

Volunteer Facilitated First Aid Courses Club Information

Volunteer First Aid Facilitators (VFAs) are authorised to deliver HLTAID011 to **current SLNSW members** only.

VFAs will be utilising Australian Lifesaving Academy resources to deliver the course, however, there is a different administration process from booking the course, the pre-course work to be completed by participants, and the award processing following the course.

Clubs are required to understand and follow the information below in order to ensure courses are booked properly and participants receive their awards efficiently afterwards.

AWARDS AND STATEMENTS OF ATTAINMENT

First Aid awards are processed via Surfguard in the same way as all other awards. For the following members, only the units of competency should be processed, not the SLSA award.

- Members who need the units in order to complete a new ART award
- Proficient ARTC or ART [AID] award holders who intend to update to the new ART award
- Endorsed ART TAFs
- Endorsed Bronze Medallion TAFs

These participants will be issued the HLTAID011, HLTAID010 and HLTAID009 units of competency. They will receive an electronic statement of attainment by email, and the Club will not be charged a certification fee.

For all other members, the SLSA "First Aid" award will be issued, and Clubs will be charged the standard SLS certification fee (approx. \$20pp).

Any special requests for the SLSA First Aid award to be allocated free of charge will be managed by exception and should be emailed to SLNSW via education@surflifesaving.com.au.

BOOKING PROCESS

As there is a limited number of Volunteer First Aid Facilitators within our Branch, Clubs will need to be flexible with their requested dates for First Aid courses.

Delivery formats for the First Aid course include:

- Evening delivery (2 x evenings + pre-course work)
- Saturday delivery (1 x full day + pre-course work)
- Sunday delivery (1 x full day + pre-course work)

Clubs should allow at least 4 weeks when requesting a First Aid course so that there is sufficient time to confirm a Facilitator for the course, and course participants have sufficient time to complete the pre-course workbook by the deadline provided.

Please use the following online form [Volunteer First Aid Course Booking Request](#). You may, of course, contact your preferred Facilitator prior to lodging a booking request to check their availability, but please remember this does not negate the requirement of the online booking request.

We ask that Clubs ensure a minimum of 10 members are confirmed for these courses. We encourage Clubs to work together to meet the minimum number if required. A maximum of 16 participants will be applied if there is only 1 endorsed Facilitator. This number may be extended if there are additional Facilitators, the Club can provide enough equipment available and there is sufficient space available at the venue.

RECOGNITION OF PRIOR LEARNING (RPL)

Members who wish to apply for Recognition of Prior Learning (RPL) for any element (such as CPR), should be made aware that due to the delivery format of the course, they will still undertake the training of all course elements. As assessment tasks happen throughout the course, not at the end, it is impractical to apply RPL to any individual element.

PRE-COURSE WORKBOOKS

Pre-course work must be completed by the course participants in order to cover all the content of the course. A link to the online pre-course work will be provided to the Club's course organiser with the confirmation details for their course. Participants must complete the workbook in one sitting and *attempt* all questions.

All course participants MUST complete the pre-course work by the deadline provided upon course confirmation (expect it to be 1 week prior to the course) to ensure there is sufficient time for the VFAP to prepare for delivering the course. If the pre-course workbook results show that there are specific gaps in knowledge of the participants, they will apply additional focus to these areas where possible.

The Branch office will endeavour to keep track of who has completed the Pre-course Workbook and advise the Club of the status of their members one week prior to the deadline provided. It is the Club's responsibility to ensure all their members complete the Pre-course Workbook in time. Members who do not complete the pre-course workbook may not be found competent.

First Aid Manual

Hard copy First Aid manuals are available for purchase via the Member Store by Members and Clubs for \$10, however time must be allowed for fulfilment and delivery. PDF handouts and a link to the ALA resource website will be included when Clubs are emailed the link to the pre-course workbook and can be used as references when completing the workbook online.

TRAINING EQUIPMENT REQUIRED

Host Clubs will need to training equipment for the VFAP and participants to use, in order for the course to be run successfully. Remembering that many of our VFAPs are not commercial trainers and do not have their own equipment. A list of required items can be found on Page 4.

COURSE ADMINISTRATION

Just like with Club-run training courses (such as Bronze or SRC), Clubs will be responsible for some of the Surfguard administration for the course. Clubs should follow these steps:

Before the Course:

1. Place your booking request online!!
[Volunteer First Aid Course Booking Request](#)
2. When the course is confirmed, you'll receive a link to the Online Pre-course Workbook and a deadline for completion. Send this to all your course participants and make sure they understand the deadline.
3. Raise an Assessment Request in Surfguard for the date/s of the course.
 - Award Type = AQTF Module
 - Award = Provide First Aid [2021]
 - 2 units of competency will automatically appear. Move the 3rd unit (Provide basic emergency life support HLTAID010) over to the right with the others
 - Comments: "**Subsidised** Volunteer First Aid Facilitated Course – No Charge."
 - Add your eligible members to the course as they are confirmed
 - Save the assessment request and leave it as Incomplete until you have confirmed all your participants. Submit it when all candidates have been entered.
4. For any ineligible members, raise an Assessment Request for the "First Aid" SLS award for the same course dates and add those members to this request. The award will not be free for these members. See the Awards and Statements of Attainment section on page 1.
5. Email all your course participants the Pre-course Workbook information and the deadline for completion.
6. Download the Form 14 from the Assessment Request(s) and email it to Belinda prior to the deadline provided in the course confirmation. Upon receipt, and prior to the course, the Branch will review and "Approve" the Assessment Request.
7. Make sure you have all the required training equipment available for the course. See the list on page 4.

After the Course

The VFAP will finalise all the course paperwork and return it to the Club contact, including a copy of the Form 14 with a summary of the participants results. The Club should use this to "Process the Results" of the Assessment Request in Surfguard. All course paperwork should then be scanned and emailed to Belinda for finalising, as quickly as possible to ensure the members are then eligible for the ART course.

Proficiencies

Any participants that already hold the "First Aid" SLSA award and successfully complete the course, can then have the expiry date of their award updated by the Club via Surfguard as a Proficiency. Earlier versions of the award (such as First Aid [AID], Senior First Aid, etc) should NOT be made proficient as these refer to past awards that are no longer active.

NB: Clubs should be aware that it is highly likely that these courses will be targeted for an Internal Quality Assurance audit, so it's imperative that we ensure all processes are completed as required.

TRAINING EQUIPMENT TO BE PROVIDED BY CLUBS

The following list is the minimum required for a group of 16 candidates. Clubs should extrapolate these numbers if the course is confirmed for a larger group.

Normal Infection Control

- Hand sanitiser
- Manikin wipes (lots)
- Disposable gloves (at least 4 pairs each)

CPR

- 4 adult manikins
- 4 Infant manikins
- 4 AED trainers
- Each candidate to have their own resuscitation mask

Medical emergencies

- 4 space blankets
- 8 trainer asthma puffers and spacers
- 8 EpiPen trainer units (can also be Anapen brand or a combination of both)

Trauma

- 8 triangular bandages
- 16 compression bandages (may be used for PIT as well)
- 1 trainer windlass tourniquet (demo only)

Bites and stings

- 4 PIT compression bandages

First Aid Kit for scenarios

2 kits will be required for use during simulated first aid scenarios. (Clubs can utilise above items.)

Minimum contents should include the following items. Note that these don't need to be new items. They can be versions that are cleaned and reused for training, or even simulated versions that are clearly labelled:

- 2 x Saline solution (can be empty, small vials or a bottle labelled "saline")
- 2 x compression bandages
- 2 x triangular bandages
- 2 x Combine dressings
- 2 x non adherent dressings
- 1 x notepad and pen/pencil
- 4 x pair gloves
- 1 epi pen trainer
- 1 x trainer asthma reliever and spacer
- 1 x space blanket
- 1 x cold pack (can be a used one, or a simulated one in a zip lock bag labelled "cold pack")
- pack gauze