Accredited Short Courses
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COURSE CHECKLIST FOR LEARNERS

To complete the full course students must or be aware of the following:

1. Students must contact administration by email or phone if there are any concerns or problems a minimum of 3 days before the actual course date.

2. Students must have USI government number before starting the course.

3. While the first aid trainer can make some reasonable adjustment around certain injuries or concerns, any such concerns must be discussed with administration a minimum of 48 hours before the course as the trainer then has time to make the adjustments.

4. Accredited Short Courses has a focus on clear, relevant and practical skills and so any issues must be discussed with administration before the course starts and may include:

    a. Cultural, religious or personal: for example, If there are some issues or concerns such as you cannot be touched by someone or a specific group of people then please discuss with administration.

    b. Recent or a new injury or recovering from surgery etc.: please contact administration and check with your medical professional before attending the class to get permission to do practical training for many different conditions or assessments.

    c. Issues with reading and understanding written and spoken English or other learning difficulties: if there any problems please ring administration to discuss and it is highly recommended you get a friend or other to help you to read this section if unclear but there are theory and practical assessments done on the training day. You may require additional learning support before being able to attend one of our courses.

    d. Sick: if you are sick or infectious with something such as the cold or flu please reschedule for a different day as we are working closely with other people and try to avoid the risk of spreading illnesses.

5. Timing, length of course information and other course details: student must understand that the practical day is a series of assessments from start to finish so if a student is more than 10 minutes late then they cannot be allowed into class as the first assessment is already being completed. In addition, students cannot leave the class early as the final assessment is completed in the last few minutes. While some may feel this is strict, the government and other organisations have instructed us to follow this model especially with short courses as it is all done in 1 day or a few hours depending on which course. It is expected that students will consider any possible family or work issues and discuss with administration a minimum of 72hr hours before the course, even for a potential problem as the course date may be able to be rescheduled to a better time or place.

6. Students must be aware of possible public transport issues and major road works as there are many of these happening regularly and check online as you cannot be late to class. Always allow more time when travelling to a location in case of any unforeseen delays.

7. Students must be aware that parking can be a major issue especially at some venues such as in the city and so research online (google maps, GPS etc.) or discuss with administration.

8. Students must confirm they are doing the right course for their goals or workplace.

9. Please bring a pen, food and drinks (as there is only a 10 – 15 minute break for longer classes), appropriate clothing for practical first aid and weather conditions, medications and other personal items, glasses, etc.

10. Statement of Training: the qualification will be emailed at 7 o'clock that night (for a morning class) or the following day (afternoon or night course). Please contact administration if you want a printed copy or card for workplace purposes (additional fees apply).

11. Please ensure you have read the above points and understand the practical course structure, course times and the idea that there will be many practical assessments to help you learn and have an enjoyable day. It is the learners responsibility to contact administration by email or phone to discuss such matters before the course starts, must be 3 days before the actual course start date, even if there is only a potential issue that may or may not occur or be a problem, such as a recent injury or workplace/family issues so we can assist you where possible.

Accredited Short Courses (RTO 21903)