



# Re-Accreditation & CPR

## January - July 2010

### Course Dates

Course Number: 31001R  
Monday 1st February, 6:30pm - 9:30pm  
Venue: Sports House, 375 Albert Road, South Melbourne

Course Number: 31002R  
Monday 1st March, 6:30pm - 9:30pm  
Venue: Sports House, 375 Albert Road, South Melbourne

Course Number: 31003R  
Monday 12th April, 6:30pm - 9:30pm  
Venue: Sports House, 375 Albert Road, South Melbourne

Course Number: 31004R  
Monday 3rd May, 6:30pm - 9:30pm  
Venue: Sports House, 375 Albert Road, South Melbourne

Course Number: 31005R  
Monday 7th June, 6:30pm - 9:30pm  
Venue: Sports House, 375 Albert Road, South Melbourne

### Re-Accreditation & CPR Course Information

The SMA Re-accreditation will re-accredit your Level 1 or Level 2 Sports Trainer for a period of 3 years. It is designed to ensure Sports Trainers maintain the skills required to perform the duties of a Sports Trainer. The re-accreditation process involves a competency based assessment of participant's skills in a range of key sports trainer tasks. These tasks include: DRABC, taping the thumb and ankle, STOP, TOTAPS & RICER. Participants attending the Re-accreditation course will also receive a national CPR accreditation. The CPR accreditation is valid for 12 months.

**Cost: \$140**

### CPR Only

The CPR course will provide participants with a national CPR accreditation (HLTCPR201A Perform CPR). This is the standard CPR qualification required to ensure first aid certificates are kept current.

These courses will run in conjunction with the Sports Trainer Re-accreditation course. Participants enrolling in the CPR course will only be required to attend the CPR component of the course which takes place at the beginning of the Re-accreditation course.

Please note:

The CPR accreditation is valid for 12 months and must be kept current to ensure your first aid qualification is valid.

**Cost: \$50**

Participants will be issued with a three-year Nationally Recognised Statement of Attainment showing the unit of competency HLTCPR201A - Perform CPR.

This accreditation is valid for 12 months. Please be aware that you will be required to update your CPR certification every 12 months in order to keep your First Aid and Sports Trainer accreditations valid.

For further information regarding the CPR and Re-accreditation courses, or to conduct a course at your club, association or workplace please contact SMA-VIC on 03 9674 8777 or email [ssp@vic.sma.org.au](mailto:ssp@vic.sma.org.au)

# ENROLMENT FORM

Title (circle) Mr Mrs Miss Ms Dr \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_ P/Code \_\_\_\_\_

Contact Phone \_\_\_\_\_

Email \_\_\_\_\_

Course Number \_\_\_\_\_ Course Type \_\_\_\_\_

Payment Details (all prices include GST)

I will direct deposit \$ \_\_\_\_\_ on the following date \_\_\_\_\_

Enclosed is my cheque for \$ \_\_\_\_\_ (payable to SMA - Victorian Branch)

Please debit \$ \_\_\_\_\_ From :  MasterCard  VISA

Card Number \_\_\_\_\_

Card Expiry Date \_\_\_\_\_ / \_\_\_\_\_

Name (as it appears on the card) \_\_\_\_\_

Signature \_\_\_\_\_

Please send cheque or credit card payments to:

**Sports Medicine Australia - Victorian Branch**  
**Sports House, 375 Albert Road, South Melbourne 3205**

Phone: 03 9674 8777 Fax: 03 9674 8799

Email: [ssp@vic.sma.org.au](mailto:ssp@vic.sma.org.au)

ABN:13 821 409 176

Direct Deposit: **Acc Name** - Sports Medicine Australia - Victorian Branch **BSB** - 013-030

**Acc Number** - 1003-58763 please use 'surname\_course no' as your transaction reference & email the remittance advice to [ssp@vic.sma.org.au](mailto:ssp@vic.sma.org.au)

Refund Policy - Refunds will be provided in accordance with the SMA Refund Policy. See SMA VIC Code of Practice below.



## SMA VIC Code of Practice

Privacy Policy - SMA-VIC abides by the National Privacy Principles of the Privacy Act 1988 and respects your privacy. Personal information may be used by Sports Medicine Australia for external auditing purposes and to send you information about our various products, services or workshops.

Legislation - SMA-VIC complies with Commonwealth and State legislation including Occupational Health and Safety; Workplace Harassment; Anti-discrimination; Vocational Education Training and Employment Act 2000; Privacy (staff and students) and Child Protection.

Access & Equity - SMA-VIC encourages the participation of a cross section of the community. Therefore participants with literacy and/or numeracy impairment may seek support throughout the course and during assessment. Please contact SMA-VIC if assistance is required.

Assessment - The assessment process is holistic and may include group work, practical applications, and oral and/or written theory tests. Assessment will be conducted to meet relevant competency standards for the individual course and successful participants will receive the appropriate certification.

Recognition of Prior Learning (RPL) - All applications for RPL must be submitted in writing with supporting documentation to the State Safer Sport/Education Manager. All candidates must satisfy the competencies of the specific accreditation in which RPL is being sought. RPL assessments will be conducted in accordance to SMA-VIC training protocols.

Mutual Recognition - SMA-VIC agrees to recognise AQTF qualifications and Statements of Attainments issued by other Registered Training Organisations throughout Australia.

Behaviour Expectations - Sports Medicine Australia endeavors to provide a learning environment that is supportive of group and individual learning. This requires support from all students, presenters and course conveners. It is therefore expected that students will respect the rights of other students and Sports Medicine Australia staff and refrain from behaviour that is disruptive. On occasion where an individual's behaviour impacts on group learning and harmony the course convener or the presenter has the right to issue a verbal warning and if the behaviour continues the student may be asked to leave.

Appeals - SMA-VIC is committed to providing a learning environment in which complaints and appeals are responded to promptly, with minimum distress and maximum protection to all parties. Appeals against results and/or the process need to be made in writing, within 14 days of results being issued.

Grievances - Should a participant feel that they have been treated unfairly, they have the right to lodge a grievance. SMA-VIC has a formal grievance procedure available on the SMA-VIC Website.

Refund Policy - A full refund of fees will be given when SMA-VIC cancels a course. Where a participant cancels, in writing, a minimum of 15 days prior to commencement of a course, 75% of the course fees paid will be refunded. Where a participant cancels, in writing, between 8-14 days prior to the commencement of a course, 50% of the course fees paid will be refunded. In both situations participants have the alternative of transferring to another course. There will be no refund or course transfer when a participant withdraws if written notification is received by SMA-VIC less than 7 days prior to commencement of the course. These conditions may be varied in cases of extreme circumstances.

Student Records - In accordance with the National Privacy Principles all information held by SMA about course participants is treated as confidential. Students with proof of identity can make applications for copies of student records or statements of attainment.

Please note: The SMA re-accreditation does not involve being re-taught the entire Sports Trainers program, it is designed to test your competency and allow you to continue to operate as a certified Sports Trainer.