



apts
AUSTRALIAN PACIFIC TRAINING SOLUTIONS

Australian Pacific Training Solutions

Course Guide

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Providing our clients with training solutions

About APTS

EXCEPTIONAL SERVICE, GREAT VALUE

Australian Pacific Training Solutions was formed in 2010 with the aim of providing customer focused training solutions to our clients. We understand that organising mandatory training is not as simple as just picking a date and scheduling the sessions. In order to ensure the training outcomes are achieved there is a need to have a deep understanding of the training requirements that apply to the specific industries and provide flexible options to ensure that participation is maximised.

In order to assist our clients with their training needs we engage a team of highly experienced Training Consultants who will guide organisers through the whole booking process and become a single point of contact for all your enquiries. The Training Consultants use their vast experience to offer suggestions and solutions to our clients as well as providing the administrative support to ensure the whole process is as pain free as possible.

In recent years APTS has invested heavily in IT systems to provide our clients with cutting edge systems to manage their bookings and the wider compliance requirements of Training. These include access to a unique client booking calendar, client profiles where a students training history can be reviewed and reports run, booking management where invitations can be extended, and student details recorded to name just a few benefits. This system is called Training Desk and changes the way clients approach training record management.

In addition to our training services APTS is also proud to offer a comprehensive range of high quality and affordable first aid consumables, including defibrillators and first aid kits. This stock is housed in our 400sqm Victorian warehouse allowing rapid shipment and delivery of orders.

APTS is always looking for ways to improve our clients experience so feel free to reach out to the team and see what they can do for you.

About our Training



Australian Pacific Training delivers all our Nationally Recognised Training on behalf of Allens Training Pty Ltd RTO #90909. Through this partnership we can ensure our students have access to high quality resources and assessment tools plus our clients are able to benefit from a network of over 1000 qualified trainers throughout all parts of Australia.

Our training programs utilise the latest in delivery techniques to offer our clients unparalleled flexibility when identifying the best option for their unique circumstances. Our delivery modes are further explained in this guide.

All trainers who deliver training on behalf of APTS must first meet our rigorous standards. This includes having formal qualifications

in adult education and training, industry experience and qualifications. When training with Australian Pacific Training Solutions you can be confident that not only do our trainers have exceptional knowledge in the areas they deliver they have also put this theory into practice and can talk from real life experience.

Our approach to training is to deliver complex information in a simple and easy to remember form. This means that if our students need to recall this information in an emergency they are able to replicate the potentially lifesaving skills and make a real difference.

Delivery Methods

Australian Pacific Training Solutions is pleased to be able to offer our clients a range of delivery methods that have been designed to offer flexibility to our clients and meet the needs of the different learners we work with.

Each delivery method has elements that will appeal to different student groups. Our team of Training Consultants will work with clients to identify the best delivery method for your needs. Below is a brief summary of the key characteristics of each method.

Online Training with Face to Face Assessment



This delivery method is ideally suited to students who have previously undertaken the same course or a very similar course. All the knowledge content of the training is delivered through our online learning system and the theory component of the assessment is completed online prior to a face to face practical assessment. During the practical assessment students are assessed in the required skills of the course. There is a small opportunity to clarify information however overall students should arrive prepared to perform the skills.

Blended Training

Utilising this delivery method students complete some online learning prior to the face to face training and assessment. All topics are covered in the face to face session along with all assessment elements. This delivery method is the most popular as it suits all learner types. This delivery method strikes a balance between short duration and classroom-based learning.



Face to Face Training

This delivery method involves all elements of the training and assessment being delivered in the face to face setting. This is the longest duration of training and offers students the maximum opportunity to interact with the trainer delivering the information



Refresher Training

To qualify for this delivery method students need to hold a current certificate in the course being delivered (or less than 3 months after renewal date). This delivery method involves the same face to face component as blended delivery however does not require the students to complete pre-course work due to the existing skills and knowledge. This method can be combined with blended so those without the existing qualifications and those suitable for refresher can attend the same face to face session.



Organise a **training solution** not just a training course

Developing a Training Plan

The Training Consultants at Australian Pacific Training Solutions will work with you to identify your specific training needs. This will involve looking at the regulations that are specific to your workplace, the unique risks you face and best practice from within your industry. They will then present you with a range of options that focus on the best training outcome for the long term.

Long Term Planning

We pride ourselves on working with our clients long term and therefore we will spend the time with you to identify exactly what you need. This will involve looking at the most cost-effective solution for not only this years training but for the coming years.



Identify your
Training
needs



Plan the right
session using
the right mode



Put in place a
plan to maintain
currency

Training for your workplace

Our trainers work very hard to ensure that all sessions are unique and address the concerns specific to the individual workplace. This is achieved through a combination of experience as trainers as well as our trainers using an engaging delivery style. This delivery style draws out the key areas of concerns from the group and ensure they leave the training confident they can apply the skills and knowledge they have gained.

Regular Follow-up

We pride ourselves on our customer service and once you have dealt with one of our Training Consultants, they are your point of contact for all future needs. This will allow them to understand your business and contact you when we know there is training needed. Our role is to help you with the task of managing your training needs.

First Aid Programs



Obtain life saving skills with Australian Pacific Training Solutions

Our First Aid Programs are delivered by **highly skilled** and **experienced** trainers to ensure participants know how to respond in emergencies

HLTAID009 - PROVIDE CARDIOPULMONARY RESUSCITATION

Cardiac arrest is a medical emergency that can lead to death. With urgent medical care to restart the heart, survival is possible.

In this CPR course, you will learn these skills, in line with the Australian Resuscitation Council guidelines, including using an automated external defibrillator (AED), how to rotate first aiders with minimal interruptions to compressions, and what to do if the casualty regurgitates or vomits.

The course also covers conveying accurate incident details when handing the casualty over to emergency services, how to review an incident, to recognise any psychological impacts on self and other rescuers, to seek help if required and for improvement of own personal skills and response times.

Delivery Modes and Course Duration from \$65 per person



ONLINE WITH FACE TO
FACE ASSESSMENT

From at least 20
minutes



BLENDED DELIVERY

90 minutes
20 students per trainer
no maximum



FULL FACE TO FACE

2 hours
20 students per trainer
no maximum



REFRESHER TRAINING

90 minutes
20 students per trainer
no maximum



HLTAID010 - Provide Basic Emergency Life Support

In this first aid course, you will learn first aid skills in line with legal, workplace and community considerations, Australian Resuscitation Council guidelines and other Australian national peak clinical bodies.

The course covers assessing the casualty, providing safety, accessing emergency services, and using resources to provide first aid, such as providing CPR and using a defibrillator, administering an autoinjector for anaphylaxis, administering asthma medication, assisting someone choking, managing casualties with non-life-threatening bleeding and shock.

Delivery Modes and Course Duration from \$95 per person



ONLINE WITH FACE TO
FACE ASSESSMENT

From at least 35
minutes



BLENDED DELIVERY

3 hours
20 students per trainer
no maximum



FULL FACE TO FACE

4 hours
20 students per trainer
no maximum



REFRESHER TRAINING

3 hours
20 students per trainer
no maximum






HLTAID011 - Provide First Aid

With instruction and practical training in line with legal, workplace and community considerations, Australian Resuscitation Council guidelines and other Australian national peak clinical bodies, this first aid course teaches the skills and knowledge to recognise emergencies and provide immediate and effective first aid treatment to any person suffering a sudden illness or injury.

The course covers assessing the casualty, providing safety, accessing emergency services, and using resources to provide first aid, such as providing CPR and using a defibrillator, administering an autoinjector for anaphylaxis, administering asthma medication, assisting someone choking, using appropriate immobilisation techniques for envenomation, fractures, dislocations, sprains and strains, managing casualties with non-life-threatening bleeding and shock.

Delivery Modes and Course Duration from \$135 per person

			
ONLINE WITH FACE TO FACE ASSESSMENT	BLENDED DELIVERY	FULL FACE TO FACE	REFRESHER TRAINING
From at least 1 hour	6 hours	8 hours	6 hours
	20 students per trainer no maximum	20 students per trainer no maximum	20 students per trainer no maximum



HLTAID012 Provide First Aid in an Education and Care Setting

This course provides practical training for workers within an education and care setting to respond to first aid emergencies in line with legal and workplace requirements, Australian Resuscitation Council guidelines and other Australian national peak clinical bodies.

It teaches how to identify illness or injury, access emergency services, safely provide first aid treatment using action plans, equipment and resources, for CPR, defibrillation, administering an autoinjector for anaphylaxis, administering asthma medication, immobilisation for envenomation, fractures, dislocations, sprains and strains, for bleeding and shock and other conditions.

The course covers completing incident documentation and debriefing for improvement of response, recognising psychological impacts, talking with children about their emotions and seeking help as required.

Delivery Modes and Course Duration from \$145 per person



ONLINE WITH FACE TO
FACE ASSESSMENT

From at least 1 hour



BLENDED DELIVERY

7 hours

20 students per trainer
no maximum



FULL FACE TO FACE

9 hours

20 students per trainer
no maximum



REFRESHER TRAINING

7 hours

20 students per trainer
no maximum



HLTAID013 - Provide First Aid in Remote or Isolated Site

The course teaches preparation for first aid emergencies based on the site and in line with legal and workplace requirements, Australian Resuscitation Council guidelines and other Australian national peak clinical bodies.

You will learn to assess a casualty, providing safety, contacting and relaying initial and concise information to assist emergency services to your location, undertaking triage for multiple casualties and providing ongoing care.

Instruction on basic first aid and CPR will be provided, as well as treatments specific to remote conditions, such as hypothermia or hyperthermia, head, neck and spinal injuries, using tourniquets and haemostatic dressings for life-threatening bleeding, and managing a casualty in shock.

Delivery Modes and Course Duration from \$225 per person



ONLINE WITH FACE TO
FACE ASSESSMENT

6 Hours



FULL FACE TO FACE

16 hours

20 students per trainer
no maximum



HLTAID014 - Provide Advanced First Aid

This course provides practical simulated real-life situations to learn and gain the confidence to coordinate and manage a response and provide advanced first aid in line with legal, community and workplace considerations, Australian Resuscitation Council guidelines and other Australian national peak clinical bodies until emergency services arrive.

Instruction on basic first aid and CPR will be provided, as well as treatments specific to advanced conditions, such as hypothermia or hyperthermia, head, neck and spinal injuries, using tourniquets and haemostatic dressings for life-threatening bleeding, and managing a casualty in shock.

The course covers recording casualty condition, completing workplace incident documentation and debriefing for recognising areas for improvement, psychological impacts, and seeking help as required.

Delivery Modes and Course Duration from \$200 per person



ONLINE WITH FACE TO
FACE ASSESSMENT

6 hours



FULL FACE TO FACE

16 hours

20 students per trainer
no maximum



HLTAID015 - Provide Advanced Resuscitation and Oxygen Therapy

This Advanced Resuscitation course is delivered in line with the Australian Resuscitation Council guidelines and first aid code of practice and applies to those who may be required to provide first aid, CPR and oxygen in a range of complex situations, including community and workplace settings.

Simulated real-life situations will be used to develop the skills and knowledge for using and maintaining specialised equipment for the provision of first aid, resuscitation, and oxygen therapy.

Instruction on first aid and CPR will be provided, as well as treatments specific to advanced conditions, such as inserting an appropriate basic airway adjunct, using tourniquets and haemostatic dressings for life-threatening bleeding, and administering oxygen safely at the correct flow rate.

Delivery Modes and Course Duration from \$200 per person



ONLINE WITH FACE TO
FACE ASSESSMENT

3.5 hours



FULL FACE TO FACE

6 hours

20 students per trainer
no maximum



HLTAID016 - Manage First Aid Services and Resources

The Manage first aid services and resources course should be undertaken by persons and employees responsible for the maintenance of a first aid facility and management of first aid provision, in the workplace or community setting. Training will ensure the participant can effectively establish and maintain and facilitate the provision of appropriate first aid including first aid resources. Participants will learn about risk assessment to establish first aid requirements, using checklists for equipment and first aid kits, following manufacturer's instructions and completing documentation.

Specific licensing requirements relating to this competency, including requirements for refresher training, should be obtained from the relevant state/territory Work Health and Safety Regulatory Authority.

Delivery Modes and Course Duration from \$150 per person



ONLINE WITH FACE TO
FACE ASSESSMENT

1 hour



FULL FACE TO FACE

6 hours

20 students per trainer
no maximum



22578VIC - Course in First Aid Management of Anaphylaxis

This course has been designed for individuals who are required to provide first aid to a person experiencing anaphylaxis until the arrival of medical assistance. This means being able to identify the triggers, signs and symptoms of allergic reactions and anaphylaxis, and follow the standard first aid procedures to administer adrenaline using an adrenaline autoinjector to someone suffering anaphylaxis in the workplace or in the community.

Satisfactorily completing all requirements of this course provides the student with the ability to develop risk management and risk minimisation strategies for individuals diagnosed at risk of anaphylaxis in the workplace. This includes the development and implementation of pre-emergency risk assessment/management and the development and implementation of individual anaphylaxis management plans.

This course meets the anaphylaxis training requirements for Victorian schools.

Delivery Modes and Course Duration from \$45 per person



ONLINE WITH FACE TO
FACE ASSESSMENT

Up to 5 students - 20 min
Over 5 students - 30 min



BLENDED DELIVERY

2 hours
20 students per trainer
no maximum



FULL FACE TO FACE

3 hours
20 students per trainer
no maximum



REFRESHER TRAINING

2 hours
20 students per trainer
no maximum



22556VIC - Course in Management of Asthma Risks and Emergencies in the Workplace

Successful completion of this course will provide participants with the knowledge and skills to be able to develop an asthma management plan and provide asthma related first aid interventions in the workplace.

The course provides participants with background knowledge of the triggers, symptoms, and effects of asthma as well as emergency management of asthma.

The course also provides participants with the ability to develop an asthma risk assessment and emergency management plan to handle asthma episodes in the workplace.

Delivery Modes and Course Duration from \$65 per person



ONLINE WITH FACE TO
FACE ASSESSMENT

30 minutes

20 students per trainer
no maximum



BLENDED DELIVERY

2 hours

20 students per trainer
no maximum



FULL FACE TO FACE

3 hours

20 students per trainer
no maximum



REFRESHER TRAINING

2 hours

20 students per trainer
no maximum



22575VIC - COURSE IN BASIC OXYGEN ADMINISTRATION

On successful completion of this course participants will be able to recognise and respond to emergency situations that require CPR and/or the application of oxygen therapy or oxygen resuscitation, as appropriate, until the arrival of medical assistance.

This includes the ability to assess the situation taking into consideration the casualty, risks, physical hazards (including poorly ventilated room, naked flame, or potential for spark or flame), appropriate response to take control of the situation and most importantly appropriately administer oxygen using specified delivery devices.

This course also includes the unit of competency HLTAID009 - Provide Cardiopulmonary Resuscitation.

Delivery Modes and Course Duration from \$150 per person



BLENDED DELIVERY

5 hours

20 students per trainer
no maximum



FULL FACE TO FACE

6 hours

20 students per trainer
no maximum



REFRESHER TRAINING

5 hours

20 students per trainer
no maximum



Save time by **Combining** units and courses

WHAT ARE COURSE SETS?

At Australian Pacific Training Solutions we understand the difficulty in organising multiple courses. We are also aware many of the courses that are required by different industries have overlapping content. This can cause frustration to both organisers and participants.

To assist our clients to make the training process smoother we have developed course sets where overlapping content is removed. This results in an overall time saving for the participants and allows our clients to address multiple training needs in one single session.

We also have the ability to schedule multiple courses back to back to save running a different event. Please speak with your Training Consultant to understand what options are available to you.

Some course sets are identified by the National Training Regulator and will come with a specific certificate whilst others have been prepared in conjunction with our training partner Allens Training Pty Ltd.

Course Set - Victorian Schools First Aid Set

Asthma, Anaphylaxis and First Aid

This skill set has been developed to meet all the training requirements for first aiders in a school setting. The skill set will cover the requirements for first aid training, asthma management and anaphylaxis management. The skill set complies both with the Department of Education requirements for first aid training and also the training requirements for Ministerial Order 706.

Successful completion of this course will provide participants with the skills and knowledge and most importantly, confidence, to provide first aid treatment to any person suffering a sudden illness or injury, such as asthma or anaphylaxis. It includes initial intervention in a casualty with a serious condition until the arrival of medical assistance, such as performing CPR while awaiting an ambulance, as well as the complete treatment of other less serious conditions, such as applying water for burns, or assisting someone choking. Participants will further explore the knowledge and skills to develop an asthma management plan and provide asthma related first aid interventions in the workplace.

Satisfactorily completing all requirements of this course provides the student with the ability to develop risk management and risk minimisation strategies for individuals diagnosed at risk of asthma and/or anaphylaxis in the workplace. This includes the development and implementation of pre-emergency risk assessment/management and the development and implementation of individual asthma and/or anaphylaxis management plans.

Units Included in this course set:

22556VIC - Course in the management of asthma risks and emergencies in the workplace
22578VIC - Course in first aid management of anaphylaxis
HLTAID009 - Provide Cardiopulmonary Resuscitation
HLTAID011 - Provide First Aid

Delivery Modes and Course Duration from \$175 per person



ONLINE WITH FACE TO
FACE ASSESSMENT

From 1 hour



BLENDED DELIVERY

7 hours
20 students per trainer
no maximum



FULL FACE TO FACE

9 hours
20 students per trainer
no maximum



REFRESHER TRAINING

7 hours
20 students per trainer
no maximum

Course Set - Asthma and Anaphylaxis

This course has been designed for individuals who are required to provide first aid to a person experiencing asthma and/or anaphylaxis until the arrival of medical assistance. This means being able to identify the triggers, signs and symptoms and follow the standard first aid procedures to administer medication according to condition.

Satisfactorily completing all requirements of this course provides the student with the ability to develop risk management and risk minimisation strategies for individuals diagnosed at risk of asthma and/or anaphylaxis in the workplace. This includes the development and implementation of pre-emergency risk assessment/management and the development and implementation of individual management plans.

This course provides nationally recognised training for workers, or nominated workplace first aiders, from any industry sector and addresses the provision of care to adults and/or children in the workplace who are diagnosed as being at risk or displaying signs/symptoms.

Units Included in this course set:

22556VIC - Course in the management of asthma risks and emergencies in the workplace

22578VIC - Course in first aid management of anaphylaxis

Delivery Modes and Course Duration from \$90 per person



ONLINE WITH FACE TO
FACE ASSESSMENT

Up to 5 students - 30 min

Over 5 students - 60 min



BLENDED DELIVERY

3 hours

20 students per trainer
no maximum



FULL FACE TO FACE

4.5 hours

20 students per trainer
no maximum



REFRESHER TRAINING

3 hours

20 students per trainer
no maximum

HLTSS00068 - Occupational First Aid Skill Set

Lifesaving first aid interventions require instruction and practical training especially when it relates to potentially fatal illnesses and injuries such as those that involve cardiac arrest, severe bleeding, multiple casualty incidents etc. These situations carry a risk of further injury to the casualty and the first aider and it is imperative that training occurs to be able to know what to do and be prepared for a real-life incident.

This course is delivered in line with the Australian Resuscitation Council guidelines and it applies to those who are responsible for the maintenance of a first aid facility and management of first aid provision in the workplace or community setting. It covers the provision of advanced first aid, oxygen, advanced resuscitation and how to monitor the casualty after treatment and hand over the casualty to medical professionals for further care.

Training will ensure the participant can effectively establish and maintain and facilitate the provision of appropriate first aid including first aid resources. Participants will learn about risk assessment to establish first aid requirements, using checklists for stocking and maintaining equipment such as resuscitation and oxygen equipment and first aid kits, following manufacturer's instructions and completing documentation.

Units Included in this course set:

- HLTAID011 Provide first aid
- HLTAID010 Provide basic emergency life support
- HLTAID009 Provide Cardiopulmonary Resuscitation
- HLTAID014 Provide advanced first aid
- HLTAID015 Provide advanced resuscitation and oxygen therapy
- HLTAID016 Manage first aid services and resources

Delivery Modes and Course Duration from \$450 per person



ONLINE WITH FACE TO
FACE ASSESSMENT

8 hours

20 students per trianer
no maximum



FULL FACE TO FACE

24 hours

20 students per trainer
no maximum

Health and Safety Programs



Keep your workplace safe with our range of Health and Safety Courses

Our Health and Safety Programs
are designed to **make your
workplace safer** for all staff and
visitors

11124NAT COURSE IN SAFE HANDLING OF SHARPS AND INFECTIOUS WASTE

This course is designed for people who may come into contact with sharps and cytotoxic and/ or infectious waste as part of their role. This includes but is not limited to medical and homecare, construction, demolition, cleaning, grounds maintenance, public transport, accident scenes, and many other job roles and industries.

You will learn how to safely handle and dispose of sharp objects, infectious and cytotoxic waste as well as the knowledge to understand the health risks of mishandling sharps, cytotoxic and infectious waste.

Delivery Modes and Course Duration from \$195 per person



ONLINE WITH FACE TO
FACE ASSESSMENT

From 60 minutes
20 students per trainer
no maximum



FULL FACE TO FACE

4 hours
20 students per trainer
no maximum



HLTWHS005 – CONDUCT MANUAL TASKS SAFELY

In every workplace, workers are exposed to day to day activities which involve some kind of manual handling, some more hazardous than others. These tasks are a common cause of injury in the workplace, and as such, understanding how to undertake these tasks safely is imperative. Without manual handling training, employees can make mistakes and even suffer serious injury. This is especially true if an employee is around hazardous substances or activities.

The training in this course allows you to develop the skills, knowledge and confidence required to firstly recognise potentially hazardous manual tasks and the sources of risks and risk factors. Then prepare for and apply controls to complete these tasks using manual handling techniques which support safe work practice.

You will also learn about the function of the body in movement and performing manual tasks, the importance of posture and positioning of the body and how to recognise symptoms of an injury and report it.

Delivery Modes and Course Duration from \$95 per person



ONLINE WITH FACE TO
FACE ASSESSMENT

Up to 5 students - 40 min
Over 5 students - 2 hours



BLENDED DELIVERY

3 hours
20 students per trainer
no maximum



FULL FACE TO FACE

4 hours
20 students per trainer
no maximum



REFRESHER TRAINING

3 hours
20 students per trainer
no maximum



CPCCWHS1001 - Prepare to Work Safely in the Construction Industry (Victorian White Card)

A construction worker must have completed general construction induction training (commonly known as the “White Card”) before being permitted to commence work on a construction site. This is a mandatory requirement across Australia.

If you have never worked in the construction industry before or you have lost your White Card; then this is the course for you.

This course will help introduce you to or serve as a reminder of the current health and safety legislative requirements, personal awareness, and the basic principles of risk management for working in the construction industry in order to work safely and prevent injury or harm to self and others.

It covers identifying and orally reporting common construction hazards, understanding basic risk control measures, and identifying procedures for responding to potential incidents and emergencies. It also covers correctly selecting and fitting common personal protective equipment (PPE) used for construction work.

Delivery Modes and Course Duration from \$225 per person



FULL FACE TO FACE

6 hours

20 students maximum



Fire and Warden Programs



Ensure your workplace is prepared for emergencies

Our warden and fire safety programs ensure your **staff can respond** effectively to emergencies

PUAFER004 - Respond to Facility Emergencies

If you are an occupant who is required to be 'emergency aware' in a facility, then this course is a must for you.

It covers the skills and knowledge required by occupants in a facility such as a building, structure or workplace, as specified in Australian Standard (AS) 3745 and AS4083 to recognise and report emergencies, respond to emergency warnings and advice and to take appropriate action during the emergency such as choosing the most appropriate course of action and evacuating from a danger area.

All aspects of this course will be undertaken in accordance with legislative requirements, organisational policies and procedures and accepted safe practices.

Delivery Modes and Course Duration from \$75 per person



ONLINE WITH FACE TO
FACE ASSESSMENT

Up to 5 students - 20 min
Over 5 students - 30 min



FULL FACE TO FACE

3 hours
20 students per trainer
no maximum



PUAFER005 - Operate as Part of an Emergency Control Organisation

This course has been designed for individuals who are required to implement an emergency response as specified in the facility emergency procedures or specified by a person at a higher level in the emergency control organisation (ECO). Individuals who undertake this work will be working within the command, control and coordinate structure of the ECO. It includes undertaking pre-emergency planning, taking appropriate actions in an emergency and assisting with post emergency activities.

The course has been developed to cover a broad range of emergencies and facilities as considered in Australian Standard 3745 and Australian Standard 4083. It applies to employees in the workplace within all industries and in all contexts.

Delivery Modes and Course Duration from \$95 per person



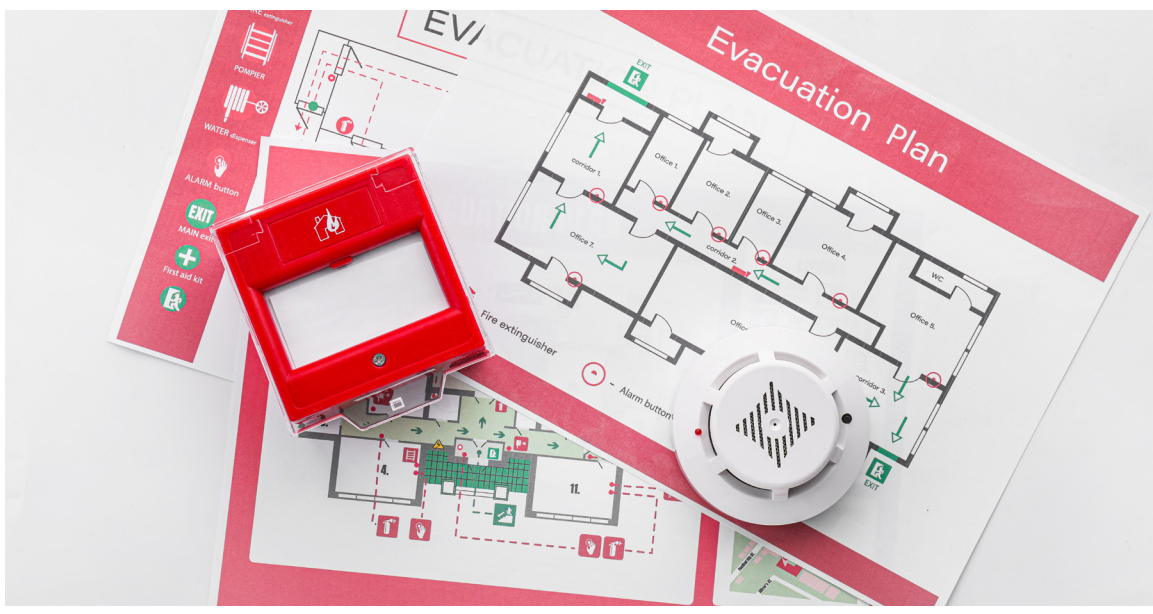
ONLINE WITH FACE TO
FACE ASSESSMENT

Up to 5 students - 30 min
Over 5 students - 45 min



FULL FACE TO FACE

4 hours
20 students per trainer
no maximum



PUAFER006 - Lead an Emergency Control Organisation

The course applies to individuals who may be required to make decisions about the safety of occupants of a facility during an emergency and to give instructions on the priority order for responding to an emergency incident, including command, control and coordination of facility emergency response procedures and concluding the facility emergency incident. They may also be required to act as the primary liaison with emergency services. Individuals who undertake this role will generally be members of an Emergency Control Organisation (ECO), acting as chief wardens, deputy chief wardens and communications officers.

The course has been developed to cover a broad range of emergencies and facilities as considered in Australian Standard 3745 and Australian Standard 4083. It applies to employees in the workplace within all industries and in all contexts.

This course has the pre-requisite PUAFER005 - Operate as part of an emergency control organisation.

Delivery Modes and Course Duration from \$125 per person



ONLINE WITH FACE TO
FACE ASSESSMENT
Up to 5 students - 30 min
Over 5 students - 45 min



FULL FACE TO FACE
3 hours
20 students per trainer
no maximum



PUAFER008 - Confine Small Emergencies in a Facility

This course covers the skills and knowledge for preparing for emergency situations, identifying and assessing an emergency, safely confining emergencies, using initial response equipment and reporting on the facility's emergency response.

If you are an occupant of a facility who is required to have first attack firefighting skills for small emergencies, such as small fires that can be controlled using a fire extinguisher; chemical spills that can be controlled using facility personal protective clothing and equipment and a spill kit; or a vehicle accident where there is no significant injury or damage, then this course is a must for you.

All aspects of this course will be undertaken in accordance with legislative requirements, organisational policies and procedures and accepted safe practices including those covered in Australian Standard (AS) 3745 and AS4083 for facilities and occupants.

Occupants are people attending a facility on a permanent or temporary basis such as an employee, contractor, student or resident, but not a visitor or patient and a facility is a building, structure or workplace that is, or may be, occupied by people (occupants).

Delivery Modes and Course Duration from \$95 per person



ONLINE WITH FACE TO
FACE ASSESSMENT
Up to 5 students - 30 min
Over 5 students - 45 min



FULL FACE TO FACE
3 hours
20 students per trainer
no maximum



Warden and Extinguisher Course Set

This course has been designed for individuals who are required to implement an emergency response as specified in the facility emergency procedures or specified by a person at a higher level in the emergency control organisation (ECO). Individuals who undertake this work will be working within the command, control and coordinate structure of the ECO. It includes undertaking pre-emergency planning, taking appropriate actions in an emergency and assisting with post emergency activities.

Furthermore, it also involves the skills and knowledge required to confine small emergencies in a facility and it applies to individuals who are required to have first attack firefighting skills. It includes preparing for emergency situations, identifying and assessing an emergency, safely confining emergencies, using initial response equipment and reporting on the facility's emergency response.

Small emergencies in a facility include incidents such as small fires that can be controlled using a fire extinguisher; chemical spills that can be controlled using facility personal protective clothing and equipment and a spill kit; or a vehicle accident where there is no significant injury or damage.

The course has been developed to cover a broad range of emergencies and facilities as considered in Australian Standard 3745 and Australian Standard 4083. It applies to employees in the workplace within all industries and in all contexts.

Units Included in this course set:

- PUAFER005 - Operate as part of an emergency control organisation
- PUAFER008 - Confine small emergencies in a facility

Delivery Modes and Course Duration from \$175 per person



ONLINE WITH FACE TO
FACE ASSESSMENT

Up to 5 students - 1 hour
Over 5 students - 2 hours



FULL FACE TO FACE
5 hours

20 students per trainer
no maximum

Warden and Chief Warden Course Set

The course applies to individuals who may be required to make decisions about the safety of occupants of a facility during an emergency and to give instructions on the priority order for responding to an emergency incident, including command, control and coordination of facility emergency response procedures and concluding the facility emergency incident. They may also be required to act as the primary liaison with emergency services. Individuals who undertake this role will generally be members of an Emergency Control Organisation (ECO), acting as chief wardens, deputy chief wardens and communications officers.

The course has been developed to cover a broad range of emergencies and facilities as considered in Australian Standard 3745 and Australian Standard 4083. It applies to employees in the workplace within all industries and in all contexts.

Units Included in this course set:

PUAFER005 - Operate as part of an emergency control organisation
PUAFER006 - Lead an emergency control organisation

Delivery Modes and Course Duration from \$175 per person



ONLINE WITH FACE TO
FACE ASSESSMENT
Up to 5 students - 45 min
Over 5 students - 90 min



FULL FACE TO FACE
6 hours
20 students per trainer
no maximum

Warden, Extinguisher and Chief Warden Course Set

The course applies to individuals who may be required to make decisions about the safety of occupants of a facility during an emergency and to give instructions on the priority order for responding to an emergency incident, including command, control and coordination of facility emergency response procedures and concluding the facility emergency incident. They may also be required to act as the primary liaison with emergency services. Individuals who undertake this role will generally be members of an Emergency Control Organisation (ECO), acting as chief wardens, deputy chief wardens and communications officers.

Furthermore, it also involves the skills and knowledge required to confine small emergencies in a facility and it applies to individuals who are required to have first attack firefighting skills. It includes preparing for emergency situations, identifying and assessing an emergency, safely confining emergencies, using initial response equipment and reporting on the facility's emergency response.

Small emergencies in a facility include incidents such as small fires that can be controlled using a fire extinguisher; chemical spills that can be controlled using facility personal protective clothing and equipment and a spill kit; or a vehicle accident where there is no significant injury or damage.

The course has been developed to cover a broad range of emergencies and facilities as considered in Australian Standard 3745 and Australian Standard 4083. It applies to employees in the workplace within all industries and in all contexts.

Units Included in this course set:

- PUAFER005 - Operate as part of an emergency control organisation
- PUAFER006 - Lead an emergency control organisation
- PUAFER008 - Confine Small emergencies in facilities

Delivery Modes and Course Duration from \$225 per person



ONLINE WITH FACE TO
FACE ASSESSMENT

Up to 5 students - 75 min
Over 5 students - 2 hours



FULL FACE TO FACE
7 hours

20 students per trainer
no maximum

Specialist Programs



Keep your workplace safe with our range of Health and Safety Courses

Our specialist courses have been designed for those working in a **direct client care** setting

HLTHPS006 - Assist Clients with Medication

This course covers the skills and knowledge required to prepare for and provide medication assistance to a variety of clients and to support a client to self-administer their medication using the relevant mode of administration. It also involves reading, understanding and accurately completing medication documentation such as care plans and medical charts after administration of medication.

Participants will learn about the importance of checking and confirming the care plan and details, client identity, correct medication including expiry dates, dosage instructions, correct dosage. It also includes conducting pre and post administration client checks, cleaning equipment, disposal and storage of medications according to organisation procedures.

The skills in this course apply to community services and health workers with authority in their state or territory to assist with the administration of medication and must be used in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Delivery Modes and Course Duration from \$495 per person



ONLINE WITH FACE TO
FACE ASSESSMENT

Up to 5 students - 2 hours
Over 5 students - 3 hours



FULL FACE TO FACE

8 hours
15 students per trainer



HLTAAP001 - Recognise Healthy Body Systems

This course covers the skills and knowledge required to work with basic information about the human body and to recognise and promote ways to maintain healthy functioning of the body.

Participants will learn about the basic structure and functions of the body systems and associated components, the processes, conditions and resources required by the body to support healthy functioning, protection from infection and active and passive physical activity.

The skills in this course apply to any worker who needs to use and interpret information that includes references to client anatomy and physiology and must be used in accordance with Commonwealth and State/Territory legislation, Australian/New Zealand standards and industry codes of practice.

Delivery Modes and Course Duration from \$150 per person



ONLINE WITH FACE TO
FACE ASSESSMENT

Up to 5 students - 30 min
Over 5 students - 2 hours



FULL FACE TO FACE

8 hours
20 students per trainer



Course Set - Medications and Healthy Bodies

This course covers the skills and knowledge required to prepare for and provide medication assistance to a variety of clients and to support a client to self-administer their medication using the relevant mode of administration. It also involves reading, understanding and accurately completing medication documentation such as care plans and medical charts after administration of medication.

Participants will learn about the importance of checking and confirming the care plan and details, client identity, correct medication including expiry dates, dosage instructions, correct dosage. Additionally conducting pre and post administration client checks, cleaning equipment, disposal and storage of medications according to organisation procedures.

This course also covers the skills and knowledge required to work with basic information about the human body and to recognise and promote ways to maintain healthy functioning of the body.

Participants will learn about the basic structure and functions of the body systems and associated components, the processes, conditions and resources required by the body to support healthy functioning, protection from infection and active and passive physical activity.

Units Included in this course set:

HLTAAP001 - Recognise Healthy Body Systems
HLTHPS006 - Assist Clients with Medication

Delivery Modes and Course Duration from \$595 per person



ONLINE WITH FACE TO
FACE ASSESSMENT

Up to 5 students - 2 hours
Over 5 students - 3 hours



BLENDED DELIVERY

2 days
15 students per trainer

Non-Accredited Courses

Short courses designed to meet **your** **needs**

LET US KNOW HOW WE CAN HELP

At Australian Pacific Training Solutions we have worked with our training partner Allens Training to develop a series of non-accredited short courses specifically designed to address elements of the NDIS skills descriptors. These help support our clients working within the disability sector meet the requirements for complex care training.

We are also able to work with our clients to design specific courses, delivered either online or in a face to face setting, to meet specific areas of skill demand. Please speak with your Training Consultant if there is anything we can assist you with.

NDIS High Intensity Support Skills Descriptors

The following courses have been designed to address both the knowledge and skills requirements of the NDIS Practice Standards: High Intensity Support Skills Descriptors November 2022 Version:

- Complex Bowel Care - Client Specific with Stoma**
- Complex Bowel Care - Client Specific without Stoma**
- Complex Bowel Care**
- Enteral Feeding Support**
- Dysphagia Support**
- Tracheostomy Support**
- Urinary Catheter Support**
- Epilepsy and Seizure Support**

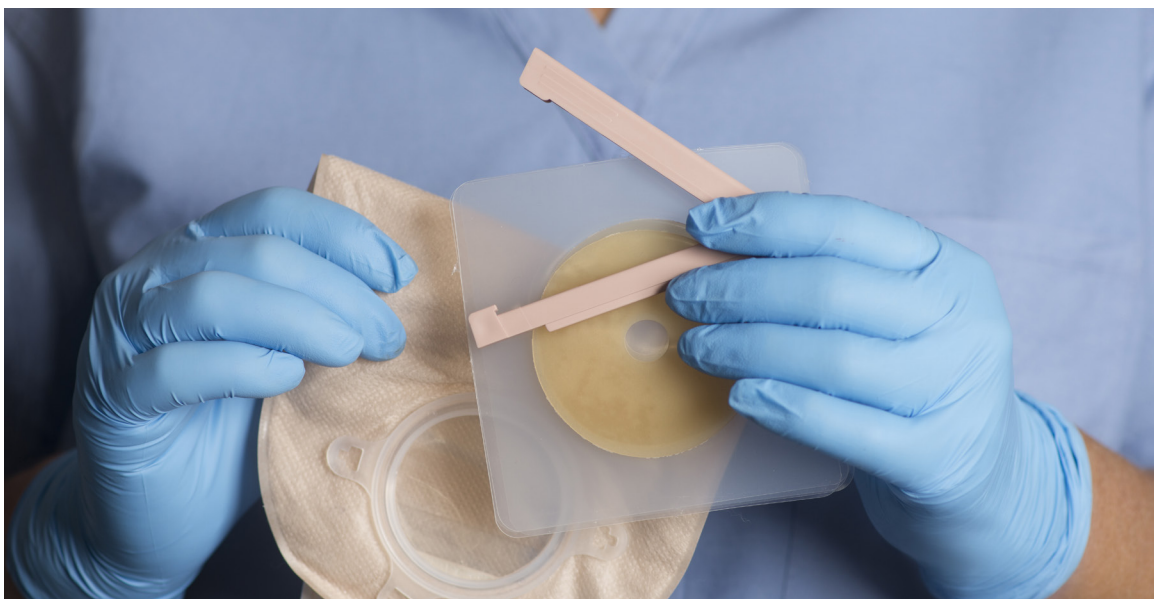
Courses can be delivered as a generalised course for support workers engaging with a range of clients or customised for client specific requirements and based on supplied client care plans.

Course Fees from \$1100 per group of 15 participants



FULL FACE TO FACE

2 hours



Other Non-Accredited Disability Courses

The following courses have been developed to provide Disability Support Workers with specific knowledge required for supporting clients in their care. These courses do not align to any published skills descriptors.

Non-Accredited Manual Handling

Dementia Care

Prada Willi Care

Pressure Injury Care

Stoma Care

Shallow Suctioning

Diabetes Education

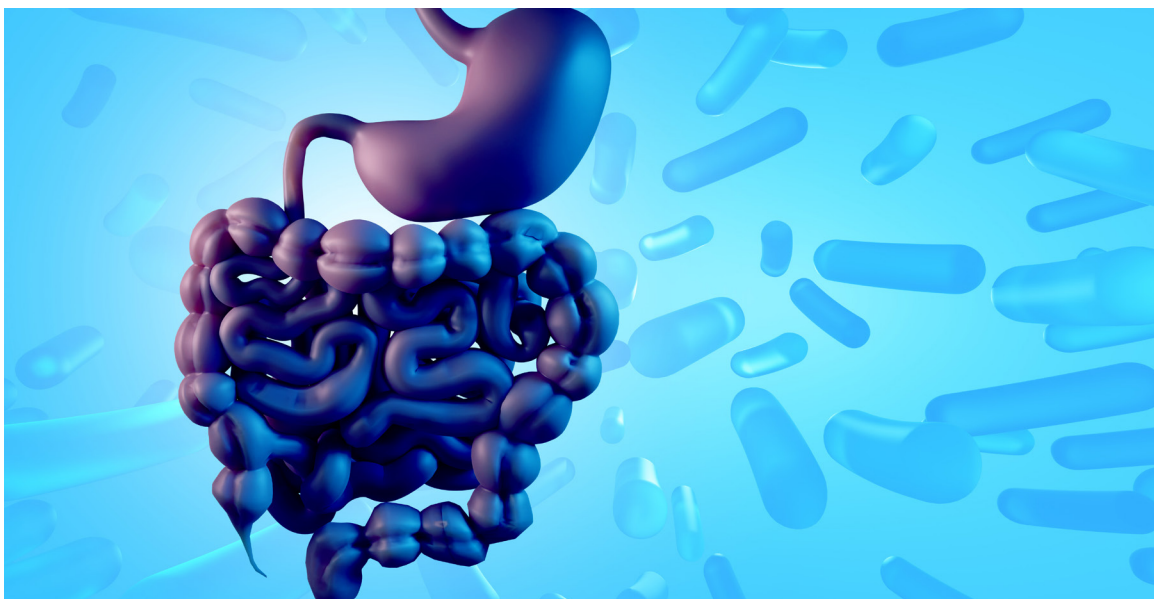
Courses can be delivered as a generalised course for support workers engaging with a range of clients or customised for client specific requirements and based on supplied client care plans.

Course Fees from \$1100 per group of 15 participants



FULL FACE TO FACE

2 hours



Non-Accredited - Enteral Feeding and Management

In addition to general training in a range of different types and methods of enteral feeding, workers will be trained in the specific needs of each participant they support, including their enteral feeding regime and the appropriate use of equipment. Training is delivered by an appropriately qualified health practitioner and involves hands on and theoretical assessment.

This course has been designed to meet the training requirements as outlined in the NDIS Practice Standards: High Intensity Support Skills Descriptors November 2022.

Delivery Modes and Course Duration from \$1,100 per group of 15 participants



FULL FACE TO FACE

2 hours

20 students per trainer



Non-Accredited - Medications Assistance Refresher

This course is a non-accredited course designed to give participants with the skills and knowledge to assist clients with the administration of their medication. This course is designed for those working in the disability sector or aged care. The course would be appropriate for those who work in a role that does not require the Nationally Recognised qualification or for those needing to complete a 3 yearly refresher course for this Assist Client with Medications Course

Delivery Modes and Course Duration from \$175 per person



ONLINE WITH FACE TO
FACE ASSESSMENT

1-2 students - 30 min
3 - 10 students - 90 min
11-20 students - 120 min



FULL FACE TO FACE

3 hours
20 students per trainer



Full Online Training Options

At Australian Pacific Training Solutions we are pleased to be able to offer our clients a range of fully online courses. We are constantly expanding our range of online courses so please check our website for the latest course listings and prices.

Our courses cover a range of non-accredited options and also a range of Nationally Recognised training options.

Non-Accredited Medication Administration Refresher Training

Non-Accredited Online First Aid for Parents and Carers

Non-Accredited Online First Aid Course

Non-Accredited Sports Trainer Refresher Course

Non-Accredited Driver and Road Side Safety Course for Learner Drivers

CHCPRT025 Identify and Report Children and Young People at Risk

SISSSCO015 Prepare Participants for Sport Competition

Students can self enrol and pay for their courses via our website. For invoicing options and group bookings, please speak with your Training Consultant for more information.



TD Training Desk

As a client of Australian Pacific Training Solutions you get access to our groundbreaking student and client management system, Training Desk. Speak to our Training Consultants for a full demo.



ACCESS IS COMPLETELY FREE



NO DATA ENTRY REQUIRED



ACCESS ONLINE FROM ANYWHERE



MANAGE UPCOMING COURSE ENROLMENTS



MANAGE AND COMPLETE ONLINE LEARNING



HAVE YOUR OWN BOOKING CALENDAR



ACCESS PAST CERTIFICATES



RUN DETAILED REPORTS



MANAGE INDIVIDUAL TRAINING RECORDS

First Aid Supplies from APTS

Australian Pacific Training Solutions is proud to be able to offer a huge range of high quality first aid kits, supplies and defibrillators to our clients. These goods are supplied from our Victorian based warehouse and offer great value as well as outstanding quality.

Ensure you have the right equipment to be able to respond to an emergency in your home and workplace.

Visit www.auspactraining.com.au to view our online shop



QUALITY CONSUMABLES

Ensure your first aid kits and room remain fully stocked with our huge range of quality first aid consumables. With our 400sqm warehouse based in Victoria we can provide rapid delivery of these essential items. All items are of the highest quality and our high volumes provide all of our clients with great pricing.



LARGE RANGE OF FIRST AID KITS

We have a huge range of high quality first aid kits. Even better all of the components of the kits can be purchased individually meaning you can replace items as they are used.



LATEST TECHNOLOGY IN DEFIBRILLATORS

By working with respected supply partners, we are able to offer our clients the latest in defibrillator technology at the best prices in the market. These life saving devices should be considered for all workplaces.

Australian Pacific Training Solutions

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www.auspactraining.com.au

TRAINING AND ASSESSMENT DELIVERED ON BEHALF OF

 **Allens Training**
RTO 90909 Pty Ltd

*Quality Assured Training
for over 20 years*

