

## FIRST AID PRE-COURSE INFORMATION

### Arrival Time:

- Please arrive 15 minutes prior to your course start time to register and have your ID checked.
- Participants who arrive more than 10 minutes after the scheduled start time will not be allowed to enter the class and will need to pay a further 50% to reschedule to an alternate class date.

### What to Bring:

- 1 x form of Photo ID (e.g. Passport, Driver's License or Proof of Age card); or 2 x forms of secondary ID (e.g. Health Care card, Medicare card, ATM card)
- A pen and your completed workbook.

### Course Assessment:

- There is a **MANDATORY** pre-reading component (of approximately 1 hour) that needs to be completed before sitting this course. This can be done either online, or via a PDF workbook.
- Students, who have not completed the necessary pre-course study on arrival for their training, will NOT be permitted entry to the classroom and will need to reschedule to an alternate date, at a cost of 50% of the course fee.
- Your course assessment will be conducted in English and may be undertaken in a written or verbal format;
- If you believe that you may have difficulty completing the assessment due to English being your second language, or you have literacy or numeracy issues, please contact our office so we can assist you with preparations prior to your course.
- Participants, who are deemed Not Yet Competent in their assessment, will be offered 1 x free re-assessment.

### Where to Find Us:

**Train - Armadale or Midland or lines:** Exit Mclver Station to the North, turn right. Walk for 1-minute through the car park to Aberdeen Street. Our office is on the right hand side of the car park.

**Train - All other train lines:** a) Either take a train one stop to Mclver Station (on either the Armadale or Midland Line) and follow above directions, or b) Exit Perth Station and follow brown cycle path, turn left into Beaufort St and then right onto Aberdeen St.

### Booking Conditions / Refund Policy:

#### Cancellation Fees:

- Within 24hrs = Non-Refundable
- Outside 24hrs = \$20

#### Rescheduling Fees:

- Within 24hrs = 50% of course fee. A Doctors certificate is the only exception
- Outside 24hrs = Nil

A 50% course rescheduling fee applies if the participant:

- is more than 10 minutes late from the class start time;
- does not have the correct (or insufficient) identification,
- who have not completed the necessary pre-course study on arrival for their training

Under these circumstances the course fees are non-refundable and entry to class is not permissible.

### General Booking Conditions and Refund Policy:

- Please refer to our full General Booking Conditions and Refund Policy for complete details.

### What to Wear:

- Comfortable clothing for a classroom environment. Pants or shorts (short skirts are not appropriate) and enclosed shoes.

**Parking:** Limited free parking on site, otherwise there is pay parking on Aberdeen St. (opposite Nash St).

### Further Information:

Clients are strongly encouraged to read our Participant Information Manual prior to booking their course. This Manual sets out all relevant support services, Policies and Procedures, Rights and Responsibilities to assist our clients. Please ask one of our staff to obtain a copy.

