First Aid Certificates (2019 Template)

**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 can only be “shared” between campuses where campuses do not operate at the same time.

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

* HLTAID003 “Provide first aid” (which includes HLTAID001 “Provide CPR” and HLTAID002 “Provide basic emergency life support”); **or**
* HLTAID004 “Provide an emergency first aid response in an education and care setting” (which includes HLTAID001, HLTAID002 and HLTAID003).

Please use this template to provide First Aid certificate details (and certificate copies) for at least one member of staff at each campus. The template and certificate copies must be submitted as a single PDF called “06\_firstaid.pdf”.

**Instructions:**

* Please complete the following table, with exact details as shown on each of the First Aid certificates.
* Please ensure that the copies of certificates are attached at the end in the same order in which they are given in this list.
* Please also ensure that every person in this list also has a valid Working With Children Check, and has been included in the document “07\_workingwithchildren.pdf”.

| **Full name as it appears  on the First Aid certificate** | **Other names  by which this person is known** | **Position in school** | **Campus** | **Name of First Aid course,  including course code** | **Date of course** | **Expiry Date** |
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