



First Aid Course Information and Application Form

ACT Alcohol Tobacco and Other Drug Qualification Strategy

Under the Qualification Strategy it is a requirement that all workers in specialist AOD services funded or delivered by ACT Health possess a current First Aid qualification.

ATODA is providing fully subsidised First Aid training places for relevant workers.

Workers who undertake this one-day training 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 Semester 2, 2016: First Aid Course

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

Date: **Thursday 8 December 2016**
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 jeanette@atoda.org.au post to PO Box 7187, Watson ACT 2602 or fax to 6230 0919 by **Friday 4 November 2016**.

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.**

2. Number of places available

20 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 ATOD QS priority of allocation policy (see 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.



First Aid Course Application Form

This form is due on Friday 4 November 2016

1. Service Details

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

2. Staff member

Name:	
Position:	
Contact number:	
Email address:	

3. **Will you be able to attend the training course date (Thursday 8 December 2016) 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.

Worker signature:

Date:

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.

CEO/Manager signature:

Date:

Applications to register for First Aid Course must be submitted by **Friday 4 November 2016**. Any applications received after this date will not be considered for enrolment.

This form must be submitted to ATODA:

Email: jeanette@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 jeanette@atoda.org.au

Approved by ATODA (Office Use Only):

Signed:

Dated: