

## Course Brochure – HITAID004 Provide an emergency first aid response in an education and care setting

This brochure provides all the information you need to know about enrolling in the HITAID004 Provide an emergency first aid response in an education and care setting.

Course details		
Provider Name	Excel College Australia	
RTO Code	45200	
CRICOS Code	03862G	
CRICOS Course Code	HLTAID004	
Location of course	3C, 40 Raymond Street Bankstown NSW 2200	
Delivery mode	Face to face and distance	
Duration	2 days	
Study load	15 hours a week in the classroom	

### Overview of course

This unit describes the skills and knowledge required to provide a first aid response to infants, children and adults.

The unit applies to educators and support staff working within an education and care setting who are required to respond to a first aid emergency, including asthmatic and anaphylactic emergencies.

*This unit of competency may contribute towards approved first aid, asthma and anaphylaxis training under the Education and Care Services National Law, and the Education and Care Services National Regulations (2011).*

*Specific licensing requirements, including requirements for refresher training, should be obtained from the Australian Children’s Education and Care Quality Authority (ACECQA) and/or relevant state/territory Work Health and Safety Regulatory Authority.*

<https://training.gov.au/training/details/hltaid004>

## Who should apply for this course and why?

This course is targeted at international students who are:

- Seeking to gain skills in first aid in education and care setting

The units HITAID004 Provide an emergency first aid response in an education and care setting is included in a range of qualifications within Training Packages. Therefore, a statement of attainment for these units can be used as credit for a range of qualifications.

## What can I expect?

### Units

The following units are included in this course and all are required for the award of the qualification. Students who only complete some units will be awarded with a Statement of Attainment for units successfully completed.

Unit code	Unit title
HITAID004	Provide an emergency first aid response in an education and care setting Core

## Training and assessment information

This course is delivered face-to-face in a classroom-based setting.

You are required to attend classes for 15 hours.

Class sessions include a mix of theory and practical activities with a focus on creating a real life workplace.

The timetable for this course will be advised in your Offer Letter and Student Agreement.

You will also need to complete assessments for this course which will include:

- Written questions
- Observations

At the beginning of each unit, your trainer and assessor will outline the assessment tasks that must be completed.

Your classes will be conducted in modern classrooms and you will be able to access Wi-Fi. There are also areas for you to relax, as well as conduct additional study.

You will be provided with a Student Guide relevant to each unit in your course. Textbooks are also available onsite for you to use and borrow if you wish.

## Course progress and attendance

Satisfactory course progress and attendance is very important in order to meet visa requirements. Please read the International Student Handbook carefully for more information. You will also be provided with further information about course progress and attendance requirements at your orientation.

## Student support

We offer the following in relation to support and welfare.

- one-to-one support from the trainer/assessor
- support with personal issues
- access to additional learning resources
- reasonable adjustment in assessment
- social events
- a buddy programs
- information about external sources of support.

You may not have studied for a while, may have English as a second language or need additional assistance with literacy or numeracy.

We will identify any additional support needs you may have at the time of application and enrolment and may prepare a Student Support Plan for you based on those needs.

## Resource requirements

You are required to bring your own laptop with Office 365 (or similar program) to all classes. These costs are not included in your course fees. Specifications for laptops and associated costs are included below.

### PC

	Minimum requirements
Processor	Intel® or AMD processor with 64-bit support*; 2 GHz or faster processor Microsoft Windows 10
Operating system	Microsoft Windows 10
RAM	10 GB or more of RAM (8 GB recommended)
Hard disk space	3.1 GB or more of available hard-disk space
Monitor resolution	1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended.
Graphics processor acceleration requirements	OpenGL 2.0-capable system
Internet	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

**MacOS:**

	Minimum requirements
Processor	Multicore Intel processor with 64-bit support
Operating system	MacOS version 10.12 (Sierra), macOS version 10.13 (High Sierra), or macOS version 10.14 (Mojave).
RAM	2 GB or more of RAM (8 GB recommended)
Hard disk space	4 GB or more of available hard-disk space for 64-bit installation; additional free space required during installation.
Monitor resolution	1024 x 768 display (1280x800 recommended) with 16-bit colour and 512 MB or more of dedicated VRAM; 2 GB is recommended
Graphics processor acceleration requirements	OpenGL 2.0-capable system
Internet	Internet connection and registration are necessary for required software activation, validation of subscriptions, and access to online services.

Name of software	Associated costs	
Office 365	\$129 annually	<a href="https://products.office.com/en-au/buy/office">https://products.office.com/en-au/buy/office</a>
Laptop details	Associated costs	
Any laptop that meets the specifications above	\$450 (approximate only)	Various

## Course credit

You can apply for recognition of existing qualifications or skills, knowledge and experience (credit transfer or recognition of prior learning) as per the information included in our International Student Handbook, which is available at [www.excelcollegeaustralia.edu.au](http://www.excelcollegeaustralia.edu.au)

If you are granted course credit, this will affect your course fees as well as the duration of your course. We will advise you in writing of changes to fees or course duration as a result of the credit. You will also be issued with a new Confirmation of Enrolment.

For any questions about course credit, contact us at the details shown below.

## What are the entry requirements?

Excel College Australia has the following entry requirements:

You must:

- be at least 18 years of age.
- participate in a course entry interview to determine suitability for the course and student needs
- have an IELTS\* score of 6.5 (test results must be no more than 2 years old). English language competence can also be demonstrated through documented evidence of any of the following:
  - educated for 5 years in an English speaking country; or
  - successful completion of an English Placement Test.

*Note that other English language tests such as PTE and TOEFL can be accepted. You are required to provide your results so that we can confirm they are equivalent to IELTS 5.5.*

## How much does it cost?

The costs for this course are as follows:

Enrolment and materials fee	\$0.00
Tuition fees	AUD \$150
Non-tuition fees	May apply and can be found in our International Student Handbook on our <a href="http://www.excelcollegeaustralia.edu.au">www.excelcollegeaustralia.edu.au</a>

*Course fees do not include laptops or software – see information above.*

A detailed payment plan and payment arrangements are provided in the Offer Letter and Student Agreement. You must pay all of your course fees and on time. Non-payment of fees may result in cancellation of enrolment.

You are also required to take out Overseas Health Insurance Cover before arriving in Australia. We provide details of OSHC providers in the International Student Handbook. You can approach any of these providers to find out costs and organise your cover.

Additional costs associated with living in Australia are outlined in the International Student Handbook. You should carefully review these costs in relation to budgeting. Further information can be found at <https://www.studyinaustralia.gov.au/english/live-in-australia/living-costs>.

## How can I apply?

To apply for this course, you are required to complete an enrolment form and submit all required supporting evidence including copies of your:

- proof of English language proficiency as specified in the entry requirements.

## Where to from here?

If your application is successful, we'll send you an Offer Letter and Student Agreement. You should make sure you read through this document carefully to make sure you are happy with all of the terms and conditions. If you are, then simply sign the document and send it back to us.

Once we receive this, we will issue you with a Confirmation of Enrolment (CoE) letter and an invoice for the first payment.

The first day of each course will include orientation and induction. Orientation will include information about the campus, living in Australia, accessing our support services and methods for achieving success throughout the course, including course progress requirements.

This course outline should be read in conjunction with our International Student Handbook. This can be found online at [www.excelcollegeaustralia.edu.au](http://www.excelcollegeaustralia.edu.au)