

Provide Cardiopulmonary Resuscitation (ShortCourse)

COURSE CODE	3120HLT016
LOCATIONS	Warrnambool, Portland, Hamilton, Colac
STUDY MODE	On Campus, Short Course
Length	Three-and-a-half hours
Commencement	Follow the book now button for upcoming dates
Timetable	One class, 9am - 12.30pm plus pre-reading

Course Overview

This section gives you an introduction to what you will be learning in this course, plus course outcomes, career opportunities, and student support.

Introduction

Learn essential CPR, an important life skill to have.

The skills you will gain in this course are important for you if you may be required to provide CPR in workplace settings, but they are also incredibly useful in the community.

You will learn how to perform cardiopulmonary resuscitation (CPR), in line with the Australian Resuscitation Council (ARC) Guidelines.

Course Outcomes and Career Opportunities

On successful completion, you will receive a Statement of Attainment for this course.

Course Requirements

This section gives you an overview of entry requirements, course units and electives, skills recognition, and assessment criteria.

Entrance requirements & pre-requisites

You must be able to demonstrate the physical capabilities required to follow the DRSABCD (danger, response, send for help, airway, breathing, cardiopulmonary resuscitation (CPR) and defibrillation) principles, in line with ARC guidelines including:

- performing at least two minutes of uninterrupted single rescuer CPR (five cycles of both compressions and ventilations) on an adult resuscitation manikin placed on the floor
- performing at least two minutes of uninterrupted single rescuer CPR (five cycles of both compressions and ventilations) on an infant resuscitation manikin.

For this course, you will need to:

- provide photo ID to the trainer on the day of the course
- bring a pen and paper
- wear casual clothing.

Units offered

Assessment

This course involves accredited units. You will be required to complete assessment tasks to demonstrate your underpinning knowledge, skills and attributes to meet the course outcomes. A combination of written, oral and practical assessment strategies will be used in either a classroom, online or workplace environment.

Where units require demonstration of skills in a workplace environment, you will have the opportunity to do this either in your own workplace (where appropriate), through a practical placement, or by using one of the Institute's simulated workshops/classrooms. Detailed information about the types, conduct and dates of assessments will be provided in advance. You will also be provided with information about the opportunity for reassessment and appeal.

Fees

This section gives you an overview of course fees, subsidies, and how they can be paid.

Course Fees

Here's an outline of fees and costs associated with your course (including resource and/or materials costs associated with your course).

Course Fees	\$80.00
<i>No concession or government funding applies</i>	
Additional course fees	Indicative Course Fee
Course consumable/materials (approximate)	\$0.00

Resource and/or materials costs

Some courses require specific resources or materials necessary for your study eg: tools of the trade, excursions, etc. Final costs will be determined upon enrolment.

How do I pay for the short course?

Booking your short course is easy and starts online. Once you've completed your online booking, you can choose from the following convenient payment options:

- **Online:** pay securely via our online payment portal.
- **Over the phone:** we will call you to take EFTPOS payment over the phone using your credit or debit card.
- **In person:** visit your nearest campus to pay by card.
- **Authority to Invoice:** if you nominate a third party (such as your employer) to cover your course cost, we will email you an Authority to Invoice form.

Next Steps

Ready to take the next step? Here you can make an enquiry, attend an information session or begin the application process.

How to apply

There are [five simple steps to apply for a course](#) with us.

1. Apply - complete a [short online application form](#). Once this form is submitted we'll send you a thank-you email.
2. Literacy and Numeracy Assessment - we will assess whether you need to undertake a Language, Literacy and Numeracy (LLN) assessment and email it to you if required.
If you are not required to undertake this assessment, you will skip to step 3.
3. Chat to our team - your teacher or course specialist will contact you to discuss the course in more detail and ensure the right units of study are selected for you.
4. Enrol – you will be sent an email to accept your offer for the course. By accepting, you will be directed to verify your details and submit your enrolment for processing.
5. Pay - once we've completed your enrolment, we will send you an invoice to arrange [payment of your course fees](#).

If you need any assistance with applying, [contact our team](#) on 1300 648 911 or visit your nearest campus.

How to book for a short course

There are 5 simple steps when booking a short course with us.

1. **Book** – Book online and complete our enrolment details at swtafe.edu.au
2. **Verify** – You will be asked to verify your identity online as part of the booking process.
3. **Pay** – Pay online, in person, over the phone, or request an invoice for third-party payment.
4. **Assessment** – Some courses require a Language, Literacy and Numeracy (LLN) assessment. We'll let you know if it's needed.
5. **Attend** – Once confirmed, we'll email all the course details and any pre-reading required.

If need any assistance with completing your booking, contact our team via the live chat below, call 1300 648 911 or [visit your nearest campus](#).

Careers and Course Advice

Not sure which course is right for you? South West TAFE will help you find your way.

Our Careers Coaches at the [Skills and Jobs Centre](#) is here to support you. Whether you're exploring career options, transitioning from school to the workforce or looking to study after school we're here to help you.

Student Support

As a SWTAFE student, you can access a variety of support services that will enhance your study experience and help you complete your studies successfully. For more information about any of these services, [visit our student page](#).