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#### COMPLETION OF TRAINING POLICY

This policy is designed to inform students undertaking training at First Aid Certification and Training. This policy outlines the rights of the students and the duties of the Staff at First Aid Certification and Training.

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## COMPETENT

After you have met the requirements of your course, you will be issued the relevant Diploma and/or Certificate with an academic transcript listing all the units of competency you have achieved. Nationally recognised qualifications are made up of individual units of competency. If you do not meet all the course requirements but have completed the requirements for one or more units of competency, you will be issued a Statement of Attainment for the unit(s) you have completed.

Upon successful completion of the following courses, you will be eligible to receive Statement of Attainment:

Unit of Competency	Course Name
• HLTAID009	Provide Cardiopulmonary Resuscitation
• HLTAID010	Provide Basic Emergency Life Support
• HLTAID011	Provide First Aid
• HLTAID012	Provide First Aid in a Child Care or Education Setting
• HLTWHS005	Conduct manual tasks safely
• HLTAID014	Provide Advanced First Aid delivered by PADI RTO
• HLTAID015	Provide Advanced Resuscitation delivered by PADI RTO
• UEDRMP007	Low Voltage Rescue delivered by PADI RTO
• CPCWHS1001	Prepare to Work Safely in the Construction Industry
• BSB41419	Certificate IV in Work Health & Safety
• BSB51312	Diploma in Work Health & Safety
• CPCCLSF2001A	Licence to erect, alter and dismantle scaffolding basic level
• TLILIC0003	Licence to operate a forklift truck
• RIIWHS302E	Implement traffic management plans
• RIIWHS205E	Control traffic with stop-slow bat

## NOT YET COMPETENT

FACT Adelaide may offer to assist in providing resources to support a student's ability to redo the course and be re-evaluated as competent, this may include a student's inability to communicate in required English levels. If a student is removed from a class due to poor behaviour, alcohol and/or drugs consumption, late and/or non arrival means the student will need to re-enrol within the specified course and repay all associated fees.

All courses that are transferred to another date may incur an administration fee, please see terms and conditions for full details.

## STATEMENT OF ATTAINMENT

Certification is issued within 48 business hours of course completion.