



## First Aid Course Information and Application Form 2019

### Part of the ACT Alcohol and Other Drug Qualification Strategy

Under the ACT AOD Qualification Strategy, First Aid is a requirement for all workers employed by specialist ACT ATOD services funded by ACT Health who directly provide AOD services to clients (e.g. assessment, counselling, group work, case work). Full subsidies for relevant workers to undertake First Aid training are being provided by ATODA.

Workers who undertake this one-day training and complete the required online study will receive a Certificate for the following units:

- HLTAID001: Provide cardiopulmonary resuscitation
- HLTAID002: Provide basic emergency life support
- HLTAID003: Provide first aid

#### 1. Course details for 2019: First Aid Course

The details of the First Aid training course are as follows:

**Date:** Tuesday 28 May OR Wednesday 29 May 2019

**Time:** 8:30am - 5:30pm

**Venue:** St John Ambulance ACT Office, 14 Thesiger Court, Deakin ACT

**Applications:** Essential, please fill in the application form below and return to ATODA via email [chelli@atoda.org.au](mailto:chelli@atoda.org.au) by **Friday 26 April 2019**.

**Important:** The training requires online study and completion of a module prior to attending the full-day session. Participants will be assessed on the pre-course learning at the beginning of the day. **If they have not completed the pre-course study they will not be able to attend the training.**

Online pre-course theory can be accessed at: <http://pfa.stjohn.org.au>

#### 2. Number of places available

Two (2) groups of 18 places are available for workers; in line with the QS priority of allocation statement. To ensure that these resources are available equitably across the sector the places will be allocated in line with the ACT AOD QS priority of allocation policy (see [www.atoda.org.au/projects/qs](http://www.atoda.org.au/projects/qs) for more information).

#### 3. Next steps

1. Complete the First Aid Course Application Form attached.
2. As part of the registration process ATODA will acknowledge the receipt of the application form and confirm registered participants via email and provide participants with all the information required to complete the pre-course learning online.
3. **All confirmed and registered participants** to complete online study and completion of a module **prior** to attending the full-day session.
4. **All registered participants** will be required to provide a Unique Student Identifier (USI). For more information go to: <http://usi.gov.au>



## First Aid Course Application Form

This form is due on Friday 26 April 2019

### 1. Service Details

Service Name:	
Service Representative (if applicable):	
Contact number:	
Email address:	

### 2. Staff member

Name:	
Position:	
Contact number:	
Email address:	

### 3. Which training course date do you wish to attend?

Tuesday 28 May 2019

Wednesday 29 May 2019

If there is no availability on your preferred date, can you attend training on the other date?

Yes                  No

Note: By ticking this you are not guaranteed a training place on this date as places will be distributed across services

### 5. Will you be able to attend the training course and complete the study required prior to attending the training?

Yes                  No

**To be signed by worker attending the training:**

*Please note that in signing this you are agreeing that you are able to attend the course date. In an instance of illness or inability to attend the training; contact must be made with ATODA as soon as possible. You are also agreeing to undertake any preliminary work required.*

<b>Worker signature:</b>	<b>Date:</b>
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**Endorsed by CEO / Manager:**

*Please note that this means that you will ensure the above worker is available to attend the training date and complete the pre-reading and module.*

<b>CEO/Manager signature:</b>	<b>Date:</b>
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Applications to register for First Aid Course must be submitted by **Friday 26 April 2019**. Any applications received after this date will not be considered for enrolment.

This form must be submitted to ATODA:

Email: [chelli@atoda.org.au](mailto:chelli@atoda.org.au)  
Post: PO Box 7187, Watson ACT 2602  
Fax: (02) 6230 0919  
In Person: 11 Rutherford Crescent, Ainslie, ACT 2602

If you require further information, please contact the ATODA on (02) 6249 6358 or [chelli@atoda.org.au](mailto:chelli@atoda.org.au)

**Approved by ATODA (Office Use Only):**

<b>Signed:</b>	<b>Dated:</b>
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