

Communication + First Aid Training

Fee Free!

Overview

This **fee free** training program, subsidised by the NSW Government, will provide you with valuable skills for employment.

Knowing the fundamentals of effective workplace communication is essential for any work role. Having the practical skills and fundamental knowledge of effective listening, questioning and non-verbal communication is vital for success in the workplace.

Another essential for many work roles today is first aid training. Many workplaces require their staff to hold a generalist first aid certificate and for many employers it is pre-requisite for employment.

If you are searching for employment, or you are newly employed, this program will provide you with foundation essentials for employment, as well as providing you with knowledge and skills that can be applied in your personal life and in the community.


The first aid will include training in:

- anaphylaxis
- asthma
- CPR techniques on adults, children and infants
- incident reporting
- how to properly assess an emergency situation
- DRSABCD
- using an Automated External Defibrillator (AED)
- first aid procedures for bleeding, burns and fractures
- managing medical conditions such as epilepsy and asthma
- managing medical emergencies such as snake/spider bites, poisons and choking
- infection control procedures
- managing exposure to extreme temperatures
- administering first aid for eye & soft tissue injuries
- assessing and moving sick & injured
- legal responsibilities of a first aider
- basic anatomy
- managing shock
- and much, much more!



Contact ET Australia Training College today to enquire about this course

Phone: (02) 4323 1233 **Email:** training@etaustralia.com **Website:** www.etaustralia.com

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RTO ID 90084

The communication component will include training in:

- Verbal and non-verbal communication
- Presentation of written information according to workplace standards
- Positive responses to cultural differences
- Workplace communication practices and protocols
- Using communication to build and maintain positive working relationships



Upon successful completion of each unit students will be awarded with a separate nationally recognised Statement of Attainment for each.

Structure

This is a 4-week classroom-based program, delivered weekly over the 4 week period.

Training Days: Thursdays

Dates: 20 May, 27 May, 3 June, 10 June 2021

Venue: ET Australia, 125 Donnison Street, Gosford

Times: 9.15am to 2.45pm (except for the one day of first aid training when times will be 9.00am – 4.00pm approximately)

Units of Study

Code	Title
HLTAID003	Provide first aid *
BSBCMM201	Communicate in the workplace

* This unit is delivered by Vital First Aid (RTO ID 90531) <https://www.vitalfirstaid.com.au/> under an approved Smart and Skilled subcontract arrangement (approval number TMO_0002022_566). Under this subcontract arrangement ET Australia will maintain responsibility to ensure the quality of the training and assessment, develop the training plan, manage complaints and issue certification. Vital First Aid will be responsible for the delivery and assessment of the first aid unit.

Eligibility for a Fee-Free Training Place

This training is fully subsidised by the NSW Government (Smart and Skilled and Skilling for Recovery eligibility criteria applies). There are **no** associated student fees for this program.

To be eligible for a Smart and Skilled subsidised training place, at the time of enrolment an individual must:

- Be an Australian citizen, a permanent Australian resident, a humanitarian visa holder or a New Zealand citizen, and
- Be aged 15 years or older, and
- Live or work in New South Wales, and
- No longer be at school or equivalent

Skilling for Recovery eligibility must also be met for participation in this program.

People eligible for Skilling for Recovery must meet the Smart and Skilled eligibility criteria and fit into at least one of the categories below:

- Unemployed (with or without a benefit); or
- At risk of unemployment *; or
- 17-24 years old (employed or not)
- In receipt of a Commonwealth Government benefit as specified in Attachment 1 (excluding dependents)

** Examples of people at risk of losing their job definition/categories:*

- Stood down/furloughed employee: Employee that has been stood down and at risk of becoming unemployed. Requires upskilling or reskilling for new role and employment elsewhere
- Person returning to work (employed for 6 months or less): employed on condition of receiving training to build capacity and capability for the job role. This would be within the first 6 months of employment
- Low skilled/unskilled employee: Existing employee, with or without relevant skills or previous qualification up to Certificate III, that requires training to upskill to secure ongoing employment or future employment
- Workers in declining industries: Workers at any company in an agreed declining industry (e.g. international travel industry) who require upskilling/reskilling for redeployment.

Entry Requirements

Basic language, numeracy and literacy skills are needed for this program.

Basic computer skills are required. You will be required to bring along a fully charged smart phone, tablet (or similar) or laptop to each training session as a digital device will be used during the sessions.

For the first aid unit, you must be physically fit as completion of this unit requires the student to be able to get onto the floor to perform CPR – this is a licensing requirement of the unit.

If you have ANY special needs (eg, language / literacy / numeracy difficulties, physical disabilities etc) that you think may impact on your ability to complete this training please let us know prior to enrolling.

How will I be assessed?

First Aid Unit

The first aid unit will be assessed utilising online assessments via the student Learner Portal will be used for this unit. A smart phone or laptop fully charged with internet access is generally required. It is the student's responsibility to ensure they have such a device and have gained prior access to their Learner Portal. Information on accessing their portal is provided on confirmation of enrolment.

There is some theory and practical assessment to ensure that the participant has gained the required knowledge and confidence in the skills covered in the unit. You will be required, as per the Training Package, to complete 2 mins of CPR on a CPR manikin. Participants will also be required to demonstrate various practical skills including application of slings etc

Communication Unit

A variety of assessments activities will be used including written question and answer, project / scenario and assessor observations.

How can I enrol?

To register your interest please call ET Australia on 4323 1233 or email email@etaustralia.com

All students will need to obtain a Unique Student Identifier (USI) before enrolment. For more information visit <http://www.usi.gov.au/Pages/default.aspx> or speak with an ET Australia representative.

Attachment 1 - Fee exemptions and concessions

Students who qualify for a **fee exemption** are:

- Australian Aboriginal or Torres Strait Islander people
- People with a disability (ie people who meet the disability fee exemption criteria, including the dependent child, spouse or partner of a recipient of a Disability Support Pension).
- Recipients of Fee-Free Scholarships

A student who receives a specified Commonwealth benefit or allowance is eligible for a **concession fee** for a qualification up to and including a Certificate IV. A student who is receiving an eligible benefit or allowance at the time of enrolment is eligible for a concession.

The concession fee is also available to a student who is a dependant of a person receiving a specific Commonwealth benefit or allowance. To be eligible for the concession the person who the student is a dependant of must be receiving the benefit or allowance at the time of enrolment.

The specified Commonwealth benefits and allowances for concession fees include:

- Age Pension
- Austudy
- Carer Payment (this category does not include the Carer Allowance or Carer Adjustment Payment)
- Disability Support Pension
- Family Tax Benefit Part A (maximum rate)
- JobSeeker Payment
- Farm Household Allowance
- Parenting Payment (Single)
- Special Benefit
- Veterans' Children Education Scheme
- Veterans' Affairs Pensions
- Widow Allowance
- Youth Allowance