



## Hunter SLSC First Aid Courses - Process

There are two different ways for this award to be acquired:

1. Delivery of First Aid Course by Hunter SLS Facilitators/SLS NSW
2. Delivery of First Aid Courses by an External provider

### 1. Delivery of First Aid Course by Hunter SLS Facilitators

This process is to be adhered to by Hunter First Aid Facilitators. It is to ensure only endorsed facilitators are conducting awards and all paperwork is correct for audit. SLSNSW may request paperwork at any time. Only First Aid Facilitators can run HLTAID003 and HLTAID001 courses.

- List of participants to be forwarded to Director of Education with Facilitator/s details before commencement of training.
- Once reviewed the list of names to be forwarded by facilitator to Dan Gaffney to assign pre course learning– [Dgaffney@surflifesaving.com.au](mailto:Dgaffney@surflifesaving.com.au) and SLSNSW Education Team [education@surflifesaving.com.au](mailto:education@surflifesaving.com.au)
- Paperwork is to be forwarded to Branch Office for review and storing
- Form 14 to be completed by Director of Education
- Processing will be completed by SLS Education team

### 2. Delivery of First Aid Courses by an External provider:

If CTOs and clubs approach an external RTO they must ensure that participants gain HLTAID001, HLTAID002 and HLTAID003. The exception would be for SRC where only the HLTAID001 is the required unit.

- List of participants to be forwarded to Director of Education before commencement of training
- When course is completed all participant certificates from external RTO must be forwarded to Branch office for processing, ensuring:
- Ensure Statement of Attainment shows the units:
  - HLTAID001 Provide Cardiopulmonary resuscitation;
  - HLTAID002 Provide basic emergency life support' and
  - HLTAID003 Provide First Aid shown.
- If we do not received the a record of them acquiring the qualifications they cannot be processed and added to the members award list.