

## **Sports First Aid (HLTFA301B Apply First Aid) January - July 2010**

Course Number: 31001F

Sunday 21st February, 9:00am - 5:30pm

Venue: Sports House, 375 Albert Road, South Melbourne

Course Number: 31002F

Sunday 14th March, 9:00am - 5:30pm

Venue: Sports House, 375 Albert Road, South Melbourne

Course Number: 31003F

Sunday 28th March, 9:00am - 5:30pm

Venue: State Netball & Hockey Centre, Brens Drive, Parkville

Course Number: 31004F

Sunday 11th April, 9:00am - 5:30pm

Venue: State Netball & Hockey Centre, Brens Drive, Parkville

Course Number: 31005F

Sunday 2nd May, 9:00am - 5:30pm

Venue: Mordialloc Life Saving Club, Beach Road, Mordialloc

Course Number: 31006F

Sunday 13th June, 9:00am - 5:30pm

Venue: Melbourne Sports and Aquatic Centre, 1 Aughtie Drive, Albert Park

Course Number: 31007F

Sunday 25th July, 9:00am - 5:30pm

Venue: State Netball & Hockey Centre, Brens Drive, Parkville

**Course Cost: \$175**

Successful completion of the SMA Sports First Aid Course will provide participants with a National Accreditation as a SMA Sports First Aider. Participants will also be issued with a three-year Nationally Recognised Statement of Attainment showing the unit of competency HLTFA301B - Apply First Aid, which incorporates the HLTCPR201A - Perform CPR, and HLTFA201A - Provide Basic Emergency Life Support units of competency.

Please be aware that you will be required to update your CPR certification every 12 months in order to keep your First Aid accreditation valid.



**SUSTAGEN**



**asics**



**Elastoplast**  
Sport

## 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: Phone: 03 9674 8777 Fax: 03 9674 8799  
**Sports Medicine Australia - Victorian Branch** Email: ssp@vic.sma.org.au  
**Sports House, 375 Albert Road, South Melbourne 3205** 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

Refund Policy - Refunds are provided in accordance with the SMA Refund Policy. For a copy of the policy contact 03 9674 8777



### 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.

For further information regarding the Sports First Aid course or to conduct a course at your club or workplace please contact Sports Medicine Australia - Victoria on 9674 8777 or email ssp@vic.sma.org.au