



# First Aid

# Student Handbook



**CTAS Education First Aid Training Coordinator:**

**Melissa Yule**

Email: [firstaid@ctas.wa.edu.au](mailto:firstaid@ctas.wa.edu.au)

Office: (08) 9350 9222

Owner <b>CTAS Education ID 51849</b> <b>ABN: 54 127 621 167</b>	Creation or Revision Date: 11.2024	First Aid Student Handbook	Version <b>10.0</b>	1
--	---------------------------------------	----------------------------	------------------------	---

## Handbook Disclaimer

This handbook contains information that is correct at the time of printing. Changes to legislation and/or CTAS Education policy may impact on the currency of information included. CTAS Education reserves the right to vary and update information without notice. You are advised to seek any changed information and/or updates from your First Aid Course Coordinator or by contacting CTAS Education Head Office.

This handbook has been prepared as a resource to assist students to understand their obligations and, those of CTAS Education. Please carefully read through the information contained in this guide. All first aid students need to read, understand, be familiar with, and follow the policies and procedures outlined in this handbook. Any queries can be directed to:

### CTAS Education

**PH: (08) 9350 9222**

**First Aid Training Coordinator- Melissa Yule:** [firstaid@ctas.wa.edu.au](mailto:firstaid@ctas.wa.edu.au)

## Registered Training Organisation (RTO) Details

Head Office: **CTAS Education**

**National Provider Number: 51849**

**Address: 8A Babel Rd, Welshpool WA 6106**

**Postal Address: PO Box 353, Cannington, WA 6987**

**T: (08) 9350 9222 E: [firstaid@ctas.wa.edu.au](mailto:firstaid@ctas.wa.edu.au) W: [www.ctas.wa.edu.au](http://www.ctas.wa.edu.au)**

## Copyright Notice

© CTAS Education

WA Australia, 2024 Copyright protects this publication.

Owner <b>CTAS Education ID 51849</b> <b>ABN: 54 127 621 167</b>	Creation or Revision Date: 11.2024	First Aid Student Handbook	Version <b>10.0</b>	2
--	---------------------------------------	----------------------------	------------------------	---

# Table of Contents

<b>Welcome .....</b>	<b>4</b>
About Us.....	4
Contacting Us .....	5
<b>Legislation .....</b>	<b>6</b>
RTO Responsibilities.....	6
Student Responsibilities.....	7
<b>Policies and Procedures .....</b>	<b>8</b>
Privacy and Access to Your Records.....	8
<b>Enrolment.....</b>	<b>8</b>
Entry Requirements .....	8
Unique Student Identifier (USI).....	8
Access and Equity.....	9
Student Support and Services .....	9
<b>Fees.....</b>	<b>10</b>
Indicative Course Fees, Payment Options and Refunds .....	10
<b>Course Information .....</b>	<b>10</b>
Duration and Student Participation .....	10
Attendance.....	11
<b>Training and Assessment .....</b>	<b>11</b>
Flexible Learning and Assessment .....	11
Resources .....	11
Recognition of Prior Learning (RPL), Credit Transfer .....	11
Foundation Skills .....	12
<b>Assessment Information .....</b>	<b>12</b>
Assessment Feedback and Not Yet Satisfactory Assessments .....	12
Plagiarism and Appeals .....	12
Where to Get Help .....	12
<b>Course Completion and Feedback.....</b>	<b>13</b>
Issuing Certificates .....	13
Re-Issue of Certificates.....	13
<b>Student Conduct .....</b>	<b>13</b>
Workplace, Health and Safety .....	14
Positive Learning Environment .....	14
Appropriate Dress Standards .....	14
Confidentiality .....	14
Smoking, Drugs and Alcohol .....	14
<b>Handbook Verification .....</b>	<b>14</b>

# Welcome

Congratulations on your choice to undertake first aid training with CTAS Education. We look forward to supporting you through your first aid learning journey.

***Our mission is to inspire and empower Early Childhood educators by sharing our knowledge, skills and expertise through high quality personalised training.***

***Our vision is to be the pre-eminent training provider for the Education and Care sector.***

At CTAS Education, we are all passionate and committed early childhood professionals, who understand what it is like to work within the Early Childhood Education sector. We are delivering training to share our knowledge and experience to our future generation of Educators. We are aware that Early Childhood Education is a “hands on” profession and we have ensured our training focuses on this where possible. We believe that it is more beneficial to endeavour to teach students skills and knowledge, rather than “ticking and flicking”, so that we create amazing and competent Early Childhood Educators who have the skills and knowledge to give children the care they deserve.

Every student is important and an individual in our eyes, and therefore is treated that way. All staff, at all levels, are approachable and can be contacted at any time to discuss any issues or questions you may have.

We hope that you enjoy your training experience with CTAS Education, and we welcome all feedback to help us improve in everything we do.



## About Us

As a Registered Training Organisation (RTO) we deliver nationally recognised qualifications/units of competence in:

- Certificate III in Early Childhood Education and Care
- Diploma of Early Childhood Education and Care
- HLTAID009- Provide cardiopulmonary resuscitation
- HLTAID012- Provide an emergency first aid response in an education and care setting

We have been delivering training in the Education and Care sector since 2007 and First Aid training since 2018.

In Australia, only Registered Training Organisations can issue nationally recognised qualifications. Our RTO provider code is 51849.

### Contacting Us

Your first point of contact will be the First Aid Training Coordinator or assigned Trainer/Assessor to your enrolled course. Please note that our First Aid Training Coordinator may be out of the office due to course delivery and may not be able to take your call, but if you leave a message a call will be returned as soon as convenient or alternatively send an email.

For urgent matters please phone **CTAS Education Head Office (08) 9350 9222**.

	Staff Member	Email	Phone
<b>First Aid Training Coordinator</b>	Melissa Yule	<a href="mailto:firstaid@ctas.wa.edu.au">firstaid@ctas.wa.edu.au</a>	9350 9222
<b>First Aid Trainer</b>	Jodie Cergogna	<a href="mailto:j.cergogna@ctas.wa.edu.au">j.cergogna@ctas.wa.edu.au</a>	9350 9222
<b>Accounts Officer</b>	Lauren Muir	<a href="mailto:accounts@ctas.wa.edu.au">accounts@ctas.wa.edu.au</a>	9350 9222

## Legislation

As an RTO, CTAS Education is required to adhere to legislation designed to uphold the integrity of nationally recognised qualifications and courses. This includes:

- The Standards for Registered Training Organisations (RTOs) 2015
- National Vocational Education and Training Regulator Act 2011

Additionally, CTAS Education abides by a range of other legal requirements at a State and Commonwealth level including, but not limited to:

- Anti-discrimination
- Apprenticeships and Traineeships
- Children and Young People
- Copyright
- Corporations
- Employment and Workplace Relations
- Equal Opportunity
- Fair Work (including harassment and bullying)
- Privacy and Personal Information Protection
- Student Identifiers
- Workplace Health and Safety

CTAS Education is dedicated to following the provisions in the VET Quality Framework.

More information about these regulations and legal frameworks can be found at:

- [www.comlaw.gov.au](http://www.comlaw.gov.au) which is the Australian Government website for Commonwealth Law
- [www.tac.wa.gov.au](http://www.tac.wa.gov.au) which is the website for the regulator of Western Australia's vocational education and training (VET) sector.

## RTO Responsibilities

As a Registered Training Organisation (RTO) CTAS Education is committed to the provision of high-quality training services to each student, in accordance with the requirements of the National Standards under which we operate.

These responsibilities include:

- CTAS Education is committed to ensuring that all students are treated fairly, ethically and without discrimination.
- CTAS Education will endeavour to ensure that no student is unfairly disadvantaged. This includes making reasonable adjustments to the training environment, resources, and delivery strategies to accommodate and support individual student's needs.
- CTAS Education will ensure a safe and comfortable learning environment is provided for all students.
- CTAS Education will engage in professionally responsible and ethical training and assessment practices.
- CTAS Education is required to respect the privacy and confidentiality of each student's details and personal information, as described in the Privacy Policy.
- CTAS Education is responsible for ensuring all students are provided with clear and accurate information about the services we offer.
- CTAS Education will ensure that students are regularly updated on training progress.
- CTAS Education is committed to only employing trainers who hold the required training and assessment and vocational qualifications and who can demonstrate industry currency and vocational competency and are considered as experienced subject matter experts.
- CTAS Education is responsible for developing and using high quality training and assessment resources that have been developed in consultation with industry.
- CTAS Education will ensure that training products delivered by their trainers, meet the requirements of the Australian Qualifications Framework (AQF)
- CTAS Education will ensure that Credit Transfer (CT) and Recognition of Prior Learning (RPL) is made available to the learner wherever possible, as outlined in the CTAS Education Assessment Procedure.

- CTAS Education is required to continually review and evaluate systems, training products and services to ensure they are of a high standard.
- CTAS Education will welcome and actively seek student feedback as the basis for continuous improvement of systems, products, resources, and services provided.
- CTAS Education will provide a fair and equitable grievance and complaints process as outlined in the CTAS Education Grievance and Complaints Policy.
- CTAS Education is committed to upholding legislation and complying with all regulatory requirements relevant to the operation of our RTO.

### **Student Responsibilities**

Students have certain responsibilities, which are intended to assist you in successfully completing your training with CTAS Education. These responsibilities include:

- All students must ensure they wear appropriate comfortable clothing and footwear for moving, kneeling, bending and working on the floor. All students must ensure they are physical fitness to perform relevant CPR exercises and general manual handling activity.
- Students are required to advise the First Aid Training Coordinator upon enrolment of any additional needs or considerations which requires modification to tasks completed. The First Aid Training Coordinator and student must work together to determine a reasonable adjustment that does not affect the final assessment outcomes of the unit requirements.
- Students sign the enrolment form and acknowledge that they can perform all tasks required for assessments, including kneeling on the floor to perform CPR tasks.
- Students are responsible for their own health and safety, if at any time a task is uncomfortable, the student should alert the Trainer/Assessor and work together to resolve the issue effectively.
- Students are required to prepare for, attend and actively participate in all classes that are scheduled.
- Students are required to report their inability to attend classes for any reason such as illness directly to the First Aid Training Coordinator or CTAS Education head office as soon as possible.
- Any missed or cancelled classes will need to be made up. Please consider that make up classes need to be rescheduled around existing classes.
- Students are required to make all efforts to complete their assigned work and assessment tasks within the timeframes specified by the First Aid Training Coordinator. Delays in completing tasks will result in delays in training and assessment for you and your class.
- Students are responsible for all their written tasks/assessments.
- Students are required to take responsibility for their training first aid handbooks once distributed, any lost or damaged books will not be replaced unless repurchased by the student.
- Students are required to demonstrate appropriate behaviour by working as a team with the First Aid Training Coordinator and CTAS Education staff and any other party involved in their training.
- Students are required to discuss any concerns that they may have with the First Aid Training Coordinator as soon as possible for the issue to be resolved effectively.
- Personal details (such as: name, address, phone numbers, email address) change during the length of the course of study, students are required to notify CTAS Education of any changes as they occur.

Owner <b>CTAS Education ID 51849</b> <b>ABN: 54 127 621 167</b>	Creation or Revision Date: 11.2024	First Aid Student Handbook	Version <b>10.0</b>	7
--	---------------------------------------	----------------------------	------------------------	---

## Policies and Procedures

Whilst some of our policies are outlined within this handbook, CTAS Education can provide a copy of specific policies upon request. Please contact CTAS Education Head Office on (08) 9350 9222 for more information. Some of our policies and procedures include:

- Access and Equity Policy
- Complaints, Grievances and Appeals Policy
- Marketing Policy
- Code of Conduct Policy
- Fees and Charges Policy
- Privacy Policy
- Workplace Health and Safety Policy
- Educational Support Services Policy

### Privacy

CTAS Education strongly supports the privacy and confidentiality of its students. Information is collected and stored in accordance with the Privacy Act 1988. Certain general, non-specific information such as location, gender, age, and results may be passed on to agencies to inform future funding arrangements and/or statistical data gathering requirements.

We will not give out your information to any person or agency without your permission unless we are required to do so by law.

### Access to Your Records

If you wish to access your student information file, please direct your enquiry to [admin@ctas.wa.edu.au](mailto:admin@ctas.wa.edu.au)

## Enrolment

You will be required to complete an enrolment form for all First Aid courses. Please note that enrolment is not confirmed until fees have been paid, or as agreed and you have supplied your USI. (Please refer to the USI section of this handbook for more information)

### Entry Requirements

There are no formal prerequisites for HLTAID009- Provide cardiopulmonary resuscitation and HLTAID012- Provide First Aid in an education and care setting.

However, it is a requirement that the student has a sound knowledge of language, literacy and numeracy skills. If a student identifies that English is their second language or they have an overseas education, a Language, Literacy and Numeracy (LLN) assessment will be required.

There are also physical requirements during this course, where students will kneel on the floor to perform and simulate a CPR response on an Australian Resuscitation Council (ARC) approved CPR manikin. There will be other physical expectations, where students will need to demonstrate the skills of effectively rolling another person onto their side into a rescue or lateral position guided by the Trainer.

Please contact CTAS Education's First Aid Training Coordinator if you have any concerns, questions or physical restrictions that may affect your ability to perform the required expectations.

### Unique Student Identifier (USI)

A USI is required by all Australians undertaking nationally recognised training. It allows students to link to a secure online record of all qualifications gained regardless of the provider. This system was implemented by the Australian Government in 2015, so it will show student achievements from 1 January 2015 onwards.

As an RTO, CTAS Education cannot issue Certificates or Statements of Attainment without a USI. Therefore, it is mandatory that all students supply their USI upon enrolment.



If you do not have a USI, please visit <https://www.usi.gov.au/students/get-a-usi> for more information, and instructions on how to apply.

### **Access and Equity**

CTAS Education will work to meet the needs of the community and individuals and/or groups who might be otherwise disadvantaged. This includes providing fair allocation of resources and equal opportunity to access training services. CTAS Education prohibits discrimination based on factors including:

- Gender
- Age
- Marital status
- Sexual orientation
- Race
- Ethnicity
- Religious background
- Parental status

CTAS Education demonstrates a commitment to access and equity by:

- Enrolling students according to a fair and non-discriminatory process
- Making reasonable adjustments to training processes and resources to accommodate student's needs.
- Providing suitable access to resources
- Providing suitable and appropriate support
- Ensuring all policies and procedures recognise the diverse needs of students, clients, and staff.
- Recognising that students come from a various backgrounds with varying abilities.
- Ensuring there is consistency in the services provided and the implementation of CTAS Education's policies and procedures.
- Providing flexible learning arrangements to address disadvantaged groups of clients and students.

It is the responsibility of all staff at CTAS Education to uphold our commitment to Access and Equity principles. If you have questions or concerns, please contact us at [admin@ctas.wa.edu.au](mailto:admin@ctas.wa.edu.au)

### **Student Support and Services**

CTAS Education is committed to ensuring we have sufficient and accessible staff, educational services, support services, learning resources and facilities to support, accommodate and enable students to meet the requirements of their course.

If you require support or reasonable adjustment, please contact CTAS Education directly [fristaid@ctas.wa.edu.au](mailto:fristaid@ctas.wa.edu.au)

CTAS Education ensures that suitably qualified trainers (RTOs 2015 1.13-1.16) are available for course delivery. We strive to ensure that educational and support services meet the needs of the student. We ensure that the learning resources we provide enable students to meet the requirements for the unit of competency and are accessible to the student regardless of location.

CTAS Education also ensures that facilities and equipment accommodate and support the number of students undertaking the course.

CTAS Education is, at all times, concerned for the welfare of its students. If you are experiencing difficulties and/or require counselling or personal support, there are several professional organisations well equipped to offer services to help.

Included are:

Lifeline: 13 11 14 or [www.lifeline.org.au](http://www.lifeline.org.au)

Beyond Blue: 1300 22 4636 or [www.beyondblue.org.au](http://www.beyondblue.org.au)

Salvation Army: 13 SALVOS (13 72 58) or [www.salvos.org.au](http://www.salvos.org.au)

## Fees

CTAS Education's Fees and Charges Policy is documented clearly on our website ([www.ctas.wa.edu.au](http://www.ctas.wa.edu.au)) or can be obtained by contacting CTAS Education.

Tuition fees will be discussed with you upon enrolment. All fees are correct as of **16/10/2023** and are subject to change. Please contact CTAS Education if you have any questions related to course fees.

### Indicative Course Fees

Unit Code	Unit Title	Course Fee
HLTAID009	Provide cardiopulmonary resuscitation	\$70.00
HLTAID012	Provide first aid in an education and care setting	\$170.00 *

\*You may be eligible for state funding if participating in a traineeship. Eligibility criteria applies. The student tuition fees are indicative only and are subject to change given individual circumstances at enrolment. Additional fees may apply such as travel and resource fees.

### Payment Options

Payment of course fees can be made to CTAS Education via:

- Bank Deposit/Electronic funds transfer
- Credit card
- Cheque

Fees must be paid at least 7 days prior to the in-class course unless prior approval has been given by CTAS Education Management.

Please note that outstanding fees may result in the cancellation of your enrolment.

### Refunds

As per the DTWD Fees and Charges Policy (*if applicable*) and individual's Consumer Rights, students are entitled to a full refund of fees and charges where:

- A course is cancelled or re-scheduled to a time or location unsuitable to the student.
- A student is not given a place due to the class being full.
- A student withdraws prior to course commencement due to a serious illness, injury or disability that prevents the student from attending the course. (Medical certificate is required).

There are NO other grounds for refunds.

## Course Information

The details for each first aid course that we offer can be found on our website at [First Aid Training - CTAS Education](#) or you can refer to your course outline.

### Duration

The duration of your course will depend on several factors. Included are your own efforts and commitment to completing theory and practical assessments in the time indicated, the structure of your requested course and if you were deemed competent or not yet competent upon completion of required assessments.

However, the expected duration of First Aid Training is:

**HLTAID012 Provide First Aid in an education and care setting** is 13.5 hours which is combined 8.5 hours face to face in-class course and 5 hours of unsupervised pre-course learning and assessment.

**HLTAID009 Provide cardiopulmonary resuscitation** is 6 hours which is combined 3.5 hours face to face in-class course and 2.5 hours of unsupervised pre-course learning and assessment.

For more information, please contact the First Aid Training Coordinator.

### Student Participation

Students are expected to make satisfactory progress in their participation for each assessment, regardless of theory or practical based assessments. If a student is having difficulties in the progress of their assessment, they are expected to take all possible steps to improve their performance.

If a student is identified as not participating and/or achieving satisfactory progression, the first step will be for the First Aid Training Coordinator to seek understanding of the reason/s. Formal intervention strategies may be required to address the specific issues preventing the student from achieving successful outcomes, this will be at the discretion of the First Aid Training Coordinator.

### **Attendance**

All face-to-face in-class courses are compulsory for the completion of the unit of competency. Therefore, CTAS Education expects student to attend the enrolled course. Non-attendance will impact your ability to successfully complete all assessments and/or course requirements.

Student attendance is documented and monitored throughout all courses.

If you are going to be absent from enrolled course, you will need to contact CTAS Education First Aid Training Coordinator [firstaid@ctas.wa.edu.au](mailto:firstaid@ctas.wa.edu.au) or 9350 9222.

In the unlikely event that CTAS Education must postpone or change a course you will be contacted as soon as practicable by phone/text/email to advise of the changes.

## **Training and Assessment**

CTAS Education Trainer and Assessors are appropriately qualified and have sufficient, relevant industry experience to deliver and assess the First Aid courses developed by CTAS Education.

Our methodologies regarding training and assessment work toward ensuring our processes meet national assessment principles including Recognition of Prior Learning (RPL) and direct Credit Transfer (CT). All courses are assessed under the competency-based training and assessment criteria established under the AQF.

### **Flexible Learning and Assessment**

Included in our training and assessment strategies are practices that promote flexibility in learning and assessment. This means we will work with you to provide options that are responsive to your individual needs, preferred learning style and that maximise learning outcomes and access to learning activities. Please discuss with your First Aid Trainer for more information of flexible learning and assessment options.

### **Resources**

Upon enrolment, you will be issued with a Student Learner Guide relevant to the course you have enrolled in. You will need to supply your own stationery materials.

You may also be provided with handouts, first aid training resources and further readings throughout your course.

### **Recognition of Prior Learning**

Recognition of Prior Learning (RPL) is an assessment process that involves making a judgment on the skills and knowledge an individual has because of past study and/or experience. The aim of RPL is to recognise your existing knowledge without having to go through the complete processes of training. You will still need to complete the assessment process.

You may be eligible for RPL and this is assessed on a case-by-case basis. Please contact your First Aid Training Coordinator to discuss your options.

### **Credit Transfer**

CTAS Education recognises AQF qualifications and Statements of Attainment that have been issued by other RTOs. Credit transfer may be applied to units of competency and related qualifications that have been studied in the past. To apply for a direct credit transfer you will need to supply a copy of your official documentation (certificates and/or statements). For full details on the requirements for credit transfer applications, please contact the First Aid Training Coordinator.

## Foundation Skills

All training and assessment delivered by CTAS Education contains foundation skills. Foundation Skills are a mandatory component of units of competency.

They are non-technical skills that support participation in the workplace, the community, and adult education and training. Examples of foundation skills include things such as communication skills, literacy skills (reading, writing and numeracy), interacting with others, and skills to effectively participate in the workplace such as teamwork, problem solving, and self- and time-management.

Foundation Skills are prevalent in the training and assessment of all units of competency.

## Assessment Information

Your pre-course assessment is a knowledge-based assessment, that is required to be submitted prior to the in-class course. The practical assessments will be assessed during the in-class course and knowledge authenticated through verbal questions.

### Assessment Feedback

You will receive feedback regarding the outcome of each of your assessments. To be deemed 'Competent' against a nationally accredited unit, you must meet the requirements for all elements, performance, and knowledge evidence within that unit.

### Not Yet Satisfactory Assessments

If you receive feedback to say your pre-course assessment or practical assessments are 'Not Yet Satisfactory', you will need to provide more evidence to support your claim for competency. This may include re-submitting some of the theory questions or re-attempting to demonstrate the required skills for the practical assessment.

You may be required to undertake further training before resubmitting your assessment, CTAS Education may charge a fee for this. This will be discussed at the time of your course and is at the First Aid Training Coordinator's discretion.

Talk to your First Aid Training Coordinator for more information. All CTAS Education staff will take every reasonable effort to help you succeed in your course.

### Plagiarism

All work that you submit must be your own. You will be required to sign a learner declaration agreeing that this is the case.

Plagiarism is taking someone else's work and/or ideas and passing them off as your own. It is a form of cheating and is taken seriously by CTAS Education. To help you understand, the following are examples that constitute plagiarism:

- Copying sections of text from another student's assessment
- Presenting work that was done as part of a group as your own, without your participation in the task.

Plagiarism and cheating are serious offences. Students engaging in this behaviour will face disciplinary action.

### Appeals

Whilst you are an enrolled student, you can lodge an appeal if you disagree with a decision regarding an assessment outcome. You are encouraged to speak with your First Aid Training Coordinator in the first instance. If you are not satisfied with the outcome of that discussion, you may request a formal review of the assessment decision. Follow CTAS Education's Complaints, Grievance and Appeals policy to lodge an appeal.

### Where to Get Help

Talk to your course Trainer/Assessor for help in understanding how to complete your assessments. They are happy to support you during class times or at the end of the class or during breaks. Alternatively, you can contact them at our office on (08) 9350 9222 or via their direct email address provided.

## Course Completion and Feedback

Completion of your course is when you have completed all practical and theoretical assessment requirements for the unit and have been deemed competent in the skills and knowledge required.

### Student Feedback

CTAS Education is dedicated to ensuring its practices are constantly reviewed to ensure best possible outcomes. This approach to continuous improvement relies on input from students regarding their experiences whilst participating in first aid courses. We welcome feedback at any time but will also specifically ask for it at the completion of your course through completing a course survey.

### Issuing Certificates

Upon successful completion of your course and fees are paid, a Certificate or Statement of Attainment will be issued to you within 30 calendar days of you being assessed as competently meeting all requirements of the course. This meets the compliance requirements as set for CTAS Education and other RTOs in the Standards for RTOs 2015.

### Re-issue of Certificates

An administration fee of \$20.00 may be charged for CTAS Education to re-issue a **digital** Certificate, Academic Transcript or Statement of Attainment.

An administration fee of \$50.00 applies for CTAS Education to re-issue a **hard copy** Certificate, Academic Transcript or Statement of Attainment.

## Student Conduct

Just as CTAS Education has a responsibility to meet expectations of students, legislation, and regulations, so too, do students have obligations they are expected to meet. It is expected that students will participate with commitment in their assessments, demonstrate appropriate behaviour when interacting with other students and behave in a manner that does not contravene workplace health and safety or the principle of respect for others.

CTAS Education views student misconduct seriously. We expect that our students will behave in an honest, respectful manner appropriate for a learning environment, and in a way that will uphold the integrity of the RTO. Consequences of student misconduct vary up to and including expulsion from the course. Examples of student misconduct include, but are not limited to:

- Academic misconduct including plagiarism and cheating.
- Harassment, bullying and/or discrimination.
- Falsifying information
- Any behaviour or act that is against the law.
- Any behaviour that endangers the health, safety, and wellbeing of others
- Intentionally damaging equipment and/or materials belonging to CTAS Education and/or a partner organisation such as a training venue or workplace.

Consequences for misconduct will depend on the severity and frequency of the breach and include, but are not limited to:

- Formal reprimand (warning)
- Suspension from the course
- Student to reimburse the costs incurred by any damage caused.
- Cancellation of the course without refund and/or credit
- Matter referred to the police.

Students found guilty of misconduct have a right to lodge an appeal by following our Complaints Grievances and Appeals process.

## Workplace Health and Safety

Workplace health and safety legislation applies to everyone at CTAS Education. All staff, students and visitors have a responsibility to ensure the workplace is safe and that their own actions do not put the health and safety of others at risk.

Please report any incident or hazard immediately.

## Positive Learning Environment

At CTAS Education we strive to provide positive learning environments for all students. To assist with this, we ask that all students:

- are punctual.
- show respect for fellow students, supervisors and CTAS Education staff.
- demonstrate a commitment to learning.
- have a positive sense of humour.
- cooperate with others.

## Appropriate Dress Standards

CTAS Education expects students to adhere to appropriate standards of dress at all times. Appropriate and comfortable clothing is required for participating in a First Aid training courses, due to assessment requirements that expect you to kneel on the floor to perform simulated CPR practice.

## Confidentiality

Within the Early Childhood Education sector, you are bound by professional standards of confidentiality. This also applies to students, completing our first aid courses, whether working in Early Childhood Services or not. You will be required to maintain confidentiality in relation to personal information shared within a first aid training course.

## Smoking, Drugs and Alcohol

CTAS Education is a smoke-free workplace. Smoking is prohibited in all buildings and there is to be no smoking within four metres of a building entrance and students will not be provided with cigarette/smoking breaks.

Any student under the influence of drugs and/or alcohol is not permitted on CTAS Education premises, to use CTAS Education facilities or equipment, or to engage in any CTAS Education activity.

People taking prescription medication have a duty to ensure their own safety, and that of others, is not affected.

## CTAS Education Student Handbook Verification

Please make sure you read and understand all parts of this Student Handbook.

As you have been provided with an electronic copy of this document you will be required to sign the First Aid Training Attendance Register on the day of the in-class course, prior to commencement of the course delivery and assessment.

**By signing the attendance register, you acknowledge and agree that you have read and understood all parts of this Student Handbook.**

There will be a hard copy of the Student Handbook with your First Aid Training Coordinator, on the day of your course for your reference if required.

If there is any aspect with which you are unsure, please contact CTAS Education for clarification (08) 9350 9222.