

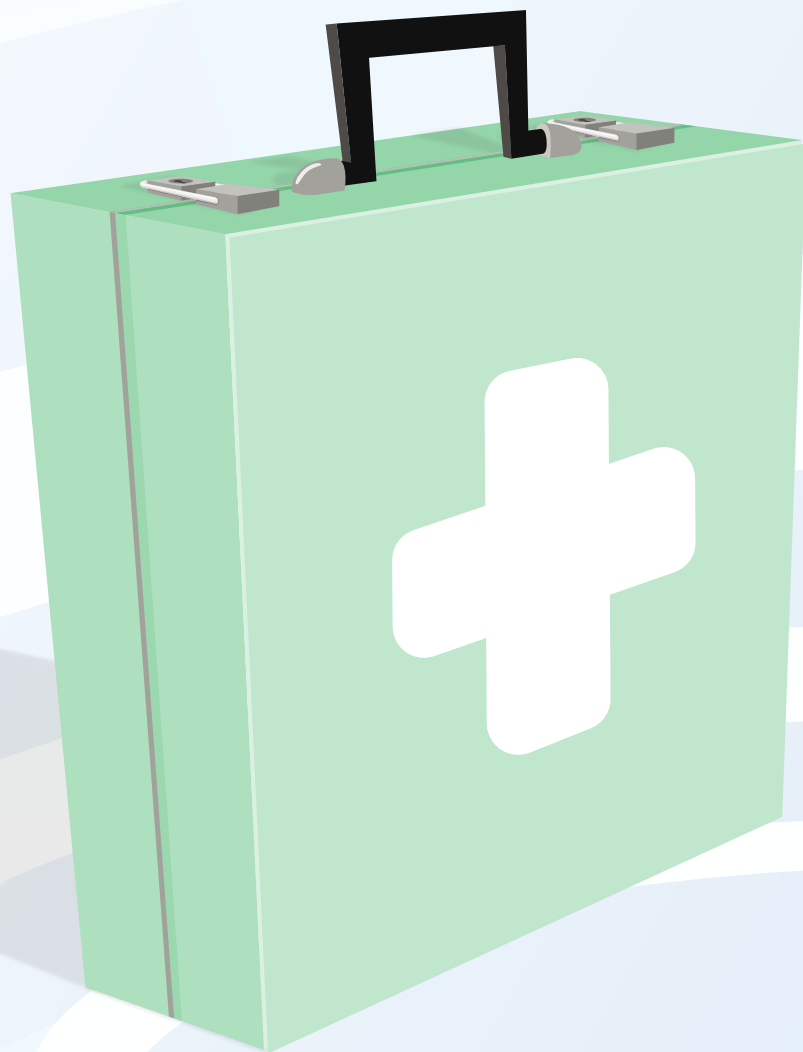
First Aid

CPR

First Aid Level I (Emergency Life Support)

First Aid Level II (Provide First Aid)

- Assess the Situation
- Apply Expired Air Resuscitation
- Apply Basic Emergency First Aid Life Saving Techniques
- Communicate Details of the Incident



Entertainment Technology
Training Institute

Who are Etti?

Industry has evolved over the past ten years leading to a greater emphasis on safety in the workforce and is strictly governed by OH & S legislation and regulation. Recognising this, Entertainment Technology Training Institute (ETTI) aims to train graduates that are best positioned to enter the workforce and most importantly who are best positioned to

work safely. First Aid is definitely part of safety and with the increasing needs to have First Aid accredited staff, ETTI has created a training package that is Nationally recognised and can be tailored to meet your specific industry requirements; such as entertainment, teaching, health and sport.

Would you know what to do in an emergency?

Are you responsible for the care of any persons, especially children or the elderly?

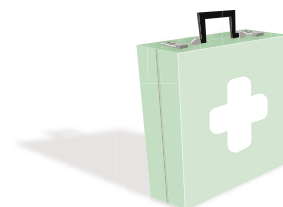
Do you work in an occupation with a high risk of injury?

Do you or loved ones participate in water or outdoor recreational activities?

Are you responsible for First Aid in your workplace?

Do you wish to prepare yourself for reaction in an emergency situation?

If you answer 'yes' to any one of these questions, you should have First Aid training.



First Aid training is essential for any persons dealing with the elderly, children, sporting or water activities, and/or occupational health and safety.

First Aid Level II covers the instruction and responses you will need as essential tools to deal with a wide range of emergency procedures in these roles of responsibility.

General First Aid

- Principles of First Aid
- First Aid Hygiene
- Human Anatomy
- Chain of Survival
- First Aid Kits
- The Emergency Action Plan
- Basic Life Support Flow Chart
- The Unconscious Casualty
- Examination of a Casualty
- Airway Management
- Chest Compressions

Sporting & Water Activities / Outdoor Recreation

- Choking
- Rescue Breathing
- Environmental Emergencies
- Anaphylaxis
- Hyperventilation
- Fainting
- Dehydration
- Fractures
- Facial Injuries
- Soft Tissue Injuries

Health & Safety in the Workplace

- Legal Issues in First Aid
- First Aid Documentation
- Hyperventilation
- Fainting
- Diabetes
- Epilepsy
- Anaphylaxis
- Head Injuries
- Spinal Injuries
- Chest Injuries
- Abdominal Injuries
- Bleeding
- Burns and Scalds
- Electric Shock
- Facial Injuries
- Fractures
- Soft Tissue Injuries
- Shock

Children

- Choking
- Asthma
- Near drowning
- Poisoning
- Bites and Stings
- Croup
- Burns and Scalds
- Electric Shock
- Facial Injuries (Ear, Eye, Tooth)
- Fractures
- Soft Tissue Injuries

The Elderly

- Stroke
- Heart Conditions
- Fractures
- Soft Tissue Injuries

Don't forget...

...even if you've completed a First Aid course you must update your training regularly. The Australian Resuscitation Council requires that you renew your certificate every three years; however we recommend that you update at least your CPR training annually. Some businesses also require this.

ETTI runs courses in First Aid Training for both the novice and those wishing to update their certificate. The training is Nationally Accredited and in line with the Australian Resuscitation Council guidelines.

Please contact ETTI for a timetable for any of the below three courses:

- CPR
- First Aid Level I (Emergency Life Support)
- First Aid Level II (Provide First Aid)



Entertainment Technology
Training Institute

Enrolment Form:

Once complete fax to (03) 9681 7844 or mail to 429 Graham Street, Port Melbourne, Victoria 3207



Personal Details

Last Name _____ First Name _____
Nationality _____ Male Female Date of Birth / /
Address _____
Suburb _____ Postcode _____
Telephone _____ Mobile _____
Fax _____ Email _____
Any health problems we need to know about _____

Person to Contact in an Emergency

Name _____ Relationship _____
Address _____
Telephone _____ Mobile _____
Fax _____ Email _____

Education and Experience

Highest educational level you achieved _____
Have you enrolled in a similar course elsewhere? Yes No
(If you have you may be eligible for a credit transfer or Recognition of Prior Learning – contact the Training Manager for further information)
Have you been employed in the area covered by the course applied for? Yes No
(If you have you may be eligible for Recognition of Prior Learning – contact the Training Manager for further information)
Own assessment of English level Elementary Intermediate Advanced
Language spoken at home _____ Other languages spoken _____
Tell us the reason you want to take our course Career Academic Personal
Other reason to take course _____
Where did you hear about us? _____

Payment Details

No obligation is created on ETTI until an official receipt is issued.

CPR - 4 Hours	A\$ 55.00 per person
First Aid Level 1 - 1 Day	A\$ 100.00 per person
First Aid Level 2 - 2 Days	A\$ 195.00 per person
Total Fees and Charges	A\$ _____

Agreement and Contract

- The Applicant confirms that all the information provided in this application is complete and correct.
- The Applicant agrees to be bound by ETTI (hereafter called the provider) rules and regulations in force from time to time, and otherwise to follow acceptable codes of behaviour, attendance and academic performance and show a concern for other students.
- Fee Payment:
 - A tuition fee payment schedule will be arranged with each student.
 - Changes or variations to this contract requested by the applicant attract a \$25 non-refundable fee.
 - Withdrawal more than 14 days prior to course commencement – charges not applicable.
 - Withdrawal between 7 and 14 days prior to course commencement – fees are charged at Fifty per cent.
 - Withdrawal 7 days or less prior to commencement – fees charged in full.
 - Withdrawals after the course commences – fees charged in full.
- Refunds:

Refunds are willingly made in accordance with the policy below. Refund applications must be made in writing to the provider when any of the conditions below apply. Refunds will be returned to the source of payment. Refunds will be accompanied by a statement explaining how the refund was calculated.

 - Tuition Fee:
 - Withdrawal more than 14 days prior to course commencement – Refundable in full.
 - Withdrawal between 7 and 14 days prior to course commencement – Fifty per cent refundable.
 - Withdrawal 7 days or less prior to commencement – No refund of monthly tuition fee paid.
 - Withdrawals after the course commences – No refund of monthly tuition fee paid.
 - RPL Application Fee – Not refundable.
 - Materials Fee – Not refundable.
- All refunds are finalised within 30 days of the written request.
- This agreement does not remove your right to take further action under Australian Consumer Protection laws or to pursue other legal remedies.

I understand the terms of this Contract and the refund conditions and confirm that I have been fully advised of the fees, refund conditions and conditions of enrolment and agree to be a student at the provider.

Personal information is collected solely for the purpose of operating as a Registered Training Organisation under the Australian Quality Training Framework administered by the Victorian Government who are the registering authority. The requirements of the registering authority may require the release of your personal information for the purposes of audit or for collection of data by Commonwealth and State Government departments and agencies. It is a requirement of the Australian Qualifications Framework that students can access personal information held by the college and may request corrections to information that is incorrect or out of date. Please apply to the Training Manager if you wish to view your own records.

Accepted by the applicant

Applicant Signature _____

Date / /

Accepted by the provider

Training Manager Signature _____

Date / /

Terms and Conditions:

Client Selection, Enrolment and Induction

Clients may apply for any course using the attached enrolment form. ETTI reserves the right to assess Clients on their ability to perform the tasks necessary to satisfy the competencies prior to enrolment and may request information regarding a client's hearing, sight and/or lifting capabilities.

ETTI will provide Clients all information regarding venues, times and procedures in accordance with the AQTF Standards.

Recognition of Prior Learning, Mutual Recognition and Self-Assessment (RPL)

Any client who believes that they have sufficient prior learning to satisfy one or more competency can request a Self Assessment form or Mutual Recognition form from the Training Manager and may be awarded competencies from the collected data. If the client does not believe that the assessment was fair, then an appeal may be lodged. (See appeals).

Pathways

Registered Training Organisations and TAFE Colleges must recognise the qualifications and statements of attainment issued by any other Registered Training organisation. This means that you may be eligible for credit towards courses conducted by other Registered Training Organisations and TAFE Colleges based on what you achieve with ETTI.

Literacy and Numeracy Advice

Certificate I & II

The learner's language, literacy and numeracy levels are expected to be equivalent to Level 2 of the National Reporting System.

Reading and writing – a learner will be able to read and comprehend a range of simple texts and write a range of short texts in a number of contexts which may be interrelated.

Oral communication – a learner will be able to use and respond to language around everyday subject matter, which may include some unfamiliar aspects for a range of purposes in a number of contexts, which may be interrelated.

Numeracy and mathematics – a learner will be able to deal easily with straightforward calculations either manually and/or using a calculator.

Assessment procedures

In general terms assessment during training will involve:

- Oral responses to questions
- Observation of performance in the workplace or in computer laboratories
- Portfolio of evidence
- Written response to questions, assignments and case studies

Clients will be given advance warning of the time and form of any assessment and will not be expected to sit an assessment they have not prepared for and will be given an opportunity for at least one reassessment for any competencies not achieved on the first attempt.

Fees & Charges

All fee for service Clients must forward fees in the form of cheque or direct credit transfer prior to the training start date.

All fees for Job Network Clients will be invoiced directly to the Job Network provider and are payable within seven days.

Cancellations made more than 14 days before the course commencement will attract a full refund. Cancellations within 14 to 7 days will be charged fifty per cent of the total course fee. Cancellations made within 7 days or course commencement will be charged the full course fee.

Welfare & Guidance Services

Clients requiring assistance with their training should contact their trainer in the first instance or else contact the Training Manager.

Complaints

Any Client with a complaint may raise the matter with staff of the Registered Training Organisation and attempt an informal resolution.

Should the complaint remain unresolved then the Client should complete the client complaint form and contact the RTO Training Manager and arrange a meeting. At this meeting the complaint can be raised and a resolution attempted.

Appeals

Any appeals should be made to the Training Manager who will appoint an independent person or body to hear the appeal and propose a final resolution.

A different assessor selected by the RTO will give Clients appealing an assessment or RPL outcome the opportunity for reassessment. Costs of reassessment will met by the RTO.

For appeals which do not involve assessment the independent mediator will be the Institute of Arbitrators and Mediators Australia, phone (03) 9602 1711. Costs of mediation will be met by the RTO. The Client is also entitled to nominate a person of their choice to represent them at the appeal.

Further information can be obtained from the ETTI Training Manager.

Client Behaviour

For non-compliance with the Client Code of Behaviour the Client will be subject to the discipline procedure as outlined in the ETTI database, which is available any time on request to the Training Manager. Continued discipline problems may result in the withdrawal of training services.

At any stage, Clients are able to access the ETTI Complaints and Appeals Procedure to settle any disputes that may arise.

Access & Equity

ETTI aims to ensure that access to employment and training is available, regardless of gender, socio-economic background, disability, ethnic origin, age or race. All ETTI staff are appropriately skilled in access and equity issues, including cultural awareness and sensitivity to the requirements of clients with special needs.

ETTI strives to ensure that facilities are updated to provide reasonable access to clients of all levels of mobility, and physical and intellectual capacity. Staff and students are required to comply with access and equity requirements at all times.

If you have any suggestions as to how we can improve our performance with respect to access and equity, or if you would like further information on anything included in this policy, please contact the Training Manager.

Relevant legislation

A range of legislation is applicable to all staff and students. Information on relevant legislation can be found at the following websites:

OH&S www.business.channel.vic.gov.au

Equal Opportunity www.eoc.vic.gov.au/

TAFE www.otte.vic.gov.au/

Privacy www.privacy.gov.au/

VET Act www.dms.dpc.vic.gov.au/

VQA Act www.dms.dpc.vic.gov.au/

Privacy

Personal information is collected solely for the purpose of operating as a Registered Training Organisation under the Australian Quality Training Framework administered by the Victorian Government who are the registering authority. The requirements of the registering authority may require the release of your personal information for the purposes of audit or for collection of data by Commonwealth and State Government departments and agencies. It is a requirement of the Australian Qualifications Framework that students can access personal information held by the college and may request corrections to information that is incorrect or out of date. Please apply to the Training Manager if you wish to view your own records. ETTI reserves the right to provide the relevant Job Network provider with candidate details and results.

Contact Etti

Phone : 03 9681 7822

Fax: 03 9681 7844

Email: info@etti.com.au

Web: etti.com.au

Address: 429 Graham Street,
Port Melbourne,
Victoria 3207

