SKILLSIQ

CAPABLE PEOPLE MAKE CLEVER BUSINESS

First Aid Validation Guide

October 2019

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Introduction

SkillsIQ is a not-for-profit Skills Service Organisation (SSO) supporting industry in developing standards to equip the people-facing workforce with the right skills for jobs now and into the future. SkillsIQ is funded by the Department of Employment, Skills, Small and Family Business to support the Industry Reference Committees (IRCs) responsible for the development and maintenance of Training Packages in the following sectors:

- Community Services
- Health
- Local Government
- Public Sector
- Floristry
- Hairdressing and Beauty Services
- Funeral Services
- Retail Services
- Sport, Fitness and Recreation
- Tourism, Travel and Hospitality.

Project Background

SkillsIQ, under the direction of the First Aid IRC, has been tasked with updating the eight Units of Competency that cover the skills and knowledge to be able to provide a First Aid response and sustain life in the event of an emergency.

The First Aid IRC has proposed changes which will involve:

- Updating current Units of Competency to reflect industry best practice and current regulation
- Updating current Units of Competency to ensure their scope and breadth are reflective of industry expectations
- Consideration of the skills requirements in specific areas, such as asthma and anaphylaxis
- Consideration of the need for additional criteria to address First Aid in relation to mental health.

In support of these objectives, eight updated Units of Competency were drafted and released for public consultation in August–September 2019.

This paper summarises the feedback received during the Draft 1 public consultation and highlights key changes to the Units as reflected in Draft 2.

Draft 1

National consultation on Draft 1 was open from 7 August 2019 to 20 September 2019. It was promoted across SkillsIQ's networks and stakeholders and the First Aid IRC members' networks, as well as being conveyed to all other SSOs for promotion to their IRCs and stakeholders, given the cross-sectoral nature of First Aid training.

Draft 1 of the eight First Aid Units was published and available via SkillsIQ's Feedback Forum webpage. A consultation guide was also included on the Feedback Forum for individuals to download and review. Overall, the Feedback Forum received 1,981 unique responses during the consultation period.

In addition to collecting feedback via the Feedback Forum, consultation activities involved five webinars and eight face-to-face workshops held during September in:

- Sydney
- Melbourne
- Perth
- Darwin
- Adelaide
- Brisbane
- Hobart
- Canberra.

On completion, IRC members met to analyse and discuss feedback received on Draft 1 and determined actions for the development of Draft 2.

Draft 2 Validation and Timelines

Feedback reviewed during the Draft 1 consultation period has informed the development of Draft 2. Validation of Draft 2 allows stakeholders to review changes made to Draft 1 components and confirm that the resultant Training Package Products will meet their needs. It provides an opportunity for final input prior to submission for endorsement.

National validation of Draft 2 will be open from **Friday, 01 November** to **Friday, 22 November 2019**. During this period input will be sought on the following:

- Eight Units of Competency
- One Skill Set.

Following the close of validation, feedback will be collated and evaluated by the IRC. This feedback will inform the development of the final draft for submission.

Webinars

SkillsIQ will host a series of webinars to seek stakeholder input. To register your interest in attending a webinar, please click on one of the links below.

Webinar 1: Wednesday 6 November at 2:00pm AEDT

First Aid Draft 2 Validation-Webinar 1

Webinar 2: Friday 8 November at 3:30pm AEDT

First Aid Draft 2 Validation-Webinar 2

Webinar 3: Monday 11 November at 10:00am AEDT

First Aid Draft 2 Validation-Webinar 3

Online Feedback Forum

Feedback can be provided online via the SkillsIQ Online Feedback Forum. The Feedback Forum is a tool designed to capture stakeholder feedback on draft Training Package Products. It provides an opportunity for stakeholders to view feedback left by others.

To access the Feedback Forum, click here.

For information on how to use the Feedback Forum, please click here.

About this Validation Guide

This guide, which should be read in conjunction with the Draft 2 Training Package Products, provides:

- a summary of the proposed changes from Draft 1 to Draft 2
- the draft Skill Set
- a list of Draft 2 Units of Competency and associated prerequisites
- mapping of Draft 2 Units to existing HLT versions
- an explanation of the contents of the Units of Competency and Assessment Requirements found in Appendix A.

This guide does not include Draft 2 Training Package components. These can be accessed via the Feedback Forum link above.

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Summary of Changes, Draft 1 to Draft 2

Global Issues

A number of global issues were raised in respondents' comments with diverse and sometimes contradictory viewpoints expressed. These were referred to the Industry Reference Committee for resolution.

General Issues with all First Aid Units

In general, the feedback highlighted a number of issues that impact the application and the delivery of the First Aid Units, as follows:

- *Coding changes* – While this is an issue for RTOs in regard to administration, it is beyond the control of the First Aid IRC and SkillsIQ as it is a policy requirement for endorsement of Training Package Products.
- *Equivalence and the impact to learners requiring nominated First Aid Units to commence work or complete other qualifications* – This is unavoidable due to the changing requirements within the updated Units and the need to ensure the learning outcomes meet industry expectations.
- *Terminology* – Terms used in Draft 1 commonly used in the Australian Resuscitation Council (ARC) guidelines were reviewed to better reflect feedback and industry understanding in Draft 2.
- *Determining the types of evidence required in the assessment* – There was confusion about the term 'scenario'. The Assessment Conditions require that skills are demonstrated in realistic, in-depth, industry-validated scenarios and simulations. The Performance Evidence has been rewritten to make what is expected clearer. The addition of a simulated First Aid incident will give clarity regarding requirements.
- *Performing adult CPR on the floor* – The IRC considered all the feedback presented on this issue but reconfirmed its position that candidates should demonstrate adult CPR on the ground or floor as this is the most likely position that a casualty will be in when in an out-of-hospital environment. Industry needs to know that a graduate of a First Aid program can perform CPR if required where a casualty is on the ground or floor.
- *Consistency with the ARC wording and suitability* – All attempts have been made to ensure consistency with ARC wording, wherever possible.
- *The requirement for written reports* – The IRC acknowledges that while digital reporting is becoming more commonplace, there is still a need for the First Aider to have the ability to write and take notes in order to keep records.
- *The use of adult, child or infant manikins* – The use of specific manikins has been clarified throughout all Units.
- *Minor grammatical errors and formatting* – These have now been resolved
- *A variety of views on the length of time CPR should be demonstrated* - Two minutes was retained as sufficient duration to demonstrate competence.

Prerequisite Units

Draft 1 nominated very few prerequisite Units. There was a diverse response. Some respondents asked for prerequisites to be added, up to five for a Unit. Others asked for their

removal. Many suggested co-requisites, but Training Packages can no longer nominate these.

A minimal number of prerequisites have been nominated in Draft 2 Units. Prerequisites have been set for the 'advanced' Units only – remote First Aid, advanced First Aid and advanced resuscitation.

This avoids a trail of prerequisites leading to multiple others and a mandatory 'lock-step' approach to training and assessment. Nomination of multiple prerequisites allows no flexibility and forces all RTOs to sequence delivery in the same way, despite diverse course content, learner and industry needs.

Assessor Requirements

In Draft 1 the assessor requirements were covered on a Unit-by-Unit basis. Draft 1 included a requirement for assessors to meet the requirements of the *Standards for Registered Training Organisations'* assessors and additional specific Units in some cases.

The IRC determined that, to resolve any confusion and ensure consistency and rigour in the delivery of the First Aid Units, it would issue a generic statement for each Unit regarding the assessor requirements.

Draft 2 now states:

> *'Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors and must hold this Unit or demonstrate equivalent skills and knowledge contained within this Unit.'*

Units of Competency

Titles

Some titles have been changed for technical accuracy or to better describe the applicable environment. For example:

- *Provide First Aid in a remote or isolated site*
- *Provide advanced resuscitation and oxygen therapy*

Application Statements

Some application statements have been changed to better clarify the intent of the Unit.

Elements and Performance Criteria

Elements and Performance Criteria have been refined to incorporate better technical language.

Some Units have additional performance criteria and in other instances criteria have been removed. More detail can be found in the mapping section below.

Performance Evidence

- Some scenarios have been reworded to provide clarity
- Some additional simulated First Aid incidents have been added to ensure consistency in assessment.

Knowledge Evidence

Unnecessary detail has been removed, e.g. specific illnesses that require a medical determination (gastroenteritis and croup, for example)

In certain Units, the specific contents of First Aid kits have been listed.

In some instances, the Knowledge Evidence has been further refined to incorporate better technical language.

Assessment Conditions

The wording of the Assessment Conditions has been reviewed to ensure consistency and clarity.

Requirements for assessors have been reworded to ensure that individuals delivering the training have the required skills and knowledge to meet industry's expectations.

Additional Changes to Specific Units

The following changes have been made to specific Units:

Provide First Aid in a remote or isolated site

- A definition of what is meant by 'remote or isolated'
- The addition of prerequisites

Provide advanced First Aid

- The addition of prerequisites

Provide advanced resuscitation and oxygen therapy

- Additional requirements to deal with the use of oxygen
- The addition of prerequisites

Draft 2 Units of Competency and Skill Set

Units

Unit Code	Unit Name	Prerequisites
HLTAID009	Provide cardiopulmonary resuscitation	
HLTAID010	Provide basic emergency life support	
HLTAID011	Provide First Aid	
HLTAID012	Provide First Aid in an education and care setting	
HLTAID013	Provide First Aid in a remote or isolated site	HLTAID009 completed within the last 12 months HLTAID011 completed within the last three years
HLTAID014	Provide advanced First Aid	HLTAID009 completed within the last 12 months HLTAID011 completed within the last three years
HLTAID015	Provide advanced resuscitation and oxygen therapy	HLTAID009 completed within the last 12 months HLTAID011 completed within the last three (3) years
HLTAID016	Manage First Aid services and resources	

Skill Set

HLTSS000XX - Occupational First Aid Skill Set		
Unit Code	**Unit Name**	**Prerequisites**
HLTAID009	Provide cardiopulmonary resuscitation	
HLTAID011	Provide First Aid	
HLTAID014	Provide advanced First Aid	HLTAID009 completed within the last 12 months HLTAID011 completed within the last three (3) years
HLTAID015	Provide advanced resuscitation and oxygen therapy	HLTAID009 completed within the last 12 months HLTAID011 completed within the last three (3) years
HLTAID016	Manage First Aid services and resources	

Mapping of Draft 2 Units to Existing HLT Versions

Determination of Equivalence

A Unit is mapped as equivalent (E) when it provides the same skill and knowledge outcomes, as follows:

- Elements and Performance Criteria are the same, but are re-ordered and or expressed differently for clarity
- Knowledge Requirements are the same but are expressed differently for clarity.

A Unit is mapped as not equivalent (N) when it provides different skill and knowledge outcomes, as follows:

- Elements and/or Performance Criteria have been added or removed
- Knowledge Requirements have been added or removed.

Because of significant changes to all the Units, each is mapped as **not equivalent**. This is a consequence of changes made in response to considerable concerns about the content of existing units.

Unit Mapping

List of abbreviations:

AC: Assessment Conditions ***AR: Assessment Requirements*** ***KE: Knowledge Evidence*** ***PC: Performance Criteria*** ***PE: Performance Evidence***

HLT Unit Code	HLT Unit Title	HLT Draft 2 Unit Code	HLT Draft 2 Unit Title	Draft 2 Comments	E/N
HLTAID001	Provide cardiopulmonary resuscitation	HLTAID009	Provide cardiopulmonary resuscitation	Elements: Added 4. Evaluate the incident and own performance. PC: Changes to wording in (1.2,1.3,1.4) and (3.3) and the addition of (4.1, 4.2) PE: Revised wording to provide clarity and address new element and PC KE: Revised wording to provide clarity and address new element and PC AC: Revised assessors' requirements	N

HLTAID002	Provide basic emergency life support	HLTAID010	Provide basic emergency life support	Application: Minor changes to wording to provide clarity Added elements: 4. Evaluate the incident and own performance. PC: Changes to wording in (1.2,1.3,1.4) and (3.3) and the addition of (4.1, 4.2) PE: Revised wording to provide clarity and address new element and additional information relating to how the assessment is to be done KE: Revised wording to provide clarity and address new element and PC AC: Revised assessors' requirements	N
HLTAID003	Provide First Aid	HLTAID011	Provide First Aid	Application: Minor changes to wording to provide clarity PC: Changes to wording in (1.2,1.3,1.4), (3.3) and (4.2) PE: Revised wording to provide clarity and address element 4 and additional information relating to how the assessment is to be done KE: Revised wording to provide clarity AC: Revised assessors' requirements	N
HLTAID004	Provide an emergency First Aid response in an education and care setting	HLTAID012	Provide emergency First Aid in an education and care setting	Title: Removed the word 'emergency' Application: reworded to include childhood workers and educators outside school hours, and minor changes made to wording to provide clarity PC: Changes to wording in (1.2,1.3,1.4), (3.6) and (4.2, 4.3) PE: Revised wording to provide clarity and address element 4, and additional information relating to how the assessment is to be done KE: Revised wording to provide clarity AC: Revised assessors' requirements	N

HLTAID005	Provide First Aid in remote situations	HLTAID013	Provide First Aid in a remote or isolated site	Removed duplicated content added from HLTAID009 and HLTAID011 where possible, and added prerequisites Title: added word 'isolated' and changed 'situations' to 'site' Application: Reworded to better reflect the where the Unit should be applied Prerequisite: Additional prerequisites added: HLTAID009 completed within the last 12 months AND HLTAID011 completed within the last three (3) years Elements: all updated PC: all updated PE: Revised wording to provide clarity and address new elements and PC. Additional information relating to how the assessment is to be done KE: Revised wording to provide clarity and address new elements and PC. AC: Revised assessors' requirements	N
HLTAID006	Provide Advanced First Aid	HLTAID014	Provide Advanced First Aid	Removed duplicated content added from HLTAID009 and HLTAID011 where possible and added prerequisites Application: Minor changes to wording to provide clarity Prerequisite: Additional prerequisites added: HLTAID009 completed within the last 12 months AND HLTAID011 completed within the last three (3) years PC: Changes to wording in (1.2,1.3,1.4), (2.1), (4.3) and (5.2). PC: (3.3,3.4,3.5,3.6) and (5.3,5.4) all deleted PE: Revised wording to reflect changes in PC and provide clarity KE: Revised wording to reflect changes in PC and provide clarity AC: Revised assessors' requirements	N

HLTAID007	Provide advanced resuscitation	HLTAID015	Provide advanced resuscitation and oxygen therapy	Removed duplicated content added from HLTAID009 and HLTAID011 where possible, and added prerequisites Title: addition 'and oxygen therapy' Application: Minor changes to wording to reflect oxygen therapy and to provide clarity Prerequisite: Additional prerequisites added: HLTAID009 completed within the last 12 months AND HLTAID011 completed within the last three (3) years Elements: additional element 3: Deliver supplemental oxygen PC: Changes to all PC, to reflect the use of oxygen and provide clarity PE: revised to reflect the use of oxygen and provide clarity KE: revised to reflect the use of oxygen and provide clarity AC: Revised assessors' requirements	N
HLTAID008	Manage First Aid services and resources	HLTAID016	Manage First Aid services and resources	Minor grammatical updates to ensure clarity	E

Mapping of Draft 2 Skill Set to Existing HLT versions

The following Skill Set is included in Draft 2:

- Occupational First Aid Skill Set

Skill Set Mapping

SIS10 Skill Set Title	Draft 2 Skill Set Title	Draft 2 Comments	E/N
HLTSS00027 Occupational First Aid Skill Set	HLTSS000XX Occupational First Aid Skill Set	With the inclusion of prerequisites HLTAID009 and HLTAID011 the Skill Set has increased from 3 to 5 Units	N

Appendix A: Training Package Unit of Competency Terminology Guide

Units of Competency specify the skills and knowledge a learner needs in order to complete a work task. Each Unit of Competency has associated Assessment Requirements, which detail what a learner must demonstrate and know in order to be deemed competent, along with any special conditions which apply to the assessment of competency.

UNIT CODE	Unique code which identifies the Unit of Competency
UNIT TITLE	The Unit Title is a brief statement of the outcome of the Unit of Competency, i.e. what is the task that learners will be able to complete once they are deemed competent
APPLICATION	The application summarises: • the content of the Unit of Competency and the skill area it addresses • any relationship with other Units of Competency • any licensing requirements or relevant legislation • the Unit of Competency's scope, purpose and operation in different contexts: for example, by showing how it applies in the workplace.
PREREQUISITE UNIT	Prerequisites are other Units of Competency or in some cases licences, etc., that a learner must complete before undertaking this Unit of Competency. This may be in order to provide underpinning skills or knowledge that is essential for a learner to undertake this Unit.
ELEMENTS	The Elements are the basic themes of the Unit of Competency. They describe the significant functions that form part of the work task that the Unit of Competency covers.
PERFORMANCE CRITERIA	The Performance Criteria specify the required steps that enable the learner to undertake the work task.
Assessment Requirements	
PERFORMANCE EVIDENCE	Identifies what a learner must demonstrate in order to be deemed competent at the work task.
KNOWLEDGE EVIDENCE	Identifies what a learner needs to know to perform the work task effectively.
ASSESSMENT CONDITIONS	Assessment Conditions provide the context for the Unit of Competency, describing essential operating conditions that must be present for assessment, depending on the work situation, needs of the candidate, accessibility of the items required, and local industry and regional contexts. They may specify any of the following: • The conditions under which competency must be assessed including variables such as the assessment environment or necessary equipment or tools • Whether or not the Unit must be assessed in the workplace or may also be assessed via simulation • Resource implications, for example access to particular equipment, infrastructure or situations • Any required characteristics of the assessor, e.g. whether the assessor must hold a higher qualification in that field, etc.