



READY SET **RESCUE** WA

1/1/2025

Onsite Training

Terms and Conditions

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1. General

These Terms and Conditions govern all onsite First Aid, Fire, and Emergency Response training provided by Ready Set Rescue WA. By booking or participating in training, clients agree to these Terms and Conditions.

2. Booking Confirmation and Student Enrolment

Once a booking is confirmed, the nominated client contact will receive access to a dedicated client portal containing course and participant details. It is the client's responsibility to ensure all participants are correctly enrolled into the appropriate course. Failure to correctly enrol participants may result in delays to certification or additional administrative fees.

3. Course Attendance Requirements

Participants must attend the full duration of their scheduled course. Late arrivals may be refused entry. Participants must bring valid photo identification and wear clothing suitable for practical activities, including closed-toe shoes. All participants must be physically capable of completing required assessments. For fire courses, participants must follow all safety instructions when handling live-fire equipment.

4. Rescheduling Policy

Courses may be rescheduled with a minimum of 48 hours' notice. Requests made with less than 48 hours' notice will incur a \$500 rescheduling fee per booking and are subject to availability.

5. Cancellation Policy

Cancellations within 48 hours of the scheduled course will incur a \$500 cancellation fee. Cancellations made more than 48 hours before the scheduled course will not incur a fee. If Ready Set Rescue WA cancels a course, clients will be offered an alternative date at no additional cost.



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6. Course Fees & Duration

First Aid Courses

Course Code	Course Name	Duration	Minimum Participants	Cost (Per Person)
HLTAID009	Provide Cardiopulmonary Resuscitation (CPR)	1.5 hrs	10	\$80
HLTAID011	Provide First Aid (Includes CPR)	3 hrs	7	\$150
HLTAID012	Provide First Aid in an Education and Care Setting	4 hrs	7	\$170

Up to 20 participants can be accommodated per First Aid or CPR session. Larger groups will require multiple sessions or an additional trainer.

Fire & Emergency Courses

Course Code	Course Name	Duration	Minimum Participants	Cost (Per Person)
PUAFER005	Operate as Part of an Emergency Control Organisation (Fire Warden)	3 hrs	5	\$220
PUAFER006	Lead an Emergency Control Organisation (Chief Warden)	3 hrs	5	\$220
PUAFER008	Confine Small Emergencies in a Facility	3 hrs	5	\$180
CPPFES2005	Demonstrate First Attack Firefighting Equipment	2 hrs	5	\$180

Custom course combinations and **bundled training sessions are available on request.**

Please contact Ready Set Rescue WA to discuss your organisation's requirements.

Fire and Emergency courses can accommodate **up to 15 participants per session.** Additional sessions may be required for larger groups.

Non-Accredited Fire Extinguisher & Fire Blanket Practical Training (Live Fire)

- Duration: **2 hours**
- Cost: **\$990 per session (up to 15 participants)**



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7. Additional Fees

- Weekend surcharge: **\$200**
 - After-hours surcharge (before 8:00 AM or after 5:00 PM): **\$150**
 - Paid Parking Fee: **\$40** (if venue cannot provide free parking)
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8. Payment Policy

Invoices:

An invoice will be issued on the day of the course based on the number of participants present, or the minimum required for the booking — whichever is greater.

Payment Terms:

Full payment is required within **7 days** of receiving the invoice, unless otherwise agreed upon in writing.

Overdue Invoices:

Invoices not paid within the due date will incur a **late payment fee of \$100 per month**.

Certificates:

Ready Set Rescue WA reserves the right to issue course certificates only once payment has been received in full.

9. Pre-Course Online Learning

All nationally recognised courses delivered by Ready Set Rescue WA include a **self-paced online learning component** that must be completed in addition to the face-to-face practical session.

Participants are strongly encouraged to complete all online modules **prior to attending** their scheduled practical session.

Participants will have up to **60 days from the date of their practical session** to complete the online learning.

Failure to complete the online component within this timeframe will result in the participant abandoning their enrolment, and they will not be eligible for a refund.

Certificates cannot be issued until all online learning has been successfully completed.



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10. Unique Student Identifier (USI) Requirements

All participants enrolling in a nationally recognised course must provide a valid Unique Student Identifier (USI) during enrolment.

A USI is required for the issuance of any Statement of Attainment.

Certificates cannot be issued until a valid USI has been supplied.

It is the participant's responsibility to ensure that their USI is accurate and submitted prior to training.

11. Registered Training Organisation (RTO) Information

Ready Set Rescue WA delivers nationally recognised training under a third-party agreement with **Allens Training Pty Ltd (RTO 90909)**.

Training and assessment are conducted on behalf of Allens Training Pty Ltd, and all Statements of Attainment are issued by Allens Training Pty Ltd upon successful completion of the required course components.

12. Trainer Qualifications and Requirements

All trainers and assessors representing Ready Set Rescue WA:

- Hold a current **Certificate IV in Training and Assessment (TAE40116)** or equivalent.
- Maintain current qualifications for all units they deliver.
- Possess relevant **industry experience** within the fields of First Aid and Fire & Emergency Response.
- Hold valid **Working with Children Checks**.

Ready Set Rescue WA ensures that every session is delivered by a qualified, experienced, and approved trainer to maintain consistent quality and compliance standards.



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13. Training Venue Requirements

First Aid Training Requirements

The client is responsible for providing a suitable indoor space that meets the following conditions:

- Floor space large enough for all participants to perform CPR on manikins simultaneously.
- Tables and chairs for written activities.
- Access to bathrooms and drinking water.
- Appropriate lighting, temperature control, and ventilation.
- Clear access to emergency exits.

If the venue provided is deemed unsuitable for safe or effective training delivery, Ready Set Rescue WA reserves the right to postpone or relocate the session.

Fire & Emergency Training Requirements

The client must ensure the training venue meets the following minimum requirements:

- Access to a **projector or TV** with HDMI or compatible connection for presentation materials.
- Provision of **current evacuation diagrams and emergency procedures** prior to the training date.
- For live-fire components, an **outdoor paved or concrete area** clear of all flammable materials and vegetation.
- For courses including **CPPFES2005 – Demonstrate First Attack Firefighting Equipment**, at least one **working fire hose reel** must be available.
- Suitable amenities, including bathroom and drinking water access.

Weather and Safety Conditions:

Live-fire practical activities will only be conducted outdoors under safe and compliant weather conditions.

Training will not proceed during a **Total Fire Ban** or if conditions are deemed unsafe by Ready Set Rescue WA.

In such cases, training will be **rescheduled at no additional cost** to the client.



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14. Age Limits

For any classes provided within a school or community group environment, where there is a teacher or supervisor present, parental consent may not need to be demonstrated as this satisfies the supervision requirement. Ready Set Rescue WA follows the recommendations from the Australian Resuscitation Council (ARC), which identifies potential stress on young students understanding the consequences of performing CPR.

The following age limits apply for First Aid training:

- **Ages 14–15 years:** Can enrol with parental or adult supervision. Without supervision, entry to the course will be denied.
- **Ages 16–17 years:** Can attend with written parental consent. Without written consent, entry will be denied.
- **Ages 18 and above:** Considered adults and can attend without parental consent.

All trainers at Ready Set Rescue WA have valid Working with Children Checks.

15. Registered Training Organisation (RTO) Information

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16. Declaration

By booking a course or participating in training with **Ready Set Rescue WA**, the client confirms that they have read, understood, and agree to these **Terms and Conditions**, including all requirements relating to booking, payment, venue suitability, and participant conduct.