

First Aid Certificates (Template to be used in 2024 for accreditation in 2025-2027)

At least one member of staff present at each campus of the community language school at all times must hold a current First Aid certificate that has been obtained from an accredited Australian provider. Staff members cannot be “shared” between campuses.

Please note that the minimum level of first aid training required is:

- HLTAID011 “Provide first aid” **or**
- HLTAID012 “Provide an emergency first aid response in an education and care setting”.

First Aid certificates are normally valid for three years from the date of issue; however, CPR training (HLTAID009) **must** be undertaken every year.

Please use this template to provide First Aid certificate details (and certificate copies) for at least one member of staff at each campus.

Instructions:

1. Complete the following table, with exact details as shown on each of the First Aid certificates.
2. Ensure that the copies of certificates are attached at the end in the same order in which they are given in this list.
3. Check that every person in this list also has a valid Working With Children Check (WWC Check), and has been included in the document “05_workingwithchildren”.
4. Submit the template and certificate copies as a single document (either Word or PDF) with the filename “09_firstaid”.

Full name as it appears on the First Aid certificate	Other names by which this person is known (where applicable)	Position in school	Campus	Name of First Aid course, including course code	Date of course	Expiry date
Satinder Kaur		First Aid Officer/ Year Level Coordinators	Devon Meadows	HLTAID009 – Provide cardiopulmonary resuscitation	05 July 2024	04 July 2025
				HLTAID010 – Provide Basic Emergency Life Support	10 July -2023	09 July -2026
				HLTAID011 – Provide First Aid	10 July -2023	09 July -2026
				HLTAID012 – Provide First Aid in an education and care setting.	10 July -2023	09 July -2026

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STATEMENT OF ATTAINMENT

A Statement of Attainment is issued by a registered training organisation when an individual has completed one or more accredited units

This is a statement that

Satinder Kaur

Has attained

HLTAID009
Provide cardiopulmonary resuscitation

HLTAID010
Provide basic emergency life support

HLTAID011
Provide First Aid

HLTAID012
Provide First Aid in an education and care setting

Date
10 July 2023



Synergy Education Group Pty Ltd
National Registration Code 406607
Student Number: 543416
Certificate Number: CA104002

HLTAID009 recommended renewal every 12 months
HLTAID011 & HLTAID012 recommended renewal every 3 years



Hayley North
Chief Executive Officer
Synergy Education Group Pty Ltd



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CERTIFICATE OF FIRST AID THEORY

This is to certify that

Satinder Kaur


has completed the eLearning theory component of

HLTAID009 Provide cardiopulmonary resuscitation

Date of issue: **05 July 2024**

Synergy Education Group Pty Ltd
Registered Training Organisation 406607
Student ID: 543416

This is not an accredited 'Statement of Attainment'



Hayley North
Chief Executive Officer
Synergy Education Group Pty Ltd