

# MEMO

Date: 8 August 2008

From: David Shearer (SARINZ), Joe Hayes (TPP), John Scobie (LandSAR), Andre Slierendrecht (Triple One Care)

To: TPP, SARINZ, TOC, LandSAR staff. SAR Course coordinators, groups, regional training coordinators and LandSAR volunteers.

Topic: SAR First Aid training – fees and bookings

Dear all,

The following outlines SAR First Aid fees, delivery options and booking process for LandSAR coordinators. This statement was the end result of discussions between LandSAR, SARINZ, TOC and TPP.

## COURSE SAR First Aid.

- 6402 Provide Resuscitation Level 2
- 6401 Provide First Aid
- 6400 Manage First Aid in a Emergency Situation
- 424 Respond to an Emergency Care Situation for an Outdoor Activity
- 4573 Communicate in the Outdoors Using Two-Way Radios

**DELIVERY Full Course** Two days (8am to approximately 9pm on day one. 8am to approx 4.30pm on the second day)

**Refresher Course** One day (8am to approx 9pm first day only)

NB: Both are courses delivered together at the same venue.

## FEES

| Course Type              | Fee              | Who fee applies to  |
|--------------------------|------------------|---|
| Full Course (2 days)     | \$50 per person  | Applies to those persons who have <b>not</b> previously completed an approved First Aid course <b>or</b> have attended such a course <b>but</b> attendance was over 2 years 3 months ago. |
| Refresher Course (1 day) | \$30 per person. | Applies to those persons who have previously completed an approved First Aid course <b>and</b> who will attend the refresher course <b>within</b> 2 years 3 months of the initial course. |
| NZQA Hook-on fee         | n/a              | The \$25 NZQA hook-on fee is NOT required for this course as NZQA have announced it is being abolished.   |

Evidence of completion of a First Aid qualification will be taken from the students NZQA "Record of Achievement". Other forms of evidence may be required to demonstrate that the course met Department of Labour requirements as detailed in:

*Guidance Notes on Providing First Aid equipment, facilities and training to meet the requirements of the Health and Safety in Employment Act 1992 and Regulations 1995.* Occupational Safety and Health Service of the Department of Labour, Wellington, May 2001. ISSN-0-477-03635-X

**Fees will be payable to TPP and invoiced directly to either the student or to the organisation who has agreed (in writing before the course) to pay on behalf of the student (e.g. LandSAR – see below)**

## BOOKINGS

A SAR First Aid course will only be confirmed and delivered when the following has occurred...

| <b>Course Coordinator Booking Requirements</b>  |
|---|
| <p><b>1. Course Coordinator <u>provides</u> SARINZ or TOC with...</b></p> <ul style="list-style-type: none"> <li>• Proposed participant list – including DOB, full name.(Refer notes below)</li> <li>• Contact details of who order/invoice should be sent</li> <li>• List of people who will be funded by LandSAR or another entity</li> </ul>                       |
| <p><b>2. Course Coordinator <u>provides</u> LandSAR (refer notes below) with...</b></p> <ul style="list-style-type: none"> <li>• List of people proposed to attend the course – including DOB, full name</li> </ul>   |
| <p><b>3. Course Coordinator <u>receives</u> from SARINZ (or TOC)...</b></p> <ul style="list-style-type: none"> <li>• Course confirmation from SARINZ (or TOC) including: <ul style="list-style-type: none"> <li>○ a list of students required to do refresher or full course;</li> <li>○ Details of instructors, venue and course numbers etc.</li> </ul> </li> </ul> |
| <p><b>4. Course Coordinator <u>receives</u> from LandSAR...</b></p> <ul style="list-style-type: none"> <li>• An order number (when LandSAR has agreed to fund the course)</li> </ul>  |

### Notes

1. SARINZ/TOC will provide the list of course attendees to TPP a minimum of 10 days prior to commencement of course to ensure student eligibility for enrolment.
2. Groups/regions can choose to self fund the course without support from LandSAR. If they choose this option, the LandSAR steps are not required.

### Implications

Implications for course coordinators, groups, regional training coordinators

- Where LandSAR has agreed to fund its members LandSAR Coordinators **MUST** get an order number from LandSAR office before a course can be confirmed
- LandSAR may pay for its members to undertake First Aid training – **non members of LandSAR must pay their own course fee (as applicable)**
- TPP reserves the right to approve / decline any course using TEC tertiary funding which does not meet TPP and TEC academic and regulatory requirements.

**Authorised by** David Shearer (SARINZ), Joe Hayes (TPP), John Scobie (LandSAR), Andre Slierendrecht (Triple One Care)

**Effective from** 08 August 2008