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** |
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