

Griffith University

First Aid and CPR course full terms and conditions

PRE-COURSE REQUIREMENTS

Prior to your course, you MUST complete the following:

- Review the Australian Resuscitation Council Guidelines: <https://resus.org.au/guidelines/>; you must review these during your quiz.
- Log in to the online portal using the course code.
- Review your registration details and ensure they are up to date.
- Check if you have registered on the correct day and time you require.
- Read the Course Manual in the '*Student Resources*' section after you have logged in;
- Complete the online quiz. **You cannot attend the training workshop unless the online quiz is completed to 100% accuracy!**

ON YOUR TRAINING WORKSHOP DAY

What to bring/wear

On your training workshop day, you must:

- Bring your own pen;
- Bring a notepad if you wish to take notes;
- Bring your own water bottle;
- Wear comfortable and suitable attire that allows you to perform tasks on the floor such as CPR compressions, the recovery position, and shock treatment;
- Arrange travel timeframes or public transport timetables to arrive at least 15 minutes before the workshop commencement time.

Physical ability

At the training workshop, you will be required to:

- Perform various team-based tasks in small groups at multiple stations covering multiple simulated scenarios;
- Perform 2 minutes of CPR on an adult, and infant, manikin on the floor;
- Lay on the floor to be rolled into the recovery position, be treated for shock, administer an Epi-pen, and other scenarios;
- Have various bandages, slings, and splints applied to your limbs.

Student expectations

At your training workshop, you are expected to:

- Demonstrate all tasks to a competent level (you are being tested);
- You will be tested on the online theory component. If you are not competent in assessments shown in the online videos, you will NOT pass the course!
- *PLEASE MAKE SURE YOU COMPLETE THE ONLINE COMPONENT CORRECTLY.*
- Ask questions if you need assistance from your trainer or if you require additional assistance in completing the task.
- Work together in your team, asking team members to provide assistance and ensure the correct techniques are being implemented (self-directed learning);
- Respond to questions when your trainer asks demonstrating your underpinning knowledge;
- Actively engage in simulated roleplays, including playing the role of a first aid responder, a first aid victim, a third party (i.e. a witness, an employee, a manager, a colleague, a paramedic).

TERMS & CONDITIONS – Refunds

Refunds will NOT be provided in the following circumstances:

- Late arrival to your course resulting in being refused entry into the training workshop.
- Failure to attend your scheduled training workshop.
- Being refused entry into the training workshop for failure to complete the online quiz to 100% accuracy.
 - Please do not leave your quiz until the last minute. There will be no transfers for students who have not completed it.

- If you are having PC issues, please call the office on 0416 888 343 during business hours.
- Cancellation of your course within seven (7) days of the training workshop date.
- You have forgotten you have to work, have an exam or any other reason and your workshop is within 7 days time.
- Failure to provide a positive RAT test (with ID in photo), or medical certificate before your course start time, if sick.

TERMS & CONDITIONS - Course transfers

- Should you be unable to attend your training workshop due to testing positive to COVID-19 (and supplying positive RAT test with ID in photo) or having a medical certificate, supplied before your course start time.
- You may request to transfer into another training workshop date and/or venue provided you make the request seven (7) days prior to your scheduled training workshop date.

TERMS & CONDITIONS – Cancellations

- Cancellations will be accepted up to seven (7) days prior to the training workshop.
- Cancellations incur a \$10 administration fee.
- Cancellations within seven (7) days of the training workshop date will attract the full course fee.

TERMS & CONDITIONS - Re-issuance of certifications

- You will find a copy of your certificates on your profile once they have been issued. All certificates are issued on the same day.
- If you have any questions, please do not hesitate to contact the office on 0416 888 343, during business hours (Mon – Fri, 9am – 4pm).