

# TRAINING CODE OF PRACTICE

The First Aid Training Company Ltd

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The First Aid Training Company Ltd prides itself on delivering first aid training as an enjoyable and educational experience so that each trainee feels confident that they have the skills and knowledge to administer first aid, should they be required to do so.

This document outlines the information about our first aid courses, our facilities, payment options, and what to bring to your course.

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## Enrolment process

To book your first aid course visit our online booking system that is available via our website [www.firstaidcompany.nz](http://www.firstaidcompany.nz) where you can find course information, dates and prices.

Alternatively, you can call us on 0800 12 13 20 or email [info@firstaidcompany.nz](mailto:info@firstaidcompany.nz)

## Information for trainees

- ◊ Training is held at various venues. Please read carefully when booking the course and refer to the confirmation email for details.
- ◊ Attendance is compulsory for all sessions in order for a certificate and/or unit standards to be issued
- ◊ Please be at the training venue at least 10 minutes before the start time
- ◊ Courses involve demonstrations and scenario involvement, which may involve touching others
- ◊ We suggest trainees wear comfortable clothing to allow easy movement for practical demonstrations (trousers and flat shoes are recommended)
- ◊ Only enrolled trainees are permitted on the course
- ◊ Bring a pen and paper if you like to take notes
- ◊ Course workbooks and the commencement of the course, and a first aid manual, certificate and a wallet card are provided upon completion
- ◊ Coffee, tea, water, fruit and biscuits will be provided
- ◊ Lunch is not provided

## Course rules

- ◊ If you arrive more than 30 minutes late for the course you will not be admitted to the course, but will be re-booked onto another date
- ◊ Mobile phones are allowed on silent mode only
- ◊ No smoking or alcohol
- ◊ The instructors may request disruptive trainees be removed from the course when it is fair and reasonable to do so.
- ◊ Instructors may, at their discretion, offer the disruptive trainee the opportunity to complete the course at another date.

## General information

Before training commences we will provide trainees with all the necessary and up to date course information, including:

- ◊ Enrolment procedures and entry requirements
- ◊ Arrangements for recognition of prior learning and/or credit recognition transfer (for qualifications already attained)
- ◊ The competencies that will be achieved
- ◊ Assessment procedures
- ◊ Our Training Code of Practice and FAQ ([available on our website](#))
- ◊ Other material relevant to the course, including a [pre-course reading document](#).

## Available first aid courses

The First Aid Training Company Ltd provides the following courses:

- ◊ Extensive First Aid — 12 hours.
- ◊ Work Safe First Aid — 8 hours.

Courses meet the requirements of the First Aid at Work a quick guide by WorkSafe NZ (February 2020) as well as the New Zealand Resuscitation Council Guidelines for Basic Life Support and First Aid and Specific Emergencies. This forms our Primary Reference. Certificates for the above courses are valid for two years.

- ◊ Renewal First Aid — 6 hours. Certificates valid for two years.
- ◊ Courses tailored to individual or group requirements including; Everyday First Aid, School Staff First Aid, Reality Based First Aid, Sports First Aid, Defibrillator Training.

Please visit [www.firstaidcompany.nz](http://www.firstaidcompany.nz) for full list of courses including training course durations and costs.

## Entry criteria

All our first aid courses have an open entry.

All courses require an ability to speak and understand basic English. You must complete the Learner's Assessment Report and participate in practical first aid skills during the course.

All of our assessments are practical based assessments, therefore require very little writing. You will be required to complete some personal information i.e. Name, Address, Date of Birth. If you require any assistance with completion of the writing sections, our instructors will be more than happy to help. The instructor will read out any assessment instructions for you and all assessments have accompanying pictures for our more visual learners.

If you have any concerns regarding your literacy and numeracy skills, or have any other concerns regarding the training, please discuss with your instructor at the start of the course.

## Equal opportunity

We always ensure every attempt is made to allow access to our courses for all people, regardless of disability and in accordance with the Equal Opportunity Act 2010. We also ensure that our trainees are treated in an ethical and responsible manner that is consistent with the principles of social justice. If you have any concerns or particular requirements/difficulties that need any special assistance or have any specific learning needs, please notify us at enrolment and discuss this with the instructor.

## Company and training

The First Aid Training Company Ltd provides education and training.

All our instructors are qualified first aid trainers and New Zealand Resuscitation Council certified Emergency Care instructors.

We can not register NZQA credits. Please search NZQA website for a list of providers who can register your credits.

## Payments

Course fees are charged at the price on our website at the date of the booking unless agreed otherwise. Credit Card payments are taken or an invoice is raised at the time of booking.

If you do not pay a bill by the due date for payment:

- ◊ You may be required to pay any costs that are incurred by anyone (including debt recovery agents) in recovering the money you owe or in exercising any other rights, including commissions and the legal costs of a solicitor
- ◊ We may withhold, suspend, restrict or terminate any discounts we have offered you

## Course cancellation and refund policy

We guarantee to refund fees when:

- ◊ The course is cancelled or discontinued by us
- ◊ The trainee has a valid reason for discontinuing the course, e.g. medical

Refunds will only be made to the person or organisation that made the original payment.

Where the cancellation notification is received less than 48 hours before the course starts, we reserve the right to refuse any refund but rebooking is allowed. All cancellations must be made in writing by sending us an email to [info@firstaidcompany.nz](mailto:info@firstaidcompany.nz) or via the Contact Us form on our website.

We reserve the right to cancel courses if necessary. Every effort will be made to give trainees no less than 5 working day notice. The First Aid Training Company Ltd will not be responsible for any costs incurred due to course cancellation.

## Assessment procedures

All course assessments are undertaken by qualified instructors. Some peer observation may be undertaken under the supervision of the instructor.

Attendance at all modules of the course and all assessments must be completed to gain the accredited course certificate. Trainees who haven't completed all the required assessments can redo or catch-up assessments needed to complete the certificate. These must be completed within 3 months of the course date.

Assessments can only be attempted three times. All assessment material will be kept by us for moderation purposes for up to 3 years.

Trainees must successfully complete the required assessment in order to gain First Aid qualification.

## Disabilities and physical requirements

During the course, trainees will be required to demonstrate to the instructor that they are physically able to perform required first aid skills.

If the student is unable to perform cardio-pulmonary resuscitation (CPR) on the floor long enough for the instructor to assess competency, then they may not meet the requirements for the first aid certificate.

If you have any disabilities, or an illness, which you feel may affect your performance during the course, please raise your concerns to the instructor, or contact us to discuss your concerns prior to course commencement.

## Confidentiality and privacy

We are committed to protecting the privacy of our trainees. We do not pass on any information to anyone else without permission. In accordance with the Privacy Act 1993, we will only use the personal information provided by trainees for the purposes of training, or other services requested by trainees. Confidentiality, privacy and respect are maintained at all times during courses.

## Recognition of Prior Learning (RPL)

We recognise prior learning if the first aid certificate was issued by any New Zealand accredited training provider. Trainees will be required to supply evidence of completing the course within the past 27 months.

We recognise a first aid qualification gained in Australia. To maintain currency in New Zealand, a person holding an Australian first aid certificate need only attend a biannual refresher course. This must be done within two years and three months of either the original course or the last refresher course.

## Educational standards

We always ensure we maintain high professional standards in the delivery of our training by:

- ◊ Strictly following courses curriculum in terms of content, delivery, assessment and occupational health and safety requirements.
- ◊ Providing suitable facilities for trainees to achieve the specified competencies.
- ◊ Providing the equipment and materials needed to support the specified learning.
- ◊ Providing assistance to trainees with all aspects of their training.
- ◊ Providing appropriate assistance to people of non-English speaking backgrounds, physical disability, hearing impaired and trainees who identify a learning difficulty.

## Instructors

All our instructors qualified adult educators and certified as Emergency Care Instructors by the New Zealand Resuscitation Council (NZRC).

## Health and safety

We prioritise the health, safety and wellbeing of our employees and course trainees.

Please advise your instructor of any health problems you have and they will make appropriate arrangements to assist you to complete the course where possible.

All employees and trainees must adhere to our Health and Safety policies, WorkSafe NZ good practice guidance and all associated legislation. Any incidents will be recorded and reported accordingly and any reportable incident will be followed up immediately.

We expect that when teaching at customers' venue, the facility owner will have comprehensive Health and Safety processes in place and hold relevant health and safety discussions prior to teaching which includes provision for both the instructor and the trainee.

## Attendee COVID Vaccination Status

Requirements around vaccination, contact tracing, mask wearing, and social distancing may apply depending on the protection framework that we are working under. Attendees should be prepared to wear a mask if needed, contact trace on entry and prove vaccination status or you will not be able to attend training.

For further information regarding the Covid-19 Vaccination Order please visit the [Ministry of Health website](#).

## Grievances and reassessment appeals

Trainees who are dissatisfied with their course should follow the grievance process outlined below. A grievance can relate to any aspect of the course, including assessment results, teaching style, interpersonal conflict, harassment or discrimination.

### Grievance Process:

- ◊ In the first instance, speak with the course instructor
- ◊ If the issue is still unresolved, write to the Principal, The First Aid Training Company Ltd , PO Box 79 201, Avonhead, Christchurch 8446, or by email [info@firstaidcompany.nz](mailto:info@firstaidcompany.nz)
- ◊ If the grievance is still unresolved, or you are dissatisfied with the grievance process, you can apply to NZQA for an independent assessment of the complaint. NZQA, PO Box 160, Wellington. 0800 697 296 or email to [helpdesk@nzqa.govt.nz](mailto:helpdesk@nzqa.govt.nz)

Written complaints must be sent to the Principal within 10 days of the course completion.

We will reply in writing to written complaints within five working days of their receipt. In our letter, we will propose what action could be taken to resolve the grievance.