



First Aid Guideline Competency Standards

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UNIT 1 BASIC

UNIT	Guideline first aid competency 1
DESCRIPTOR	This unit deals with the provision of essential first aid in recognising and responding to an emergency using basic life support measures. The first aider is not expected to deal with complex casualties or incidents, but to provide an initial response where first aid is required. In this unit it is assumed the first aider is working under supervision and/or according to established workplace first aid procedures and policies.

ELEMENT		PERFORMANCE CRITERIA
1 Assess the situation		1.1 Physical hazards to personal and others' health and safety are identified 1.2 Immediate risk to self and casualty's health and safety are minimised by controlling the hazard in accordance with occupational health and safety requirements 1.3 The casualty's vital signs and physical condition are assessed in accordance with workplace procedures
2 Apply basic first aid techniques		2.1 First aid management is provided in accordance with established first aid procedures 2.2 Casualty is reassured in a caring and calm manner and made comfortable using available resources 2.3 First aid assistance is sought from others in a timely manner and as appropriate 2.4 Casualty's condition is monitored and responded to in accordance with effective first aid principles and workplace procedures 2.5 Details of casualty's physical condition, changes in conditions, management and response to management are accurately recorded in line with organisational procedures 2.6 Casualty management is finalised according to casualty's needs and first aid principles

<p>3 Communicate details of the incident</p>		<p>3.1 Appropriate medical assistance is requested using relevant communication media and equipment</p> <p>3.2 Details of casualty's condition and management activities are accurately conveyed to emergency services/relieving personnel</p> <p>3.3 Reports to supervisors are prepared in a timely manner, presenting all relevant facts according to established company procedures</p>
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RANGE OF VARIABLES

The Range of Variables provides information about the context in which the unit of competency is carried out. It allows for differences between States and Territories and the Commonwealth, and between organisations and workplaces. It allows for different work requirements, work practices, and knowledge. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

First aid management will need to account for:

- workplace policies and procedures
- industry/site specific regulations, codes etc
- occupational health and safety requirements
- state and territory workplace health and safety requirements

Physical hazards may include:

- workplace hazards
- environmental hazards
- proximity of other people
- hazards associated with the casualty management processes

Risks may include:

- worksite equipment, machinery and substances
- environmental risks
- bodily fluids
- risk of further injury to the casualty
- risks associated with the proximity of other workers and bystanders

Casualty's condition is managed for:

- abdominal injuries
- allergic reactions
- bleeding
- burns – thermal, chemical, friction, electrical
- cardiac conditions
- chemical contamination
- cold injuries
- crush injuries
- dislocations
- drowning
- envenomation - snake, spider, insect and marine bites

- environmental conditions such as hypothermia, dehydration, heat stroke
- epilepsy, diabetes, asthma and other medical conditions
- eye injuries
- fractures
- head injuries
- minor skin injuries
- neck and spinal injuries
- needle stick injuries
- poisoning and toxic substances
- respiratory management of asthma and/or choking
- shock
- smoke inhalation
- soft tissue injuries including sprains, strains, dislocations
- substance abuse, including drugs
- unconsciousness including not breathing and no pulse

First aid management will need to account for:

- location and nature of the workplace
- the environmental conditions for example: electricity, biological risks, weather, motor vehicle accidents
- location of emergency services personnel
- the use and availability of first aid equipment and resources
- infection control

Medications may include:

- asthma – aerosol bronchodilators – casualty's own or from first aid kit in accordance with state and territory legislation
- severe allergic reactions – adrenaline – subject to casualty's own regime

Resources and equipment are used appropriate to the risk to be met and may include:

- defibrillation units
- pressure bandages
- thermometers
- first aid kit
- eyewash
- thermal blankets
- pocket face masks
- rubber gloves
- dressing
- spacer device
- cervical collars

Communication systems may include but not be limited to:

- mobile phone
- satellite phones
- HF/VHF radio
- flags
- flares
- two way radio
- email
- electronic equipment

Vital signs include:

- breathing
- circulation
- consciousness

Established first aid principles include:

- checking the site for danger to self, casualty and others and minimising the danger
- checking and maintaining the casualty's airway, breathing and circulation

EVIDENCE GUIDE

Context of Assessment

Competence may be demonstrated working individually, under supervision or as part of a first aid team.

Where applicable, assessment should replicate workplace conditions as far as possible. Where, for reasons of safety, access to equipment and resources and space, assessment takes place away from the workplace, simulations should be used to represent workplace conditions as closely as possible. Consistency of performance should be maintained over the required range of workplace situations until renewal of competence /licence is required by the industry/organisation.

Interdependence of units

Competency in this unit underpins competency in other aspects of providing workplace first aid. It may be appropriate to assess parts of this unit in conjunction with other first aid guideline competencies.

This unit is a prerequisite for Guideline First Aid Competency Unit 2.

Evidence of competency may be gathered from any of the four guideline units of competence. Competence may be assessed in conjunction with other industry units of competency such as:

- occupational health and safety
- risk assessment
- emergency procedures

The following knowledge should be demonstrated in assessment:

- basic anatomy and physiology
- company standard operating procedures (SOPs) duty of care
- dealing with confidentiality
- knowledge of the first aiders' skills and limitations
- occupational health and safety legislation and regulations
- how to gain access to and interpret Material Safety Data Sheets MSDS

Evidence should demonstrate the following skills:

- resuscitation
- demonstration of first aid casualty management principles – assessing and minimising danger, maintaining the casualty's airway, breathing and circulation
- safe manual handling of casualty
- consideration of the welfare of the casualty
- report preparation
- communication skills
- ability to interpret and use listed documents

Underpinning Knowledge and Skills

- basic anatomy and physiology
- duty of care

- resuscitation
- bleeding control
- care of unconscious
- state and territory regulatory requirements relating to currency of skill and knowledge
- decision making
- infection control
- legal requirements
- airway management
- assertiveness skills
- communication skills

KEY COMPETENCIES

• Key competency	• Level
Collect, analyse and organise information	2
Communicate ideas and information	2
Plan and organise activities	2
Work with others and in teams	2
Use mathematical ideas and techniques	2
Solve problems	2
Use technology	2

KEY COMPETENCY LEVELS

Level 1 = use routine approaches
 Level 2 = select from routine approaches
 Level 3 = establish new approaches

NB These levels do not relate to the Australian Qualifications Framework

UNIT 2 ADVANCED

UNIT	Guideline first aid competency 2
DESCRIPTOR	This unit deals with the provision of advanced first aid response, life support, management of casualty(s) the incident and other first aiders, until the arrival of medical or other assistance, and provision of support to other providers.

ELEMENT	PERFORMANCE CRITERIA
1 Assess the situation	1.4 Physical hazards are identified and minimized according to occupational health and safety requirements and workplace procedures 1.5 Risks to first aider and others are assessed and appropriate response determined to ensure prompt control of situation 1.6 The need for emergency services/medical assistance is ascertained and prioritised and triage undertaken where required 1.4 Resources are deployed to appropriate locations as required in accordance with workplace procedures
2 Manage the casualty(s)	2.7 Agreement for management of the casualty's injury/illness is sought from person(s) where relevant 2.8 Welfare procedure is determined and implemented according to casualty(s) needs 2.9 Effects of injury are controlled and appropriate first aid management is determined and applied to meet the needs of the casualty and situation 2.10 Medication is administered according to relevant legislation and manufacturers/suppliers instructions and subject to casualty's régime 2.11 Casualty(s) condition is monitored and responded to in a timely manner in accordance with effective first aid principles 2.12 Life support equipment is correctly operated where appropriate according to relevant legislation and manufacturers/suppliers instructions 2.13 Management is finalised according to casualty(s) needs and first aid principles

<p>3 Coordinate first aid activities until arrival of medical assistance</p>	<p>3.1 Available resources required are identified and communication links with appropriate personnel emergency management services and medical assistance are established as appropriate</p> <p>3.1 Correct amount of resources are deployed to appropriate locations in an effective manner to ensure timely arrival of required resources</p> <p>3.2 The provision of resources is documented and modifications recommended</p> <p>3.3 The management of casualties is monitored in accordance with first aid principles and workplace procedures</p> <p>3.4 Evacuation of casualties is coordinated according to worksite evacuation procedures</p> <p>3.5 Support services are arranged for personnel involved in the incident in accordance with workplace principles and procedures</p>
<p>4 Communicate essential incident details</p>	<p>4.1 Communication is maintained with relevant personnel using appropriate media and equipment</p> <p>4.2 First aid information is communicated with other providers /carers as appropriate to meet their needs and in accordance with workplace procedures</p> <p>4.3 Information is calmly provided to reassure casualty, adopting a communication style to match the casualty's level of consciousness</p>

<p>5 Manage casualty in a remote and/or isolated area</p>	<p>5.1 Preparation for isolated travel or work is undertaken, accounting for expected contingencies</p> <p>5.2 Casualty's condition is assessed and appropriate response is determined in order to minimize hazards and determine need for medical assistance</p> <p>5.3 Casualty's condition is monitored and responded to in accordance with effective first aid principles</p> <p>5.4 Reassurance and support is provided to casualty during the wait for medical assistance</p> <p>5.5 Casualty's comfort is ensured and determined by establishing and explaining the nature of illness/injury and the management procedures</p> <p>5.6 Shelter from elements is undertaken in accordance with environmental conditions</p> <p>5.7 Condition of casualty is documented over time to assist in on-going management</p> <p>5.8 Communication links to medical services are established to ensure prompt control action is undertaken</p> <p>5.9 Administration of medication is undertaken under medical instruction, using relevant communication equipment</p> <p>5.10 Consideration on whether to transport casualty to medical assistance or wait is determined by evaluating environmental and casualty's condition</p> <p>5.11 Assistance in the evacuation of the casualty by emergency services is provided as required</p>
<p>6 Evaluate the incident</p>	<p>6.1 Management of the incident is evaluated and where required an action plan is developed in consultation with relevant parties</p> <p>6.2 Participation in debriefing/evaluation occurs either by self or others or both in order to improve future operations and address individual's needs</p> <p>6.3 Access is provided to bona fide critical stress facilitators where required/requested</p> <p>6.4 Site management / procedures are implemented and evaluated in accordance with risk assessment</p> <p>6.5 Contingency planning is formulated and reviewed to identify and select alternative management and principles</p>

RANGE OF VARIABLES

The Range of Variables provides information about the context in which the unit of competency is carried out. It allows for differences between States and Territories and the Commonwealth, and between organisations and workplaces. It allows for different work requirements, work practices, and knowledge. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

First aid management will need to account for:

- workplace policies and procedures
- industry/site specific regulations, codes etc
- occupational health and safety requirements
- state and territory workplace health and safety requirements

Physical hazards may include:

- workplace hazards
- environmental hazards
- proximity of other people
- hazards associated with the casualty management processes

Risks may include:

- worksite equipment, machinery and substances
- environmental risks
- bodily fluids
- risk of further injury to the casualty
- risks associated with the proximity of other workers and bystanders

Casualty's condition is managed for:

- abdominal injuries
- allergic reactions
- bleeding
- burns – thermal, chemical, friction, electrical
- cardiac conditions
- chemical contamination
- cold injuries
- crush injuries
- dislocations
- drowning
- envenomation - snake, spider, insect and marine bites
- environmental conditions such as hypothermia, dehydration, heat stroke
- epilepsy, diabetes, asthma and other medical conditions
- expired air resuscitation (EAR)
- eye injuries
- fractures
- head injuries
- illicit drugs
- insect/marine bites
- minor skin injuries
- neck and spinal injuries
- needle stick injuries
- poisoning and toxic substances
- respiratory management of asthma and/or choking

- shock
- smoke inhalation
- soft tissue injuries including sprains, strains, dislocations
- substance abuse
- unconsciousness including not breathing and no pulse

First aid management may include:

- administration of analgesic gases
- cardiopulmonary resuscitation (CPR)
- infection control
- semi-automatic external defibrillator (SAED)

First aid management will need to account for:

- location and nature of the workplace
- the environmental conditions for example: electricity, biological risks, weather, motor vehicle accidents
- location of emergency services personnel
- number of casualties and potential casualties
- the use and availability of first aid equipment, resources and pharmaceuticals
- confined spaces, subject to industry need

Medications may include:

- oxygen
- pain relief – paracetamol in accordance with state and territory legislation, analgesics (penthrane, entonox – used in mining industry)
- asthma – aerosol bronchodilators – casualty's own or from the first aid kit in accordance with state and territory legislation
- severe allergic reactions – adrenaline – subject to casualty's own regime
- heart attack – aspirin

Resources and equipment are used appropriate to the risk to be met and may include:

- blood pressure cuff
- oxygen resuscitation / cylinders
- defibrillation units
- pressure bandages
- thermometers
- injections
- back boards
- stretchers
- soft bag resuscitator
- first aid kit
- eyewash
- thermal blankets
- pocket face masks
- rubber gloves
- dressing
- spacer device
- cervical collars
- **communication systems may include but not be limited to:**
 - mobile phone
 - satellite phones
 - HF/VHF radio
 - flags
 - flares
 - two way radio
 - email

- electronic equipment
- hand signals

Preparation for isolated/ remote travel may include:

- selection of relevant communication equipment
- relevant first aid supplies and resources to cater for environmental conditions

In remote/isolated areas consideration to travel or wait would depend upon:

- severity of injury
- time required for medical assistance to arrive
- movement might hinder rescue procedures

Documentation, especially in remote/isolated areas may include:

- time
- fluid intake/output
- blood
- vomit
- faeces
- urine
- administration of medication including: time, date, person administering

Established first aid principles include:

- checking the site for danger to self, casualty and others and minimising the danger
- checking and maintaining the casualty's airway, breathing and circulation

EVIDENCE GUIDE

Context of Assessment

Competence may be demonstrated working individually, under supervision or as part of a first aid team.

Where applicable, assessment should replicate workplace conditions as far as possible. Where, for reasons of safety, access to equipment and resources and space, assessment takes place away from the workplace, simulations should be used to represent workplace conditions as closely as possible. Consistency of performance should be maintained over the required range of workplace situations until renewal of competence /licence is required by the industry/organisation.

Interdependence of units

Competency in this unit underpins competency in other aspects of providing workplace first aid. It may be appropriate to assess parts of this unit in conjunction with other first aid guideline competencies.

'Guideline first aid competency unit '1 is a prerequisite for 'Guideline first aid competency unit 2'.

Evidence of competency may be gathered from any of the four guideline units of competence. Competence may be assessed in conjunction with other industry units of competency such as:

- occupational health and safety
- risk assessment
- emergency procedures

The element describing first aid provision in remote/isolated locations should be included in assessment according to its relevance for the industry Training Package in which assessment is being undertaken. Further information is provided in the Implementation Guide.

The following knowledge should be demonstrated in assessment:

- occupational health & safety legislation and regulations
- legal responsibilities and duty of care
- basic anatomy and physiology
- respiratory/circulatory system
- how to gain access to and interpret Material Safety Data Sheets (MSDS)
- company standard operating procedures (SOPs)
- debriefing counselling procedures
- dealing with social problems and confidentiality
- capabilities of emergency management services
- knowledge of the First Aiders' skills and limitations

Evidence should demonstrate the following skills:

The specific injuries/illnesses managed should be identified according to the workplace/environmental needs of the workplace and the Range of Variables listed in this unit

- resuscitation
- the use of a semi automatic defibrillator
- delivery of oxygen
- demonstration of first aid principles
- adequate infection control procedures
- safe manual handling
- consideration of the welfare of the casualty
- initial casualty assessment
- report preparation
- communication skills
- incident management skills
- ability to interpret and use listed documents

Underpinning Knowledge and Skills

- basic anatomy - skeleton, muscles, joints, bones
- basic physiology
- transport techniques
- assertiveness skills
- communication skills
- leadership
- decision making
- legal requirements
- duty of care
- infection control
- resuscitation
- bleeding control
- airway management
- care of unconscious
- state and territory regulatory requirements relating to currency of skill and knowledge

KEY COMPETENCIES

• Key competency	• Level
Collect, analyse and organise information	3
Communicate ideas and information	3
Plan and organise activities	3
Work with others and in teams	3
Use mathematical ideas and techniques	2
Solve problems	3
Use technology	2

KEY COMPETENCY LEVELS

Level 1 = use routine approaches
 Level 2 = select from routine approaches
 Level 3 = establish new approaches

NB These levels do not relate to the Australian Qualifications Framework

UNIT 3 FIRST AID RESOURCE MAINTENANCE

UNIT	Guideline first aid competency 3
DESCRIPTOR	This unit deals with the first aiders responsibilities in ensuring that adequate supplies of first aid equipment and resources and records are maintained. The first aider may or may not necessarily be responsible for the ordering and purchasing of equipment and resources, depending upon the workplace organisational structure

ELEMENT	PERFORMANCE CRITERIA
1 Maintain resources	<p>1.1 Availability of adequate and relevant resources is ensured and secured in accordance with workplace procedures</p> <p>1.2 Non consumables required by workplace are identified and obtained to maintain adequate readiness of supplies</p> <p>1.3 Consumables required by workplace are identified and obtained to maintain adequate readiness of supplies</p> <p>1.4 Stock is checked and regular inspection of equipment is carried out for condition and currency</p> <p>1.5 Equipment is recovered, cleaned and waste is disposed of safely according to legislative and site procedures</p> <p>1.6 Resources are maintained in operational readiness in accordance with workplace procedures</p> <p>1.7 Resources are stored in the correct manner to ensure their future operation and serviceability</p>
2 Record and manage records	<p>2.1 Relevant forms are completed as required according to legislation and site procedures</p> <p>2.2 Forms are stored in accordance with legislative and site procedures</p> <p>2.3 Relevant forms are sent to appropriate bodies and appropriate filing of these records and security of such records is undertaken according to workplace and legislative requirements</p> <p>2.4 Confidentiality of records and information is maintained in accordance with privacy principles and statutory and/or organisational policies</p>

RANGE OF VARIABLES

The Range of Variables provides information about the context in which the unit of competency is carried out. It allows for differences between States and Territories and the Commonwealth, and between organisations and workplaces. It allows for different work requirements, work practices, and knowledge. The Range of Variables also provides a focus for assessment and relates to the unit as a whole.

First Aid resources may include but not be limited to:

Non consumables

- machines
- books
- reference materials
- MSDS resources including Workplace Health & Safety Act
- legislative regulations
- stretchers
- communication systems
- relevant texts
- equipment

Consumables:

- First aid kits (bandages, tape, scissors, splinter removers, antiseptic, eye management, disinfectants, emergency numbers and contacts, etc)
- dressings
- ointments
- cold packs
- analgesics
- splints
- sharps disposal
- biohazard wastes
- bandages
- medication
- personal protection equipment
- eye wash
- disinfectants
- broncho-dialators
- cervical collars

Legislation may include but not be limited to:

- occupational health & safety legislation
- regulations and codes of practice
- industrial relations legislation

Codes of practice may include but not be limited to:

- industry codes
- industry standards
- company procedures
- state and territory health and safety authorities

Relevant forms may include, but not be limited to:

- incident/injury forms
- casualty history forms
- disease notification
- workcover forms
- medication registers
- workers' compensation
- day book
- pre participation records (sport)
- medical histories
- management records
- stock records
- infection control records
- training records

Policies and procedures may be from organisations such as:

- Australian Resuscitation Council (ARC)
- National Health Medical Research Council (NHMRC)
- Company standard operating procedures
- Australian Standards
- Worksafe Australia

EVIDENCE GUIDE

Context of Assessment

Competence may be demonstrated working individually, under supervision or as part of a first aid team.

Where applicable, assessment should replicate workplace conditions as far as possible. Where, for reasons of safety, access to equipment and resources and space, assessment takes place away from the workplace, simulations should be used to represent workplace conditions as closely as possible.

Interdependence of units

Evidence of competency may be gathered from any of the four guideline units of competence. Assessors may wish to gather evidence alongside technical units from their Training Package.

Competency in this unit underpins competency in other aspects of providing workplace first aid. It may be appropriate to assess parts of this unit in conjunction with other first aid guideline competencies.

Evidence of competency may be gathered from any of the four guideline units of competence. Competence may be assessed in conjunction with other industry units of competency such as:

- occupational health and safety
- risk assessment
- emergency procedures
- record management
- stock control
- administration
- office procedures

Underpinning Knowledge and Skills:

- occupational health and safety legislation and regulations
- legal responsibilities and duty of care
- policies and procedures
- cleaning agents
- stock control
- waste disposal
- transportation techniques
- use of referral networks
- currency of skills and knowledge
- gaining access to Material Safety Data Sheets (MSDS)

KEY COMPETENCIES

• Key competency	• Level
Collect, analyse and organise information	2
Communicate ideas and information	2
Plan and organise activities	3
Work with others and in teams	2
Use mathematical ideas and techniques	1
Solve problems	2
Use technology	1

KEY COMPETENCY LEVELS

Level 1 = use routine approaches
 Level 2 = select from routine approaches
 Level 3 = establish new approaches

NB These levels do not relate to the Australian Qualifications Framework

UNIT 4 FIRST AID POLICY DEVELOPMENT

UNIT	Guideline first aid competency unit 4
DESCRIPTOR	This unit encompasses the management of policy development and the implementation of effective systems for human and physical resources to ensure that first aid can be provided in the workplace.

ELEMENT		PERFORMANCE CRITERIA
1	Coordinate and implement effective organisational systems	1.1 Participative processes are coordinated to identify and agree on outcomes 1.2 Processes are initiated to plan, implement and control systems to achieve identified outcomes 1.3 Policies and procedures are implemented/ developed to give effect to Workplace Health and Safety legislation, site procedures and Training Package requirements and National Training Agenda 1.4 Processes are developed in accordance with workplace principles and relevant legislation, and maintained for succession of first aid responsibilities 1.5 Changes in policy and procedures are distributed to relevant personnel using appropriate communication channels 1.6 Review and recommendations of procedures/policy is undertaken and reported when required

<p>2 Implement effective First Aid training and practice</p>	<p>2.13 Links are maintained with first aid bodies and professional and clinical organisations/bodies</p> <p>2.14 Currency of first aid and personal qualifications are maintained in accordance with industry and organisational requirements</p> <p>2.15 Risks are reviewed and validated against organisational policies and procedures and other standards so that effective risk control procedures can be applied</p> <p>2.16 Additional training is coordinated, planned, implemented and evaluated in a timely manner to meet the needs of individuals and the work site</p> <p>2.17 Practices are consistent with current standards and policies</p> <p>2.18 Planning is coordinated for response to major incidents and made known to the work group in readiness for implementation</p>
<p>3 Maintain up-to-date professional development of knowledge and skills</p>	<p>3.1 Self education process is undertaken where required in accordance with workplace principles and opportunities</p> <p>3.2 Links are accessed with various professional first aid bodies and organisations to maintain currency in the field</p> <p>3.3 Relevant information is accessed promptly and made known to the work group and certification is maintained in accordance with workplace procedures and legislation</p>

RANGE OF VARIABLES

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Systems may include :

- ordering
- skills updating
- networking
- communication
- technological
- training and assessment

Access relevant information may include:

- meetings
- seminars
- log books (personal development)
- conferences
- alignment with professional first aid bodies

First aid bodies and professional and clinical organisations/bodies could include:

- Australian Resuscitation council (ARC)
- International Liaison Committee on Resuscitation (ILCOR)
- support groups
- registered providers/authorities

Policies and procedures may be from organisations such as:

- Australian Resuscitation Council
- National Health & Medical Research Council
- Australian standards
- company standard operating procedures
- risk management standards

Self education processes may include:

- attendance at relevant seminars and conferences
- maintenance of professional library
- membership of other first aid bodies
- formal training
- supervised or unsupervised practice to maintain currency of competence

EVIDENCE GUIDE

Context of Assessment

Competence may be demonstrated working individually, under supervision or as part of a first aid team.

Where applicable, assessment should replicate workplace conditions as far as possible. Where, for reasons of safety, access to equipment and resources and space, assessment takes place away from the workplace, simulations should be used to represent workplace conditions as closely as possible.

Interdependence of units

Evidence of competency may be gathered from any of the four guideline units of competence. Assessors may wish to gather evidence alongside technical units from their Training Package.

Evidence of competency may be gathered from any of the four guideline units of competence. Competence may be assessed in conjunction with other industry units of competency such as:

- Occupational Health and Safety
- Workplace Training
- Frontline management or similar units

Underpinning Knowledge and Skills

- national training agenda
- use of referral network
- legal requirements
- duty of care
- state and territory regulations relating to currency of skill and knowledge
- training and assessment
- communication techniques
- first aid principles and practices

KEY COMPETENCIES

• Key competency	• Level
Collect, analyse and organise information	3
Communicate ideas and information	3
Plan and organise activities	3
Work with others and in teams	2
Use mathematical ideas and techniques	2
Solve problems	3
Use technology	2

KEY COMPETENCY LEVELS

Level 1 = use routine approaches

Level 2 = select from routine approaches

Level 3 = establish new approaches

NB These levels do not relate to the Australian Qualifications Framework