

Course Description	It is an obligation of the Australian workplaces to provide a safe environment for all employees, students, visitors and contractors. This first aid course is ideal to meet those obligations. This course covers skills and knowledge required to provide a first aid response to a casualty. The unit applies to all workers who may be required to provide a first aid response in a range of situations, including community and workplace settings.	
Delivery Location	Unit 225, 14 Lexington Drive Bella Vista NSW 2153	
Delivery Modes	This course is delivered using the following modes: <ul style="list-style-type: none"> • Pre-course study; and • Face-to-face training (facilitated on-site delivery) which includes assessment practical skills 	
Course Duration	<ul style="list-style-type: none"> • Pre-course study – 6 hours • Face to face training including practical - 6 hours 	
Entry Requirements	There are no specific entry requirements for this course. however, participants are expected to have basic Language, Literacy & Numeracy (LLN) skills.	
Course Fees	Tuition Fee: \$149 Enrolment Fee: Not applicable Resources Fee: Not applicable	
Paying your tuition fees	Course fees are payable on the dates set out in the Letter of Offer. Payments can be made via direct deposit or electronic funds transfer. Please note that there is surcharge for payments using credit cards.	
Administrative fees and charges	Reassessment Fee (per assessment)	\$100
	Replacement of Statement of Attainment Fee	\$60
	Replacement Certificate Fee	\$60
	Replacement of Transcript (Record of Results) Fee	\$25
	Student Record/Letter (printed) Fee	\$20
	Tuition fee late payment fee (per each week of delay)	\$50 per week
	Printing / photocopying charge (per each page – black and white copy only)	15c
Assessment methods used	Credit Card surcharge (per each transaction)	1.5%
	The following assessment methods are used to assess this unit of competency <ul style="list-style-type: none"> • Assessment 1 – Theory test • Assessment 2 - Practical Demonstration • Assessment 3 – Incident reporting • Assessment 4 – Theory Test 	
Course Outcomes	After successfully completing the course, participants will receive a statement of attainment.	
Maintaining currency	To remain current with the Work Health and Safety legislation, the unit HLTAID003 Provide first aid must be updated at least every three years from the date of completion.	
Information about Unique Student Identifier (USI)	All students studying a nationally recognised qualification in Australia are required to obtain a USI number. The USI program is administered by the Australian government. As part of your enrolment you will need to generate a USI (if you don't already have one) and provide it to us. By providing us with your USI you consent to us recording and verifying this number. For more information about USI, and to generate one, please see www.usi.gov.au	
CSIA obligations as the provider of training and assessment	All training and assessment will be conducted by Kennedy Leadership Institute Pty Ltd trading as CS Institute Australia, who is responsible for the quality of the training and assessment in compliance with Standards for Registered Training Organisations 2015 and for the issuance of Australian Qualification Framework (AQF) certification documentation. CSIA does not use any third party services in the provision of training and assessment services.	
Student Handbook	Before enrolling, please read through our Student Handbook. It contains further details about our policies and procedures such as refunds, student support, complaints and appeals and includes information you should know before enrolling into our courses. Please visit our website http://www.csia.edu.au/student-handbook-2/	