

PROVIDER DETAILS
Name of RTO **Allens Training Pty Ltd**
RTO number **90909**
Phone number **1300 559 064**
Web site www.allenstraining.com.au
ABN 63 114 756 857

Registration details Our scope of training is listed on the National Register. The link to our registration is <http://www.training.gov.au> As an RTO we comply with essential standards as required by the VET Quality Framework.

Rights and Responsibilities

This course information sheet is designed be read in conjunction with the “Student Agreement”

The “Student Agreement” must be read before enrolling into any training course delivered by Allens Training or any of it’s partner organisations. It is a condition of enrolment that you and we agree to abide by the terms and conditions outlined in the “Student Agreement” This will be signed as an agreement in the student statutory declaration section of the enrolment form.

This agreement can be viewed and downloaded [here](#) or by visiting:
<http://www.allenstraining.com.au/documents/student-written-agreement.aspx>

COURSE INFORMATION
Unit Code **PUAEME005A**
Unit Title **Provide pain management**
Duration of course 5 Hours

Location of the training

The training required by the target group requires training in the **classroom** and practical skills assessments to be undertaken in a **suitably equipped simulated or / onsite environment**. This allows students to develop skills consistent with their job roles in a simulated environment and in a classroom setting.

A flexible learning strategy incorporating On line learning programs may be utilised where appropriate. This information will be made available at the time of enrolment.

Award Issued

Students who successfully complete this nationally recognised training will be awarded the statement of attainment: PUAEME005A Provide pain management.

Pathways

Students who successfully completed this qualification may be eligible for entry into further study.

Where is the training package located?

A copy of training package information related to this qualification can be found [here](#):
<http://www.allenstraining.com.au>

Further Information

This unit covers the competency required to administer restricted analgesics as a part of a medically supervised first responder organisation. State/territory licensing procedures for the storage and administration of drugs apply to this unit.

The application of this unit in the workplace covers the administration of restricted pain relief such as analgesics and aspirin, according to a medically endorsed protocol.

Pre-requisites

HLTFA201B Provide basic emergency life support or HLTFA301C Apply first aid or its equivalent

Course fees

This course may be delivered by way of partnership arrangements with your trainer. The course fee will be paid direct to the trainer (the partner organisation). This course is usually arranged by the employer of a workgroup and the employer can be invoiced for the training. If the employer does not arrange the training, or the employer does not agree to fund the training, training fees must be paid by the individual students direct to the trainer. All partners will be required to meet minimum resource and facility requirements and course fees are available at the time of enrolment.

Refund Policy	A detailed explanation of our refund policy is contained in the “Student Agreement”
Target Audience	The unit is typically relevant for personnel from emergency services and/or volunteer organisations or organisations that provide a medically supervised first aid service.
Employability Skills	The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements.
Student Identification	Person(s) participating in training will be required to show proof of ID for this course. The usual POI would be photographic licence and the enrolment form must have the legal name as evidenced by the proof of evidence document.
Identifying Special Needs	Person(s) participating in training may have special needs. Where these needs are identified through the enrolment process the trainer will explore the options available to them to support the learner through the training program. Candidates with special needs may include those with language, literacy and/or numeracy problems, disabilities, and anxious or inexperienced candidates.
Student rights	A detailed description in the student agreement concerning your rights and responsibilities is available on our website. This important information should be read prior to the course. An example of some of the information that is contained in this document include our refund policy, complaints procedures, who to talk to concerning issues raised during the class, assessments information and guarantees.
Language, literacy and numeracy requirements	<p>Language, literacy and numeracy requirements are needed to undertake this course.</p> <p>Specifically you would need the ability to:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> read, interpret and write to the level for completing required workplace reports, forms and logs <input checked="" type="checkbox"/> use literacy and numeracy skills as required to read, interpret and apply guidelines and protocols. <p>Further detailed information can be obtained from the “Australian Core Skills Framework” - a copy of this document is available by clicking on the link http://www.allenstraining.com.au/f.ashx/downloads/ACSFsummaryfinaltoprint2.pdf</p>
Support services	<p>Assistance is always available by email jim@allenstraining.com.au or phoning the office 0248228066 Ask for Jim to discuss the levels of assistance available.</p> <p>Client Supports services are also listed in the “Student Agreement”</p>
How does legislation affect my training?	This course follows appropriate State or Territory legislation.
Is there any recognition of my prior learning or experiences (RPL) or recognition of my current competencies?	<p>If you have completed courses in a related field you may be able to take advantage of a facility called “RPL” or “Recognition of Prior Learning”. This means that account may be taken of related qualifications, even if they are issued by another Registered Training Organisation, to satisfy some or all of the course requirements. Evidence considered for assessment is the RPL Application Form plus a wide range of supporting evidence. If further evidence is required then this is negotiated with the candidate. The process may include a further interview, written assignment, workplace assessment, and collection of other material.</p> <p><u>The outcome may be that we can:</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Provide the qualification based on the material supplied. <input checked="" type="checkbox"/> Provide the qualification subject to some form of assessment, but without classroom attendance. <input checked="" type="checkbox"/> Provide partial recognition of units of the course and thereby reduce the classroom and assessment process leading to course completion. <p>Fees will be charged for the RPL service and will be discussed when you approach Allen’s Training to determine the requirements that will need to be supplied.</p>
What to bring	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Pen and note paper <input checked="" type="checkbox"/> ID sufficient for 100 points of ID <input checked="" type="checkbox"/> Lunch

<p>Resources required by the trainer to conduct this training</p>	<p><input checked="" type="checkbox"/> Personal PPE (if the student has personal PPE)</p> <hr/> <p>Allens Training has access to all physical resources required to facilitate the course. Training can be in a simulated work environment but preferred at the client site providing adequate resources are available. Students are supplied with all required theory resources.</p> <p>This competency includes use of equipment and tools such as:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> relevant Standards and legislation <input checked="" type="checkbox"/> examples of secure storage <input checked="" type="checkbox"/> examples of relevant protocols and standard operating procedures
<p>Infrastructure requirements</p>	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> All staff involved in the delivery and assessment of this unit, have direct access to the current version of the relevant training package, including the appropriate units of competency, assessment guidelines and qualification structure. See internal Intranet access <input checked="" type="checkbox"/> All staff involved in delivering the program have access to trainer, assessor and candidate support materials relevant to their areas of delivery and assessment <input checked="" type="checkbox"/> All staff will have access to continuing training. An annual conference day is held for all staff, with extra training sessions available on request should the need arise <input checked="" type="checkbox"/> The RTO has access to staff and training/assessment resources to meet the requirements of candidates with special needs and has an assessment process that is capable of supporting reasonable adjustment procedures <input checked="" type="checkbox"/> All participants will have a learning resource supplied to them <input checked="" type="checkbox"/> Fully equipped training room (should include but not be limited to: whiteboard, computer for power point presentations, VCR/DVD player) must be available for each course. We have reviewed the equipment required to conduct this course.
<p>Reasonable adjustment</p>	<p>As an example, If a person with a disability meets essential entry requirements, the RTO must make changes or "reasonable adjustments" necessary for that person to perform their course-work.</p> <p>In most situations, the student with a disability will be able to tell the RTO what he or she needs to be able to study. If necessary, the RTO should also seek advice from disability areas within government departments or organisations that represent or provide services to people with a disability.</p> <p><u>Adjustments may include:</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Modifying educational premises. For example, making ramps, modifying toilets and ensuring that classes are in rooms accessible to the person with a disability. <input checked="" type="checkbox"/> Modifying or providing equipment. For example, lowering lab benches, enlarging computer screens, providing specific computer software or an audio loop system. <input checked="" type="checkbox"/> Changing assessment procedures. For example, allowing for alternative examination methods such as oral exams, or allowing additional time for someone else to write an exam for a person with a disability. <input checked="" type="checkbox"/> Changing course delivery. For example, providing study notes or research materials in different formats or providing a sign language interpreter for a deaf person."
<p>Essential knowledge</p>	<p>This describes the essential knowledge and their level required to pass this unit.</p> <p><u>As may be relevant to the workplace, state or territory:</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> contraindications and precautions for the use of analgesic drugs <input checked="" type="checkbox"/> organisational permits for the use of restricted analgesic drugs <input checked="" type="checkbox"/> organisational protocols and standard operating procedures covering the storage and administration of restricted drugs <input checked="" type="checkbox"/> relevant legislation covering the storage and administration of restricted drugs <input checked="" type="checkbox"/> safety procedures for the operation of pressurised gases as relevant to available analgesics <input checked="" type="checkbox"/> state/territory regulatory requirements for the currency of skills and knowledge.
<p>Essential skills</p>	<p>This describes the essential skills and their level required to pass this unit.</p> <p><u>Underpinning skills:</u></p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> communicate with casualty to provide comfort and instruction in use of analgesic drugs as

	<p>required</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> complete written logs and documentation <input checked="" type="checkbox"/> request for an ambulance and/or medical assistance according to relevant circumstances and report casualty condition <input checked="" type="checkbox"/> use literacy and numeracy skills as required to read, interpret and apply guidelines and protocols. 																																																						
Assessments methods explained	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Written paper short answer. The pass mark is 75%. <input checked="" type="checkbox"/> Group activities and questioning <input checked="" type="checkbox"/> Practical demonstrations/skills assessments. <p>Based on a combination of the written paper, participation in group activities and practical demonstrations/skills assessments, your trainer/assessor will determine whether you have acquired the competencies required for the unit</p> <p>Progressive practical assessments may be undertaken throughout the course.</p>																																																						
Formative assessment	<p>Formative assessments occurs during the course when content is being taught and learned and should continue throughout the period of learning and is not meant to assign competency. Formative assessments must be done before undertaking the summative assessment.</p>																																																						
Summative assessment	<p>A summative assessment occurs at the end of the training and assesses a whole of course approach a measure of accountability or what has been learnt after the learning process has taken place e.g. formal test or final practical assessment.</p>																																																						
Conditions	<p>This unit must be assessed in the context of the work environment. Where personal safety or environmental damage are limiting factors, assessment may occur in a simulated environment provided it is realistic and sufficiently rigorous to cover all aspects of workplace performance</p> <p>Assessment of this competency requires typical resources normally used in the work environment. Selection and use of resources for particular work sites may differ due to site circumstances.</p>																																																						
Evidence gathering techniques	<p>The letters on the chart refer to the documented evidence gathering techniques used.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="text-align: left;">Program area</th> <th>A</th> <th>B</th> <th>C</th> <th>D</th> <th>E</th> <th>F</th> <th>G</th> <th>H</th> </tr> </thead> <tbody> <tr> <td>Identify need for analgesia</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Access and prepare analgesic</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Administer analgesic</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Perform casualty handover</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> <tr> <td>Complete analgesic use requirements</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td></td> <td><input checked="" type="checkbox"/></td> <td></td> </tr> </tbody> </table> <p>Key: A Demonstration C Interview E Role play G Written test B Oral questioning D Group scenario F Case study H Pre course work book</p>	Program area	A	B	C	D	E	F	G	H	Identify need for analgesia	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Access and prepare analgesic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Administer analgesic	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Perform casualty handover	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		Complete analgesic use requirements	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
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Assessing the evidence	<p>Assess the evidence gathered against the unit of competency being assessed. Each learner must submit a completed:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Student Enrolment and Assessment Record (records the final assessment result). 																																																						