

# FIRST AID BOOKINGS TERMS AND CONDITIONS

## **Terms and Conditions**

### **1. Course structure**

- 1.1 The IVET Institute delivers a HLTAID003, HLTAID002 & HLTAID001 course contextualized for students in schools
- 1.2 All training and assessment material for students enrolled in the course will be provided
- 1.3 The course will constitute a blended mix of interactive and face-to-face learning
- 1.4 There are no take home assessment tasks for students (unless discussed with IVET)
- 1.5 Students are required to submit all completed work on the day (unless discussed with IVET)

### **2. Pre Course work**

- 2.1 IVET recommends that all students complete the course work provided in the student workbook before their First Aid course is delivered

### **3. Course Venue and Facilities required**

- 3.1 IVET Institute First Aid courses required the following:
  - Suitable classroom with sufficient floor space for practical activities. If this is not possible then a normal classroom is required.
  - **A teacher in attendance in the room for the duration of the course**
  - Portable projector and screen OR an interactive white board (IWB)

### **4. Issuing of Certificates**

- 4.1 Certificates will be issued to students once all competent students have successfully registered and provided their Unique Student Identifier (USI)
- 4.2 IVET will issue certificates to a single class once all USI and assessments are completed
- 4.3 IVET will communicate with the school and teacher this information
- 4.4 Certificates will either be sent electronically or in hard copy. Hard copy certificates if requested will be provided at a charge of \$7.50 ps

## 5. Unique Student Identifier (USI)

5.1 All students must have a valid USI number before they are issued a statement of attainment

## 6. Fees

6.1 A school order number is required for all First Aid courses being delivered to schools that are not currently working with IVET as their VET in Schools RTO prior to confirmation of the course

6.2 Schools will be invoiced according to the numbers they have booked for and this will not be changed.

6.3 Any changes to the number of students booked, the school will need to notify IVET 48 hours in advance of the course start date, otherwise the invoice will reflect your numbers booked.

6.4 If there is an increase in the number of participants than stated when booked, the school must notify IVET greater than 72 hours before the course. If this is not notified, additional students may be charged at 10% more than the individual cost.

6.5 Regional travel greater than 100km from the Melbourne CBD will incur a \$100 travel fund. This is to cover travel costs to and from the venue.

## 7. Enrolment of students

7.1 All students are required to enroll prior to each course via IVET's on line enrolment portal

7.2 Schools maybe sent out enrolment details prior to the beginning of each course to allow enough time for students to enroll (if applicable)

7.3 Schools that have not enrolled students prior to training, will be required to enrol on the day

For all enquiries please contact *the* IVET Institute:

Note: these requirements are based on the specific delivery of the above-mentioned course and are made specific to school and teachers.

The IVET Institute has the right to cancel any course or course booking prior to commencement if any of the above points are not met.

