



READY SET **RESCUE** WA

1/1/2025

First Aid Courses Private Bookings

Terms and Conditions

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1. General

These Terms and Conditions govern the delivery of first aid and CPR training services provided by Ready Set Rescue WA to clients. By booking or participating in a training session, clients agree to these Terms and Conditions.

2. Booking Confirmation and Student Enrolment

All training bookings are subject to availability. Ready Set Rescue WA will make every effort to accommodate client preferences and provide suitable training opportunities based on the client's requirements.

Once a booking has been confirmed, the nominated client contact will receive access to their dedicated client portal. Through this portal, participants must be enrolled into the scheduled course. It is the responsibility of the client to ensure that all participants are correctly enrolled into the appropriate course.

Failure to enrol participants correctly may result in delays to certification or additional administrative fees.

3. Course Attendance Requirements

- **Full Course Attendance:** Participants must be available to attend the entire duration of the course. If a participant is unable to complete the assessment, they will need to be rebooked, and course fees will apply.
 - **Dress Code:** Casual clothing is recommended for comfort during the course. We suggest pants, jeans, or shorts. Closed-toe shoes are required for safety reasons.
 - **Late Arrival:** Once the class has commenced, late participants may not be permitted to join. If a participant is not permitted, they will need to be rebooked, and full course fees will apply.
 - **Identification:** All participants are required to present valid photo identification on the day of the class.
 - **Physical Capacity:** Participants must have the physical ability to perform practical demonstrations, such as performing 2 minutes of uninterrupted CPR on the floor and rescue breathing techniques on manikins.
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4. Rescheduling Policy

Courses can be rescheduled with up to 48 hours' notice. Any requests to reschedule courses with less than 48 hours' notice prior to the course start time will incur a \$100 rescheduling fee per booking.



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5. Cancellation Policy

Client Cancellations:

Cancellations received within 48 hours of the scheduled course will incur a \$100 cancellation fee. This fee must be paid in full before any future training bookings can be confirmed.

Training Provider Cancellations:

In the event that Ready Set Rescue WA cancels a session, participants will receive a full refund or be offered an alternative date.

6. Course Duration and Online Learning

The course durations listed refer specifically to the face-to-face practical training component only. They do not include the required pre-course online learning.

Online Learning Requirements:

- Each accredited course includes an online learning component that must be completed in addition to the practical session.
- The online training is self-paced and varies between courses and student experience. Contact Ready Set Rescue WA for further information if required.
- Students are strongly encouraged to complete all online modules before attending their scheduled face-to-face course.

Late Enrolments and Exceptions:

- Ready Set Rescue WA recognises that due to late bookings or enrolments, some students may not be able to complete the online learning in advance.
- These students may still attend the practical session.
- They will have up to 60 days after the face-to-face course to complete the online component.

Issuing Certificates:

- Statements of Attainment will only be issued once all online modules are completed in full.
 - Students are responsible for ensuring their online learning is completed.
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7. Group Size Requirements

To maintain the quality and effectiveness of training, Ready Set Rescue WA adheres to the following group size policies for all First Aid and CPR courses:

Course	Minimum Participants Required
HLTAID009 Provide Cardiopulmonary Resuscitation (CPR)	10 students
HLTAID011 Provide First Aid	7 students
HLTAID012 Provide First Aid in an Education and Care Setting	7 students

***Please note:** A maximum of 20 participants can be accommodated per course. If more than 20 participants are required, additional sessions or an extra trainer may be necessary. Ready Set Rescue WA may also offer flexibility for smaller group bookings on a case-by-case basis. Please contact us to discuss your specific requirements.*

8. Course Fees

The table below sets out the fee per student for each course. Minimum participant numbers still apply (see Group Size Requirements section for details).

Course	Price per Student	Course Duration (Practical Component Only)
HLTAID009 Provide Cardiopulmonary Resuscitation (CPR)	\$80	1.5 hours (approx.)
HLTAID011 Provide First Aid	\$150	3 hours (approx.)
HLTAID012 Provide First Aid in an Education and Care Setting	\$170	4 hours (approx.)

Notes:

- The above pricing reflects a blended delivery model: self-paced online learning followed by face-to-face practical assessment.
- Ready Set Rescue WA is flexible with delivery methods. A full face-to-face course is available upon request and may require additional duration. Pricing for full face-to-face delivery is available on enquiry.
- Where GST is applicable, prices are displayed as inclusive of GST.



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9. Additional Fees

- \$200 Weekend surcharge applies for courses delivered on Saturday or Sunday
- \$150 Afterhours surcharge applied for courses commencing before 8:00 AM or finishing after 5:00 PM
- \$40 Parking Fee applies for bookings where the venue is unable to provide free parking
- Late Notice Cancellation Fee: \$100 for cancellations with less than 48 hours' notice prior to course start time. (Future bookings may not be available until this fee is paid)

10. 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.

Late Payment:

Any overdue invoices will incur a late payment fee of \$100 per month.

Ready Set Rescue WA reserves the right to only process courses and issue student certificates once invoices are paid in full.

11. Training Venue

The Training Venue is to be supplied by the client unless otherwise arranged. The client is responsible for ensuring the following conditions are met to provide a suitable training environment for participants:

- **Floor Space:** Sufficient floor space to comfortably accommodate the maximum number of participants.
- **Bathroom and Kitchen Facilities:** Adequate bathroom and kitchen facilities for the number of participants.
- **Lighting and Ventilation:** Suitable lighting and ventilation for the training environment.
- **Furniture:** Sturdy, safe chairs and tables for all students.
- **Emergency Procedures:** Clearly marked emergency exits and evacuation points.
- **Health and Safety:** The venue must comply with all health and safety regulations.



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Ready Set Rescue WA reserves the right to refuse to deliver training if the training venue provided is not suitable. Clients are encouraged to contact Ready Set Rescue WA to confirm venue suitability if they are unsure.

12. Provision of Training Resources

Ready Set Rescue WA provides all necessary training resources to conduct the course, including:

- Learning materials
- Resuscitation manikins
- Face shields and cleaning equipment
- Practical scenario resources such as bandages and splints
- Course paperwork & Pens needed to complete assessments

Participants must come prepared to engage in practical assessments using the provided equipment.

13. Limitation of Liability

Cancellation by Ready Set Rescue WA:

If a class is cancelled or rescheduled by Ready Set Rescue WA, all liability is limited to the amount paid for the class. Ready Set Rescue WA will not be liable for any other losses incurred due to the cancellation, rescheduling, or relocation of any event, including travel and accommodation expenses or loss of income.

Insurance:

Clients should consider taking out relevant insurance to cover any losses in the event of cancellation or rescheduling.

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.



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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. Unique Student Identifier (USI) Requirements

All participants must provide their Unique Student Identifier (USI) when enrolling in a course. A valid USI is required to issue a Statement of Attainment (certificate). Without a valid USI, Ready Set Rescue WA will not be able to issue a certificate upon completion of the course.

Participants are responsible for ensuring their USI is valid and submitted in advance of the course.

16. Registered Training Organisation (RTO) Information

Ready Set Rescue WA operates as a third-party training provider delivering nationally recognised training and assessment services on behalf of Allens Training Pty Ltd (RTO 90909).

All accredited courses are conducted in accordance with the requirements set out by Allens Training Pty Ltd and meet national standards for quality and compliance.

Students enrolling in accredited courses with Ready Set Rescue WA will receive Statements of Attainment issued by Allens Training Pty Ltd (RTO 90909) upon successful completion of all course requirements.

Training and assessment is delivered on behalf of Allens Training Pty Ltd RTO 90909.

17. Trainer Qualifications and Requirements

Ready Set Rescue WA ensures that all training is delivered by qualified and experienced trainers who meet required national standards. While clients may sometimes receive training from the same individual, this is not guaranteed. Training may be delivered by any approved trainer representing Ready Set Rescue WA.



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All trainers are required to:

- Hold a current Certificate IV in Training and Assessment
- Maintain up-to-date qualifications for each course they deliver
- Possess relevant industry experience appropriate to the course content
- Hold a valid Working with Children Check

These requirements help ensure that all courses are delivered to a consistently high standard, regardless of which trainer is allocated.

18. Declaration

By booking a course or participating in a training session with Ready Set Rescue WA, the client acknowledges and agrees to these Terms and Conditions.