised to re-attempt the course. Full

course fees will apply. If further academic support is required, it is the responsibility of the participant to contact the office to discuss further options.

It is the responsibility of the learner to submit any outstanding written or online theory within the timeframes listed. For any learner submitting following a course, no responsibility is taken for assessments which are sent to Revive2Survive First Aid Training and are not received, assessments must be resubmitted.

Statements of attainment will be issued within 30 days for successfully completed assessments and when full payment is received. It is the responsibility of the participant to contact Revive2Survive First Aid Training by emailing [firstaid@revive2survive.com.au](mailto:firstaid@revive2survive.com.au) or phone 1300 000 112, if they have not received their statement of attainment within 30 days.

## **Wellbeing Learner Support Services**

Learning a new skill can be exciting, but it can also be challenging. All staff can be approached to gain support with academic and personal issues. Staff at Revive2Survive First Aid Training will offer professional and confidential support in areas where they can help, and will ensure that all efforts are taken to provide a positive learning experience.

To support our learners in achieving their learning objectives and quality outcomes, we encourage course applicants to identify any possible barriers which may prevent their successful completion of the course. Where possible, Revive2Survive First Aid Training will provide alternative appropriate strategies to accommodate the learners' individual requirements including additional time to complete theory assessments, attending a different course, verbal rather than written assessment, or may defer practical assessment until an appropriate time.

Whilst all staff employed by Revive2Survive First Aid Training have the responsibility to provide support to all learners, Revive2Survive First Aid Training shall nominate a 'Learner Support Officer' who shall be available to all participants, on an appointment basis, through the standard RTO hours of business. To contact the Learner Support Officer please call (03) 9736 9736 or email [firstaid@revive2survive.com.au](mailto:firstaid@revive2survive.com.au).

The Learner Support Officer is able to provide referrals to external sources of support where the staff at Revive2Survive First Aid Training are not qualified, or it is in the learners best interests to seek professional advice.

## **Required Language, Literacy and Numeracy (LLN)**

LLN is defined as an individual's ability to read, write, and speak in English, compute and solve problems at levels of proficiency necessary to function in the workplace and in society. Learners will require LLN skills at the appropriate level to understand course content and be able to complete assessments.

If learners believe they may have difficulties with LLN, assistance will be provided, and alternative assessment methods may be offered. Learners are required to contact the office with any LLN concerns prior to attending a course and indicate this at enrolment. If deemed necessary Revive2Survive First Aid Training may recommend that the learner re-sit the course. If completing a course run via the blended delivery option, Revive2Survive First Aid Training may recommend that the learner attend both the theory and practical full days of a course to ensure a thorough understanding.

## **Unique Student Identifier (USI)**

From 1 January 2015 all learners are required to provide Revive2Survive First Aid Training with their personal USI number. If a learner does not provide a valid USI, Revive2Survive First Aid Training is not permitted to issue an accredited Statement of Attainment. Students can obtain a USI from [www.usi.gov.au](http://www.usi.gov.au).

## **Issue of Statements of Attainment**

Revive2Survive First Aid Training is responsible for issuing of all Australian Qualifications Framework (AQF) certification documentation. Statements of Attainment will be provided as digital copies emailed directly to the learner once assessment requirements are successfully completed, a valid USI has been provided and full payment is received. Please allow a minimum of 7-10 business days and a maximum of 30 days to receive a Statement of Attainment. Learners can request the issue of a paper copy of their Statement of Attainment; additional charges apply and these are shown in the Schedule of Fees. Record of competencies awarded is also recorded on the Australian Government USI register.

## **Re-issue of Statements of Attainment**

An additional charge will apply for the re-issue of a hard copy of any lost certification. Please refer Revive2Survive First Aid Training Schedule of Fees. Payment is required prior to the Statement of Attainment being issued.

## **Privacy**

At all times the information Revive2Survive First Aid Training collects is retained and used strictly in accordance with the Privacy Act 1988, as amended by the Privacy Amendment (Enhancing Privacy Protection) Bill 2012 together with the Australian Privacy Principles. Refer to our full Privacy Policy and Procedures for more detailed information.

## **Learner Records**

AVETMISS is the Australian Vocational Education and Training Management Information Statistical Standard. It is a national data standard that ensures consistent and accurate capture and reporting of Vocational Education and Training (VET) information about students. It is a requirement under the National Standards of Registration that Revive2Survive First Aid Training records participants data at the time of enrolment and verifies the identity of the learner. It is the learner's responsibility to ensure that the details provided are accurate at the time of enrolment. Learners can access personal records upon written request. Revive2Survive First Aid Training maintains student records securely with only approved personnel having access to this information. Revive2Survive First Aid Training discloses required information to Australian and/or State Government Authorities for statistical purposes.

## **Disclosure and Use of Personal Information**

The personal information collected by Revive2Survive First Aid Training may be used to:

- communicate with you in regard to:
  - course confirmation details
  - invoice payment details
  - alert learners qualification renewal requirements
  - book further training
  - follow-up on training courses for quality / feedback purposes
  - email or mail Statement of Attainment
- Report to Government bodies in accordance with requirements as a Registered Training Organisation (reporting to the Australia Skills Quality Authority under the obligations in the National Vocational Education and Training Regulator Act 2011, Standards for NVR Registered Training Organisations and Data Provision Requirements).
- Access by police or legal authorities.
- Where necessary to lessen or prevent a serious or imminent threat to life or health of a learner or another person.

Revive2Survive First Aid Training will not disclose personal information to third parties, unless permission has been obtained from the individual, except where permitted or required under the Privacy Act.

## **Security of Information**

Revive2Survive First Aid Training will take all reasonable measures to ensure that client information is treated with confidentiality and maintained on a secure student management system. Information collected from learners is not passed on or sold to third parties, in Australia or overseas. Hard copy information is kept securely and is disposed through secure disposal services when no longer needed.

## **Proof of Identity**

Learners attending accredited training must provide photo identification to the trainer to verify their identity. Learners submitting assessments completed prior to training, whether it be online or in paper form, will be required to provide a partial photo identity document number to verify that they completed the assessment personally. This number is checked by the trainer at the course to verify that the person who completed the assessment is the person attending the course.

## **Information Accuracy**

Please notify Revive2Survive First Aid training of any inaccuracies or changes in personal/contact information, this ensures that information held by Revive2Survive First Aid Training remains up to date. Revive2Survive uses learners email address for issue of Statements of Attainment and reminders for re-accreditation due dates.

## **Complaints and Appeals**

Revive2Survive First Aid Training provides all learners with a fair and equitable process for resolving disputes or complaints. Revive2Survive First Aid Training Complaints and Appeals Policy and Procedure and is available on our website. All complaints will be treated with confidentiality and expedited in a manner to ensure satisfaction to all parties. To lodge a complaint, please contact Revive2Survive First Aid Training and a form will be forwarded to you for completion.

## **Student Feedback**

In an effort to continually improve all aspects of Revive2Survive First Aid Training services / products, learners will be requested to complete a feedback form as part of the training process. Please take the time to provide accurate and candid responses. Completing the feedback form is requested but is not compulsory. Learners and clients may also be requested to complete the Australian Government Learner or Employer Surveys, these will be emailed by Revive2Survive First Aid Training at the conclusion of the course.

## **Trainers / Assessors**

Trainers working for Revive2Survive First Aid Training meet the Australian Government accreditation requirements and industry standards required to train these accredited courses or units of competency. It is our requirement that all of our trainers have the following:

- TAE40110 Certificate IV in Training and Assessment or its successor including TAELN411 and TAEASS502
- Current Competency in all accredited courses and units of competency being trained or higher.
- Current Working with Children Check or National Police Check
- Industry experience both in training and the subject matter being trained, and
- Current participation in professional development in the Australian Vocational Education and Training requirements and their areas of expertise

## **Governance**

Australian Statewide Education and Training T/A Revive2Survive First Aid Training is a Registered Training Organisation (RTO 21688) operating throughout Victoria. As an RTO, Revive2Survive First Aid Training is regulated by the Australian Skills Quality Authority (ASQA) and required to comply with the National Standards for Registered Training Organisations (RTOs) 2015.

Should Revive2Survive First Aid Training cease to operate, all current learners will be contacted in an attempt to finalise any outstanding assessments. All student records will be forwarded to and retained by ASQA. To access copies of Statements of Attainments in this instance please visit [www.asqa.gov.au](http://www.asqa.gov.au).



## Schedule of Fees

### REVIVE2SURVIVE FIRST AID TRAINING SCHEDULE OF FEES – Effective 15<sup>th</sup> March 2024

COURSE CODE	COURSE NAME	DELIVERY OPTIONS	STUDENT COST
HLTAID009	Provide Cardiopulmonary Resuscitation	<b>FAST TRACK - BLENDED DELIVERY:</b> 1.5 hours class time (theory and practical competencies) + course paperwork and assessment completed pre-course - <i>Recommended for attendees with prior first aid experience</i>	\$70
		<b>BLENDED DELIVERY:</b> 2 hours class time (theory, practical competencies, incident report and revision questions) + assessment completed pre-course - <i>recommended for beginners</i>	\$80
HLTAID011	Provide First Aid	<b>FAST TRACK -BLENDED DELIVERY:</b> 3 hours class time (theory and practical competencies) + course paperwork and assessment completed pre-course. <i>Recommended for attendees with prior first aid experience</i>	\$140
		<b>BLENDED DELIVERY:</b> 5.5 hours class time (theory, practical competencies, incident report and revision questions) + course paperwork assessment completed pre-course - <i>recommended for beginners</i>	\$160
		<b>BLENDED DELIVERY:</b> 1 day class time (theory, practical competencies, incident report and revision questions) + course paperwork assessment completed pre-course. <i>Recommended for beginners and those who would gain confidence from a longer class session.</i>	\$180
HLTAID012	Provide An Emergency First Aid Response in an Education and Care Setting	<b>FAST TRACK - BLENDED DELIVERY:</b> 3.5 hours class time (theory, practical competencies, incident report and revision questions) + course paperwork assessment completed pre-course - <i>Recommended for attendees with prior first aid experience</i>	\$160
		<b>BLENDED DELIVERY:</b> 1 day class time + assessment to be completed pre-course - <i>recommended for beginners</i>	\$180
HLTAID014	Provide Advanced First Aid	<b>BLENDED DELIVERY:</b> (009, 010, 011 & 014) - 5.5 hours class time + Course Pack and assessment to be completed pre-course	\$240
HLTAID015	Provide Advanced Resuscitation and Oxygen Therapy	<b>BLENDED DELIVERY:</b> (009 & 015) - 4.5 hours class time + Course Pack and assessment to be completed pre-course	\$160
		<b>BLENDED DELIVERY:</b> (009, 010, 011, 014 & 015) – 7 hours class time + Course Pack and assessment to be completed pre-course	\$330
22578VIC	Course in First Aid Management of Anaphylaxis	<b>BLENDED DELIVERY:</b> 45 min class time + Course Pack and assessment to be completed pre-course	\$60
		<b>NON-ACCREDITED:</b> Annual Anaphylaxis Update and demonstration	\$10
22556VIC	Course in Management of Asthma Risks and Emergencies in the Workplace	<b>BLENDED DELIVERY:</b> 45 min class time + Course Pack and assessment to be completed pre-course	\$60
		<b>NON-ACCREDITED:</b> Annual Asthma Update and demonstration	\$10

**\*\* Online E-Learning is required in all blended delivery courses. Hard copy FIRST AID workbooks are available to purchase. Please call the office to order a book, charges apply. Please read below for pricing. Statements of Attainment (SOA) are issued via email in PDF format. SOAs can be issued in paper format, please order when booking. Charges apply, please read below for pricing.**

<b>MISCELLANEOUS FEES</b>		<b>COST</b>
<b>First Aid Workbook</b> - Provided at course or can be collected from Revive2Survive office. Postage can be arranged, charges apply	<b>Emergency First Aid</b>	\$13.90
	<b>Advanced First Aid Skills</b>	\$23.90
	<b>Postage if required – Australia Only (1 book)</b>	\$10
<b>Hard copy Statement of attainment - printed and posted</b>		\$15
<b>Reissue of lost statement of attainment</b> – includes printing, postage, and handling charges		\$15
<b>Repeat attendance for reassessment of practical competencies (must be completed within 30 days of initial training date)</b>	<b>CPR, Anaphylaxis, Asthma</b>	\$20
	<b>First Aid</b>	\$30
<b>Automated External Defibrillators (AED)</b>		<b>Contact the office for a quote</b>

#### **IMPORTANT NOTES RELATING TO FEES**

**Blended delivery:** Please note when courses are delivered via blended delivery, **participants do not complete all course work in the classroom.** Reading and theory assessment must be completed **prior to the course, or within 14 days.** Failure to do so will require participants to be reassessed in practical competencies. Participants will not be deemed competent until all required assessments have been successfully completed within the allowable time frame. Participants are required to choose the most appropriate delivery method to meet their needs.