



**CPR
FIRST AID**

**FAQS HANDBOOK
V20220805**

CPR FIRST AID

Suite 18, 47-51 Little Boundary Rd Laverton North VIC 3026
RTO21903

Table of Contents

| | |
|---|---|
| How long is a First Aid/CPR qualification valid for? | 2 |
| How do I know when my First Aid or CPR qualification needs to be refreshed? | 3 |
| Why doesn't CPR First Aid include an expiry date on their Statement of Attainments (SOA)? | 3 |
| Why am I requested to answer a number of personal questions upon my enrolment? | 3 |
| As a Registered Nurse (RN), will I be eligible for CPD hours for a CPR course? | 3 |
| Do you provide CPD points for the Dental industry? | 4 |
| Do you provide CPD points for the Pharmaceutical industry? | 4 |

How long is a First Aid/CPR qualification valid for?

As per the Model [First Aid in the Workplace Code of Practice](#) nationally recognised Statement/s of Attainment (SOA) issued by a Registered Training Organisation (RTO) for the nationally endorsed first aid unit/s of competency require refresher training. First aiders should attend training on a regular basis to refresh their first aid knowledge and skills and to confirm their competence to provide first aid.

The timeframe specified is as per the following:

- Refresher training in CPR should be undertaken **annually**. Therefore, validity and currency for SOA is one year (12 months). Applies to:
 - [HLTAID009](#) Provide cardiopulmonary resuscitation (CPR)
 - [HLTAID015](#) Provide advanced resuscitation
- First aid qualifications should be renewed **every three years**. Therefore, validity and currency for SOA is three years (36 months). Applies to:
 - [HLTAID010](#) Provide basic emergency life support
 - [HLTAID011](#) Provide first aid
 - [HLTAID012](#) Provide emergency first aid response in an education and care setting
 - [HLTAID014](#) Provide advanced first aid

Also, the Australian Resuscitation Council in [Guideline 10.1](#) states the following regarding CPR Certification:

- The optimal interval for retraining has not been established, but **repeated refresher** training is needed for individuals who are not performing resuscitation on a regular basis
- All those trained in CPR should refresh their CPR skills **at least annually**

If my first aid SOA last 3 years, where do I stand regarding the CPR component of the course?

Based on the packaging of the first aid units of competency, the CPR component ([HLTAID009](#) Provide cardiopulmonary resuscitation) has been completely built into the HLTAID first aid courses from [HLTAID010](#) up to [HLTAID014](#). Though the first aid courses themselves are current for 3 years, the CPR component of the qualification needs to be refreshed annually.

Refer to the following example for [HLTAID011](#) Provide first aid that was issued say on the **25th September 2017**. Refresher courses should be undertaken by each due date:

| Course anniversary year | Required course for qualification to remain valid and current | Refresher Due date |
|-------------------------|---|--------------------|
| 1 | HLTAID009 Provide cardiopulmonary resuscitation (CPR) | 25.09.2018 |
| 2 | HLTAID009 Provide cardiopulmonary resuscitation (CPR) | 25.09.2019 |
| 3 | HLTAID011 Provide first aid | 25.09.2020 |
| 4 - 6 | Steps 1 to 3 repeat | 2021 - 2023 |

By following the above example, a first aider can ensure that their qualifications remain valid and current to fulfill their role.

How do I know when my First Aid or CPR qualification needs to be refreshed?

Your First Aid or CPR Statement of Attainment (SOA) has the issue date in which you completed the course. Add one year for CPR or three years for First Aid to this date to get the due date for refresher training.

Why doesn't CPR First Aid include an expiry date on their Statement of Attainments (SOA)?

All HLTAID... qualifications come under Nationally Recognised Training (NRT) which do not have a have any expiry dates. Based on the NRT guidelines and [SoA template](#) (Page 4) we need to provide the issue date but cannot provide an expiry date on the SoA.

Why am I requested to answer a number of personal questions upon my enrolment?

All Registered Training Organisations (RTOs) are required by the 'RTO Standards 2015' to comply with Commonwealth, State and Territory legislation and regulatory requirements relevant to its operations.

CPR First Aid is a Registered Training Organisation (RTO) and is regulated by the Australian Skills Quality Authority (ASQA). The National Centre for Vocational Education Research Limited (NCVER) requires RTOs to collect specified information, hold, use and disclose a wide range of personal and sensitive information on students that have enrolled in nationally recognised training courses:

The Australian Skills Quality Authority (ASQA) is the regulatory body for the VET sector. ASQA was established through the enactment of the [National Vocational Education and Training Regulator Act 2011 \(Cth\)](#) (*the Act*).

Registered training organisations (RTOs) are obliged, as a condition of registration with ASQA, to collect and report [Total VET Activity Data](#) which must comply with the Australian VET Management Information Statistical Standard ([AVETMISS](#)).

Total VET Activity data collection and reporting requirements are regulated through the [Data Provision Requirements 2012](#) legislative instrument, together with the National VET Data Policy, published by the Australian Government Department of Education and Training, and the [Australian Quality Training Framework](#). Access to and disclosure of national VET provider collection data is governed by the National VET Data Policy agreed by the Council of Australian Governments Ministers responsible for skills under *the Act*.

The [National Vet Data Policy](#) requires all students to be presented with a privacy statement and declaration upon enrolment into a VET course.

Enrolment Questions

The NCVER provides the standard enrolment questions. The form allows registered training organisations to collect the minimum required information for AVETMISS reporting. The example questionnaire form aligns with the requirements of the VET Data Policy, which took effect from 1 January 2018, and can be accessed through the following - [LINK](#)

As a Registered Nurse (RN), will I be eligible for CPD hours for a CPR course?

CPR First Aid is endorsed by Australian College of Nursing (ACN) to issue 3 CPD hours for [HLTAID001](#) Provide cardiopulmonary resuscitation for ACN members who have successfully undertaken the course.

Do you provide CPD points for the Dental industry?

Currently CPR First Aid is not endorsed to issue CPD points for the Dental industry.

Do you provide CPD points for the Pharmaceutical industry?

Currently CPR First Aid is not endorsed to issue CPD points for the Pharmaceutical industry.