

## Federal Instruction Summary

Reference : Federal Field Instruction 29  
F/FI/ 29/07

Staff Affected : All Officers / Cadets

Date of Effect : August 2007

Description : First Aid Badge Requirements

Contact : Federal Field Commissioner

  

Related Reference : F/FI/26/06

Authorised By : Comr P Glover MSA  
Federal Field Commissioner

## First Aid Badge Requirements

### 1.0 Intention

- 1.1 The intention of this Instruction is to further amend the qualifications governing First Aid Badges issued throughout the Australian Air League.
- 1.2 This Instruction rescinds and replaces F/FI/26/06 dated August 2006.

### 2.0 General

2.1 The First Aid Syllabus relevant to the issue and qualification of First Aid class 4 requires the member to demonstrate a basic understanding of the information contained in the AAL First Aid Class 4 Workbook.

2.2 The First Aid Syllabus relevant to the issue and qualification of First Aid class 3, 2, 1 and First Aid Instructor badges by the Australian Air League will be based on the successful completion, and satisfactory assessment, of nominated Units of Competency taken from Health Training Package (HLT07).

2.2.1 A Training Package is an integrated set of nationally endorsed competency standards, assessment guidelines and Australian Qualifications Framework (AQF) qualifications for a specific industry, industry sector or enterprise.

2.2.2 Each Training Package:

- provides a consistent and reliable set of components for training, recognising and
- assessing people's skills, and may also have optional support materials
- enables nationally recognised qualifications to be awarded through direct
- assessment of workplace competencies
- encourages the development and delivery of flexible training which suits
- individual and industry requirements
- encourages learning and assessment in a work-related environment which leads to
- verifiable workplace outcomes.

2.2.3 How do Training Packages fit within the National Training Framework?

The National Training Framework is made up of the nationally agreed quality arrangements for the vocational education and training sector, the Australian Quality Training Framework (AQTF), and Training Packages endorsed by the National Quality Council (NQC).

2.2.4 Who can deliver and assess using Training Packages?

Training and assessment using Training Packages must be conducted by a Registered Training Organisation (RTO) that has the qualifications or specific units of competency on its scope of registration, or that works in partnership with another RTO as specified in the AQTF *Standards for Registered Training Organisations*. Details of RTO's that are licensed to provide training and assessment is available from the National Training Information Service (NTIS) at [www.ntis.gov.au](http://www.ntis.gov.au)

2.2.5 Training Package Endorsed Components

The nationally endorsed components include the Competency Standards, Assessment Guidelines and Qualifications Framework. These form the basis of training and assessment in the Training Package and, as such, they must be used.

#### **2.2.5.1 Competency Standards**

Each unit of competency identifies a discrete workplace requirement and includes the knowledge and skills that underpin competency as well as language, literacy and numeracy; and occupational health and safety requirements. The units of competency must be adhered to in training and assessment to ensure consistency of outcomes.

#### **2.2.5.2 Assessment Guidelines**

The Assessment Guidelines provide an industry framework to ensure all assessments meet industry needs and nationally agreed standards as expressed in the Training Package and the *Standards for Registered Training Organisations*. The Assessment Guidelines must be followed to ensure the integrity of assessment leading to nationally recognised qualifications.

**2.3** No Group is permitted to issue First Aid badges in recognition of other than the qualifications listed in this Instruction.

#### **2.4 Instruction of First Aid**

**2.4.1** First aid Class 4 will require an Instructor who has attained the minimum qualification of the AAL First Aid Class 3 badge.

**2.4.2** No member of the Australian Air League is permitted to instruct First Aid Class 3, 2 and 1 unless they satisfy the criteria laid down in paragraph 3.5 of this Instruction. Such qualification must first be produced and approved by the Group Physical Activities Commissioner /Officer or if not appointed, the Group Field Commissioner/Officer, prior to members being instructed.

### **3.0 First Aid Badge Qualifications**

#### **3.1 First Aid Class 4 Badge [Green Badge].**

**3.1.1.** In order for members to qualify for the issue of this badge, an exam covering the following topics, contained in an AAL Workbook and MS PowerPoint presentation, must be passed.

- The aims of First Aid
- What does a First Aider do?
- Calling emergency services
- D R A B C D Action Plan
- Soft Tissues Injuries – R I C E R

#### **3.2 First Aid Class 3 Badge [Red Badge]**

In order for members to qualify for the issue of this badge, the member must produce a Statement of Attainment, recognised within the Australian Qualifications Framework (AQF) issued by a Registered Training Organisation licensed to provide training and assessment in the following Unit of Competency:

HLTFA201A Provide basic emergency life support

#### **3.3 First Aid Class 2 Badge [White Badge]**

In order for members to qualify for the issue of this badge, the member must produce a Statement of Attainment, recognised within the Australian Qualifications Framework (AQF) issued by a Registered Training Organisation licensed to provide training and assessment in the following Unit of Competency:

HLTFA301B Apply first aid - which includes as a pre requisite  
HLTCPR201A Perform CPR  
HLTFA201A Provide basic emergency life support (FA3)

### 3.4 First Aid Class 1 Badge [Blue Badge]

In order for members to qualify for the issue of this badge, the member must produce a Statement of Attainment, recognised within the Australian Qualifications Framework (AQF) issued by a Registered Training Organisation licensed to provide training and assessment in the following Unit of Competency:

HLTFA402B Apply advanced first aid incorporating  
HLTFA404A Apply advanced resuscitation techniques  
and includes as a pre requisite HLTFA301B Apply first aid (FA2)

### 3.5 First Aid Instructor Badge

#### 3.5.1 In order for members to qualify for the issue of this badge, all of the criteria listed hereunder must be met:

Must hold a:

- a) Must hold a certificate issued by a Registered Training Organisation licensed to provide training and assessment in the HLTFA403A – Manage first aid in the workplace - Unit of Competency
- b) Must hold a Certificate 4 in Workplace Training and Assessment issued by a Registered Training Organisation
- c) Written confirmation of their affiliation with a Registered Training Organisation with HLTFA1A, HLTFA2A, HLTFA3A, HLTFA4A on its scope of training
- d) Must provide evidence of training experience.

## 4.0 Procedure for Application of First Aid Badges

### 4.1 First Aid Class 4 exams are applied for as for any other Australian Air League education badge contained in Section 16 of the Australian Air League manual.

For First Aid Class 3, 2, 1 and Instructor badges the following procedure will apply:

### 4.2 Members must supply evidence of having satisfied the qualification criteria relevant to the badge being applied for. A valid certificate issued by a Registered Training Organisation, licensed to provide training and assessment in the required Unit of Competency, is considered sufficient evidence.

### 4.3 Applications must be made on a Form 28 and forwarded with the original or copy of the certificate issued by the Registered Training Organisation and other supporting documentation relevant to the badge being applied for.

### 4.4 The Form 28 must be sent to the Group Physical Activities Commissioner/Officer or if not appointed, to the Group Field Commissioner/Officer.

### 4.5 On receipt of the Form 28, the issuing Commissioner/Officer will check the scope of training of the Registered Training Organisation, endorse that the correct information has been supplied relevant to the badge being applied for and, if all required criteria have been met, issue the authority card accordingly.

## 5.0 Badge Position

5.1 The position for the First Aid badge shall be in accordance with Section 17 of the Australian Air League Manual.

## 6.0 Instructor Points

6.1 Instructor points for First Aid badges will be awarded on the following basis:

First Aid Awareness Badge	5 points
First Aid Class 3 Badge	10 points
First Aid Class 2 Badge	15 points
First Aid Class 1 Badge	20 points

## 7.0 Conclusion

7.1 Any Squadron which intends to encourage their members to obtain a Class 3, 2, 1 or Instructor First Aid badges should contact a licensed Registered Training Organisations (refer [www.ntis.gov.au](http://www.ntis.gov.au) ) to arrange training and/or assessment.



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