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SHEGROUP
SAFETY, HEALTH & ENVIRONMENT

ABN 80 902 952 302
www.shegroup.com.au

HLTAID016 MANAGE FIRST AID SERVICES AND RESOURCES

SHE Group (Safety Health and Environment) is a privately owned and operated business based in Brisbane, Queensland. We specialise in quality education and training, first aid supplies and WHS contracting services to Australian workplaces. Our priority is to deliver professional, affordable and engaged onsite consulting services to our community.

SHE Group is a third-party provider delivering nationally recognised training and assessment in WHS and First Aid courses on behalf of Allens Training Pty Ltd RTO 90909.

This course should be undertaken by those in nominated occupational first aid or management roles who are required to establish, maintain, and facilitate the provision of appropriate first aid in the workplace.

Training will ensure participants can effectively undertake a risk assessment to determine first aid resources, equipment, personnel, and facilities in line with safe work practices, first aid code of practice, and relevant state/territory Work Health and Safety Regulatory Authority. This will include inspections of first aid kits and using checklists for stock ordering, use, recovery, maintenance, and storage.

Participants will learn to develop and maintain first-aid action plans in consultation with relevant parties and take part in incident debriefing or evaluation to improve future operations and address individual needs.

Unit Delivered

The following units will be included in your certificate:

HLTAID016 - Manage first aid services and resources

Learner Rights, Responsibilities & Support

Please note that enrolment to this course is made with Allens Training Pty Ltd RTO 90909. Please refer to the student handbook on the RTO website [Student Handbook](#) for all details relating to rights and responsibilities, including complaints and appeals.

ENTRY REQUIREMENTS

Participants must have the physical capacity to establish and maintain first aid facilities and equipment. Participants must have literacy skills to complete documentation and read instructions.

Pre-course study: Students may be required to undertake online pre-course work before attending the face-to-face session, depending on the course delivery mode.

Online study: Students must have access to a computer, smartphone, tablet, or other electronic devices with access to the internet to complete the online / pre-course studies.



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COURSE DURATION

Course durations can vary for multiple reasons, so the durations below are the **minimum** possible amount.

- **Face to Face** contact time of at least **6 Hours**
- **Online with face-to-face assessment** Face to Face contact time of at least **1 Hour**

Assessment Requirements

Individuals undertaking this course will be expected to complete both written and practical assessment tasks.

Assessment Activities

- Conduct a Risk Assessment
- Develop a First Aid Response Plan
- Conduct a First Aid Kit Content Check
- Complete a Notifiable Incident Report Form
- Participate in a Debrief and Evaluation Session
- Maintain First Aid Equipment

Theory Assessment:

A written assessment consisting of multiple-choice and short-answer questions.

CERTIFICATE RENEWAL REQUIREMENTS

This certificate does not require renewal.

FURTHER INFORMATION

In addition, SHE Group provides work health and safety information, products, and consulting services. If you are looking for group training, please email us for a quote or additional information today.