

REVIVE2SURVIVE FIRST AID TRAINING

STUDENT HANDBOOK



REVIVE2SURVIVE

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Business and Contact Information

Name of RTO:	Australian Statewide Education and Training T/as Revive2Survive First Aid Training
RTO Number:	21688
Phone Number:	03 9736 9736
Address:	Suite 12, 1 East Ridge Drive Chirnside Park, Vic, 3116
Web Site:	www.revive2survive.com.au
ABN:	89 134 359 336
Courses:	Revive2Survive specialises in a range of first aid courses from CPR to advanced first aid, including management of and emergency treatments for asthma and anaphylaxis.

Director Welcome:

Thank you for choosing Revive2Survive as your preferred training provider.

The trainers and support staff aim to provide you with high quality training and support services, with training that meets workplace and community expectations and compliance standards. Your satisfaction with our services and your competence at the end of your training 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.

Please take the time to read and understand 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.

I wish you success in your learning endeavours.

Fiona Lally

Course Delivery

Revive2Survive offer two course formats:

Blended/Flexible 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 workshop. This allows the class time to be dedicated primarily to the learning and demonstration of practical skills. Detailed requirements are listed in the Assessment section of this document.

Face to Face Delivery:

Some students prefer, and some courses are best suited to having the theory and practical learning all undertaken with a trainer, face to face, in a class workshop environment.

Venue Information

Training can be delivered from community centres, dedicated training rooms or private businesses. All venues are OH&S compliant and amenities will include bathroom facilities and fresh drinking water. Parking is usually available on-site.

Pre-course Information

Before you enrol in one of our courses you are provided with adequate 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 depicted. 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. Fees, refunds and complaints information is provided on the website.

Managing Diversity

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

1. valuing diversity; and encouraging all persons to participate in our courses regardless of gender, culture, age, location, disability or disadvantage;
2. our outcomes being focussed on performance and we 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, casual clothing, preferably with a closed toe shoe.

Students' Rights

Participants have the right to:

- receive quality training that is flexible enough to cater for your individual needs and learning style and 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 equity 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 and emotional threat
- have your personal information treated with privacy and confidentiality.

Student Code of Conduct

- Attendance – Students are required to be punctual and attend the course at the prescribed times, or notify Revive2Survive if unable to attend.
- Breaks – Students are required to adhere to the times given by the trainers for breaks and return in a timely manner so as not to disrupt other student's learning experience.
- Students are required to conduct themselves in a manner that is courteous and polite to the trainer and other students at all times. Any behaviour that leads to another student feeling threatened, harassed or bullied will result in the offending student 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 student's responsibility to take care of his/her own personal items. Revive2Survive takes no responsibility for the theft or breakage of personal items.
- Food and drink is not permitted to be consumed during classes (except water from a sealed container)
- Phone calls and texting activities are restricted to break times. If you are expecting a call due to an unavoidable emergency situation please inform your Trainer prior to the commencement of the training. Please place phones on silent.
- Plagiarism, attempting to plagiarise or assisting another student 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 student appearing to be under the influence of alcohol or drugs will be disallowed from participating in class.

Harassment and Bullying Policy

Revive2Survive is committed to providing a training environment free of harassment and bullying. The organisation believes that anyone who works for or represents Revive2Survive, 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, constant criticism, intimidation, practical jokes, personal exclusion, pushing, jostling, or physical threat. Any such behaviour occurring within the broader aspects of Revive2Survive's business; including activities and events associated with Revive2Survive's courses will not be tolerated. Harassment and bullying complaints will be dealt with in accordance with our Complaints Policy.

OHS / WHS

Revive2Survive endeavours to run training courses in a way as to ensure the greatest care is taken of our employees, students and other individuals involved in the course.

We will:

- provide and maintain safe equipment (infection control)
- ensure that all facilities where training is conducted are safe and that students are made aware of exits, entries, amenities, drinking water etc.
- all students 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 students. Revive2Survive takes no responsibility for any loss, damage, injury or expense that may be incurred as a result of attending this course.

Allergies / Health Concerns

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

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

- any allergy to latex, rubber or plastic
- back / knee / wrist / neck problems or any another health issue that may affect your participation in the course.

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

In the event of the any of the above, alternative arrangements can be made to ensure you have a successful and safe learning outcome.

Course Payments

All fees are payable at the time of booking. Statements of attainment will be retained by Revive2Survive until payment is received in full. Participants will receive confirmation of payment either by email or PayPal receipt upon booking. Receipt of payment/Tax Invoice will be emailed out after the course with the Statement of Attainment. Large group bookings will receive a tax invoice; full payment must be made prior to Statement of attainments being issued.

Refund, Transfer and Cancellation Policy

The following refund policy applies to all Revive2Survive courses 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 our office in writing at firstaid@revive2survive.com.au or by speaking to our 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 our office in

writing at firstaid@revive2survive.com.au or by speaking to our office 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,
- individuals who start a course but leave before finishing the course,
- individuals who forget or do not show up to a scheduled training session,
- individuals 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 participant 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/Workplace Training Solutions 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 an individual;

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

Revive2Survive requires notice prior to commencement of the course for an individual transfer either by writing at firstaid@revive2survive.com.au or by speaking to our office staff between 9am – 3pm Monday to Friday.

2.3 If an individual 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 by invoice or EFT, the qualification is invalid, and the individual will need to reattend a training session.

3.0 GROUP BOOKINGS: (Company invoice or individual online/credit card payments)

3.1 Group bookings: Participants paying individually:

3.1.1 All payments must be received by our office no less than three (3) business days prior to the course date. Should payment not be received, or the agreed minimum number of participants 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.

3.1.2 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.

3.1.3 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:

3.2.1 A company invoice will be issued, to approved businesses, based on confirmed participant numbers provided at the time of the course booking confirmation. Revive2Survive has a **minimum charge of 10 participants**, any numbers below this will be charged at the rate of 10 participants. 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 no less than three (3) business days prior of any changes to participant numbers.

3.2.2 Transfers will be provided for business' which 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.

3.3 Payment is required before accredited certificates are issued. Payment terms are strictly seven (7) days from date of invoice.

3.4 When a minimum of three (3) business days notice is given to cancel a course, **a refund of course fees will be issued**. An offer to transfer the scheduled session to another training day or time will also be available.

3.5 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 requires 48 hours' notice or two (2) business days notice for a company transfer. Transfers must be completed within 30 days from the original course date.

4.0 UNUSUAL CIRCUMSTANCES:

4.1 Each individual or Company has the right to request a transfer or refund due to unusual circumstances. This must be received by our office in writing at 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 and the final decision will be made by Revive2Survive. All decisions made by Revive2Survive are final.

The following refund policy applies to all Revive2Survive courses where payments have been received by individuals or companies.

Course Cancellations (Applicable To All Bookings):

- A refund of course fees will be available on cancelled bookings when a minimum of three (3) business days' notice is given. Cancellations must be received by our office in writing at firstaid@revive2survive.com.au or by speaking to our office staff between 9am – 2pm Monday to Friday.
- **No refund will be issued** after a course has commenced, or to individuals who start a course but leave before finishing the course. No refund will be issued if individuals do not complete the practical or theory assessment components.
- A refund will not be available on any hard copy workbook/s once taken from the office.
- If Revive2Survive cancels a course a full refund will be issued.

Individual Bookings:

- **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. 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.**

Group Bookings: (Company Invoice or Individual Online/Credit Card Payments)

Group bookings: Participants paying individually:

All payments must be received in our office no less than three (3) business days prior to course date. Should payment not be received 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.

Group bookings: Company Invoice:

A company invoice will be issued to approved businesses based on confirmed participant numbers provided. It is the responsibility of the group organiser to notify Revive2Survive **no less than three (3) business days prior** of any change of participant numbers. **Payment is required prior to course date. Payment terms are strictly 7 days from date of invoice.**

When a minimum of three (3) business days notice is given to cancel a course, a refund of course fees will be issued. An offer to transfer to another training day/time will also be available.

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. Transfers must be completed within 30 days from the original course date.

No refund will be issued if a company invoice has been issued based on confirmed numbers, and fewer participants attend on the day. Those 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.**

Recognition of Prior Learning / Recognition of Current Competencies

An RPL can be provided for the CPR component of first aid, on occasions where the student was awarded their CPR statement of attainment no more than one month 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 as evidence of the competency. A reduction in course fee will only apply to participants that obtained their CPR Statement of Attainment with Revive2Survive.

Accredited courses

Students enrolling in nationally recognised courses will be undertaking training in a nationally recognised unit of competency or an accredited course. Upon successful completion of the course/s, participants will be issued with a statement of attainment for the relevant unit of competency or accredited course. Responsible Service of Alcohol participants will be awarded a Certificate of Attendance issued by the Victorian Commission for Gambling and Liquor Control (VCGLR). It is an industry recommendation that first aid units of competency be updated on a 3 yearly cycle. The Australian Resuscitation Council recommends that CPR is updated annually and most workplaces/industries follow this guideline. This also applies to the accredited units of Management of Asthma Risks and Emergencies in the Workplace and First Aid Management of Anaphylaxis.

Non accredited courses

Students attending a general non-accredited training session will be issued with a statement of attendance.

Assessment

Each accredited course will have assessment elements which will take the form of:

- written and oral questions
- practical assessments
- simulated environment assessments
- realistic, in-depth scenarios

Participants must complete all the required assessment tasks in order to be deemed competent and receive a statement of attainment. All assessments, inclusive of scenarios and written questions, are to be the participant's own work. By signing the assessment 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 Theory Assessment (Blended Delivery Courses)

It is a requirement in all blended delivery courses that reading of resources, completion of the Course Pack and submission of theory assessment must be completed prior to training day. A web-based pre-course assessment is available on our website . A link to the appropriate assessment will be provided on booking.

To complete the assessment, participants are required to read resources provided, then select the appropriate answer in all questions. At the end of the assessment press the Submit button. A result will immediately display on-screen. Should you have errors you can press the Back Arrow to return to the assessment.

If you have submitted 3 attempts and have not achieved a pass mark, please contact Revive2Survive on firstaid@revive2survive.com.au or phone (03) 9736 9736. Our office can let you know which answers specifically need to be reviewed.

Once a pass mark is achieved online, an email will automatically be sent via our website to verify the satisfactory result. Participants should print, sign, and date the email and bring to class as evidence of successful submission.

The pass rate for all first aid theory assessments is 100%. **Participants are required to demonstrate a clear understanding of all topics covered in the course.**

Where participants have not submitted a theory assessment prior to class, they must submit an assessment to Revive2Survive within 14 days of the course. A further 14 days is allowed for resubmissions and corrections. **A score of 100% must be achieved within 30 days of the course.**

If the theory assessment is completed after 30 days from date of training, participants will be required to attend a follow up classroom session to be reassessed in practical competencies. Prices are listed in the Revive2Survive Schedule of Fees.

If a clear understanding of topics is not evident, 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 from issue date. If participants are unable to achieve a satisfactory result they will be assessed as Not Competent and advised to re-attempt the course.

No responsibility is taken for assessments which are posted to Revive2Survive and are not received. Assessments must be resubmitted, all points of the assessment policy apply to resubmissions.

Participants submitting assessments completed in the home based learning format, 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.

Statements of attainment will be issued within 30 days of a) completion of all assessments and b) full payment. It is the responsibility of the participant to contact Revive2Survive on firstaid@revive2survive.com.au or phone (03) 9736 9736, if they have not received their statement of attainment within 30 days.

Learner Support Services

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

To support our students 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 will provide alternative appropriate strategies to accommodate the student's 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 has the responsibility to provide support to all students, Revive2Survive shall nominate a 'Student Support Officer' who shall be available to all students, on an appointment basis, through the standard RTO hours of business. To contact the Student Support Officer please call (03) 9736 9736 or email firstaid@revive2survive.com.au.

The Student Support Officer is able to provide links to external sources of support where the staff at Revive2Survive is not qualified, or it is in the student's best interests to seek professional advice.

Required Language, Literacy and Numeracy (LLN)

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

If you believe you may have difficulties with LLN, assistance will be provided and alternative assessment methods may be offered. This must be identified prior to the course. Please identify this on your enrolment form. If deemed necessary Revive2Survive may recommend that you re-sit the course. If completing a course run via the blended delivery option, Revive2Survive may recommend that you attend both the theory and practical full days of a course to ensure a thorough understanding.

Student Records

AVETMISS is an acronym for 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 records student data at the time of enrolment and verifies the identity of the student. It is your responsibility to ensure that the details provided are

accurate at the time of enrolment. You can access your personal records upon written request. Revive2Survive maintains student records securely with only approved personnel having access to this information. We follow strict confidentiality processes and do not disclose information to others without you being made aware and providing your consent. Revive2Survive is required to disclose student data to Australian and/or State Government Authorities for statistical purposes. This information is transferred via secure processes.

USI

From 1 January 2015 all students are required to provide Revive2Survive with their personal USI number. If a student does not provide a valid USI, R2S is not permitted to issue an accredited Statement of Attainment. Students who do not already have their USI can obtain this number by logging onto the Australian Government Skills USI website: www.usi.gov.au.

Issue of Statements of Attainment (AQF Certification)

Revive2Survive is responsible for issuance of all AQF certification documentation. Statements of Attainment will be provided as digital copies emailed directly to the student 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 your certification. Students 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 and on the Revive2Survive website. A record of competencies awarded is also recorded on the Australian Government Unique Student Identifier (USI) register (from 2016).

Re-issue of Statements of Attainment (AQF Certification)

An additional charge will apply for the re-issue of any lost certification. Please refer to our Schedule of Fees. Payment will be required prior to the issue of the certification. Payment can be made by phoning Revive2Survive on (03) 9736 9736.

Accessing Your Records

All student records are stored electronically for 30 years. Access to your records is available on written request. There may be a cost involved in accessing your records once your course has been completed. To access your records please write to:

Business Administration Manager
Revive2Survive First Aid Training
Suite 12, 1 East Ridge Drive
Chirnside Park, Victoria, 3116

Privacy

Collecting Information

Revive2Survive collects personal information at the time of making a booking for training and throughout the training process. Personal information is collected via our website when an individual enrolls in a course through our online booking system, or makes an enquiry via our online Contact Us page.

At all times the information we collect 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.

Disclosure and Use

The personal information collected by Revive2Survive may be used to:

- communicate with you in regard to:
 - course confirmation details
 - invoice payment details
 - alert you to your qualification renewal requirements
 - book further training
 - follow-up on a training courses for quality / feedback purposes
 - email or mail your Statement of Attainment
- Report to Government bodies in accordance with our requirements as a Registered Training provider (reporting to the Australia Skills Quality Authority under the obligations in the NVET 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 the student or another person.

Revive2Survive 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

Revive2Survive will take all reasonable measures to ensure that client information is treated with confidentiality and maintained on a secure student management system securely locked in our head office. Back up is also securely held off site. Personal information that is no longer required shall be destroyed / deleted. Information we collect from you is not passed on or sold to third parties, either in Australia or overseas. Hard copy information is kept in secure areas and is completely shredded or disposed through 'secure' disposal services when no longer needed.

Proof of Identity

Participants attending accredited training must provide photo identification to the trainer to verify their identity. Those participants submitting assessments completed in the home based learning format, 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 of any inaccuracies or changes in your personal or contact information so that the information held by us remains up-to-date. Revive2Survive uses student's email address for issue of Statements of Attainment and reminders for re-accreditation due dates.

Complaints and Appeals

Revive2Survive provides all persons with a fair and equitable process for resolving disputes or complaints. Our Complaints Policy and Procedures and Complaints/Appeals Form are available on our website and a copy can also be requested through our head office. All complaints will be treated with confidentiality and expedited in a manner to ensure satisfaction to all parties. When lodging a complaint, please contact via email or telephone the Revive2Survive office and a form will be forwarded to you for completion. E: firstaid@revive2survive.com.au or phone (03) 9736 9736.

Student Feedback

In an effort to continually improve all aspects of our services / products, we will request that participants 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. Students and our clients (employers) 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 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
- Current Competency in all accredited courses and units of competency being trained
- 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, trading as Revive2Survive First Aid Training is a Registered Training Organisation (RTO 21688) operating in Melbourne and throughout Victoria. As an RTO we are 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 Solutions cease to operate all current students will be contacted by Revive2Survive First Aid Training 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.

REVIVE2SURVIVE SCHEDULE OF FEES – Effective 1st November 2023



COURSE CODE	COURSE NAME	DELIVERY OPTIONS	STUDENT COST
HLTAID009	Provide Cardiopulmonary Resuscitation	FAST TRACK - BLENDED DELIVERY: 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
		BLENDED DELIVERY: 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	FAST TRACK -BLENDED DELIVERY: 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
		BLENDED DELIVERY: 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
		BLENDED DELIVERY: 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	FAST TRACK - BLENDED DELIVERY: 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
		BLENDED DELIVERY: 1 day class time + assessment to be completed pre-course - <i>recommended for beginners</i>	\$180
HLTAID014	Provide Advanced First Aid	BLENDED DELIVERY: (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	BLENDED DELIVERY: (009 & 015) - 4.5 hours class time + Course Pack and assessment to be completed pre-course	\$160
		BLENDED DELIVERY: (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	BLENDED DELIVERY: 1 hour class time + assessment to be completed pre-course	\$60
		NON-ACCREDITED: Annual Anaphylaxis Update and demonstration	\$10
22556VIC	Course in Management of Asthma Risks and Emergencies in the Workplace	BLENDED DELIVERY: 1 hour class time + assessment to be completed pre-course	\$60
		NON-ACCREDITED: 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 prder 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.**

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

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 class room**. 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.