RTO 46630 · HLT Health Training Package

ASSESSMENT DOCUMENT

Student Assessment Guide

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Commercial-in-confidence

1. Welcome

Welcome to ACMEA Academy. This Student Assessment Guide explains exactly how your first aid course will be assessed, what evidence you must produce, and how to prepare so you achieve a Competent outcome the first time. It supports — and should be read alongside — the Student Handbook (ACMEA-HB-001).

ACMEA Academy is a Registered Training Organisation (RTO 46630) regulated by the Australian Skills Quality Authority (ASQA) under the Standards for Registered Training Organisations 2025. We deliver four units from the HLT Health Training Package: HLTAID009, HLTAID010, HLTAID011 and HLTAID012. All training and assessment is conducted in accordance with the current Australian Resuscitation Council (ARC) Guidelines.

Quick summary — what you need to do to pass: (1) pass the online knowledge quizzes (AT1: 100% pass mark, unlimited attempts) before your face-to-face session — the online learning for each topic is optional; (2) complete the scenario incident report task (AT2) in Ammonite, also before your face-to-face session; (3) attend the full face-to-face session and demonstrate the practical skills on the Trainer Observation Checklist (AT3); (4) achieve a Satisfactory result in all three assessment tools to be deemed Competent.

2. Units covered by this guide

This guide applies to the four nationally recognised units of competency delivered by ACMEA Academy. You enrol in a course: the CPR course issues HLTAID009; the First Aid course issues HLTAID009, HLTAID010 and HLTAID011; the Childcare (Education and Care) First Aid course issues HLTAID009, HLTAID010, HLTAID011 and HLTAID012. The same quizzes, scenario report and practical observation cover all the units of your course; each unit is judged against its own requirements, and all of them are listed on one Statement of Attainment. HLTAID010 is not offered as a course on its own.

Code	Unit Title	Recommended refresher	Volume of Learning (per TAS — blended)
HLTAID009	Provide Cardiopulmonary Resuscitation	12 months (recommended)	~1.5–2 hrs online + 0.5–1 hr face-to-face (standard session 30 min) = 2–3 hrs total
HLTAID010	Provide Basic Emergency Life Support	3 years (recommended)	Included in the HLTAID011 and HLTAID012 courses (no extra time); not offered on its own
HLTAID011	Provide First Aid	3 years (recommended)	~5–6 hrs online + 1–3.5 hrs face-to-face (standard session 1 hr) = 6–9.5 hrs total
HLTAID012	Provide First Aid in an	3 years	~7–8 hrs online + 1–4 hrs face-to-

	Education and Care Setting	(recommended)	face (standard session 1 hr) = 8–12 hrs total

Each unit is assessed against the elements, performance criteria, performance evidence and knowledge evidence published on training.gov.au and detailed in the HLT Release 10.0 Companion Volume Implementation Guide.

3. How we deliver and assess

ACMEA Academy uses a blended delivery model. Learning resources are provided online and are optional. You complete the online knowledge quizzes (compulsory) and the scenario incident report task online at your own pace, both before your face-to-face session, then attend a face-to-face session to perform the practical skills under the direct observation of a qualified assessor.

3.1 The three assessment tools

To achieve a Competent (C) outcome for any unit, you must pass all three of the following assessment tools. Failing any one of them means the overall result is Not Yet Competent (NYC).

Component	What it is	How it is marked
AT1 — Online knowledge quizzes (Ammonite)	Questions only, covering underpinning knowledge — anatomy, signs/symptoms, DRSABCD, legal duty of care, ARC principles, scenario short answers and multiple choice. For HLTAID009, HLTAID011 and HLTAID012 the topics are grouped into Parts, with one quiz per Part and an optional learning lesson just before each quiz (HLTAID009: Parts 1–2; HLTAID011: Parts 1–3; HLTAID012: Parts 1–5). For HLTAID010 there is one quiz per topic.	100% pass mark: every question must be answered correctly. Unlimited attempts.
AT2 — Scenario incident report task (Ammonite)	A written incident report on a set first aid scenario, completed online in Ammonite.	Satisfactory (S) or Not Yet Satisfactory (NYS).
AT3 — Trainer Observation Checklist (practical)	Live performance of first aid skills using manikins, AED trainer and props in real-time scenarios set by your assessor,	Each criterion S or NYS, observed in real time by your assessor. All criteria must be S.

	during the face-to-face session. Your assessor completes the checklist in Ammonite.	

3.2 Order of assessment

1. Enrol and receive access to the Learning Management System (LMS).
2. Optional: work through the self-paced online learning for each topic (recommended, but not compulsory).
3. Pass the online knowledge quizzes (AT1) — every question must be answered correctly (100%) before you attend the face-to-face session. You have unlimited attempts.
4. Complete the scenario incident report task (AT2) in Ammonite before your face-to-face session.
5. Attend the scheduled face-to-face session in full.
6. Complete the practical scenarios while your assessor marks each criterion on the Trainer Observation Checklist (AT3) in Ammonite.
7. Receive your verbal outcome at the end of the session.
8. Receive your written outcome and Statement of Attainment within 30 calendar days.

4. Assessment conditions

The conditions below apply to every assessment we conduct. They are set out in the Assessment Conditions and Equipment Schedule (ACMEA-ASS-EQ-V1.1) and are non-negotiable — they exist to make sure your assessment is fair, valid and compliant with the HLT Training Package.

Condition	What this means for you
ARC Guidelines	All CPR and first aid is assessed against the current ARC Guidelines. If the guidelines update mid-course, your assessor will brief you on any change.
Real-time observation	Your assessor must watch you perform every practical task live. We cannot mark you on a video, a report from someone else, or work done outside the session.
Supervision ratio	Maximum 1 assessor to 20 learners, with practical work at manikin stations in sub-groups during practical tasks so you get individual attention.
Environment	A safe, indoor space with at least 4 m² per learner pair for floor CPR. Non-slip flooring, comfortable temperature (18–24 °C), good ventilation and access to handwashing or hand

	sanitiser.
Equipment	Adult, child and infant manikins (as required by the unit), AED trainer, fully stocked First Aid kit, bandages, dressings, EpiPen trainer, asthma spacer, anaphylaxis and asthma action plans, and incident report forms. Full list per unit is in Section 7.
Simulation	Where a real workplace condition cannot be created (e.g. a real cardiac arrest), we use a realistic simulated scenario consistent with the unit requirements.
Hygiene	Single-use face shields and gloves are provided. Manikins are wiped between learners. You must wear closed-toe shoes and clothing you can move and kneel in.

5. Before the face-to-face session

Most learners who receive Not Yet Competent on the day failed to prepare. The checklist below is your single best predictor of success.

5.1 Pre-arrival checklist

- Optional but recommended: work through the online learning for each topic in the LMS, including the CPR rate and depth demonstrations.
- Pass every online knowledge quiz (compulsory). Every question must be answered correctly (100%). You have unlimited attempts, so you can try again until you pass. This must be done before the session.
- Provide a valid Unique Student Identifier (USI) — without a USI we cannot issue your Statement of Attainment.
- Disclose any condition (injury, pregnancy, medical, neurodiverse, language) that may affect your participation. We will discuss reasonable adjustments (see Section 9).
- Read the ARC DRSABCD action plan until you can recite the eight steps without prompting.
- Bring photo ID, a pen and water. Wear loose, modest clothing and closed shoes — you will be on the floor performing CPR.

5.2 What we provide

- All assessment equipment listed in Section 7.
- Single-use face shields and disposable gloves.
- The Trainer Observation Checklist (completed by your assessor in Ammonite) and incident report forms.

- A qualified trainer/assessor who holds the TAE40122 (or equivalent) and current competency in the unit being assessed (HLTAID012 is assessed only by an assessor who holds HLTAID012).

6. On the day

6.1 What to expect from your assessor

Your assessor will brief you, demonstrate each skill, give you supervised practice, then assess each task. During the formal observation they will not coach or prompt you. They may clarify a scenario instruction if you ask, but they cannot tell you what to do next.

6.2 What is observed

Each unit has a Trainer Observation Checklist (AT3) in Ammonite. Your assessor marks every criterion as S (Satisfactory) or NYS (Not Yet Satisfactory) in real time. Common criteria across all units include:

- Conducting a primary survey using DRSABCD.
- Calling 000 and giving clear, accurate information.
- Performing 2 minutes of uninterrupted CPR (5 cycles of 30 compressions and 2 ventilations) at 100–120 compressions per minute and a depth of one third of the chest on an adult manikin.
- Operating an AED trainer safely — pad placement, clearing the casualty, following device prompts.
- Placing an unresponsive breathing casualty in the recovery position.
- Communicating a complete handover to emergency services using a structured tool (e.g. SAMPLE).
- Completing the incident report form accurately.

6.3 ARC CPR performance standards

Standard	Requirement
Duration	Minimum 2 minutes uninterrupted CPR (5 full cycles)
Cycle	30 compressions : 2 ventilations (all ages)
Rate	100 – 120 compressions per minute
Depth (adult)	One third of the depth of the chest
Recoil	Allow full chest recoil between compressions
Ventilation	Effective seal and visible chest rise
AED	Operate AED trainer independently, follow voice prompts, clear the casualty before shock

7. Equipment by unit

The table below shows what we will use on the day. You do not need to bring any of this — we provide everything. Use it to picture what you will be doing.

Unit	Core equipment used in assessment
HLTAID009	Adult CPR manikins (floor-level, 1 per 4 learners) and infant CPR manikins, AED trainer, disposable face shields, gloves, mobile phone (or prop) for 000 call.
HLTAID010	All HLTAID009 equipment plus recovery position mat, emergency blanket, blank incident report form.
HLTAID011	All HLTAID010 equipment plus fully stocked First Aid kit, roller bandages (5 cm and 10 cm), triangular bandages, sterile dressings, crepe bandages, anaphylaxis and asthma action plans.
HLTAID012	All HLTAID011 equipment plus child CPR manikin, infant CPR manikin, ASCIA Anaphylaxis Action Plan for Children, Asthma Australia child action plan, simulated emergency contact list, EpiPen trainer, asthma spacer/inhaler trainer.

8. Per-unit assessment details

8.9 HLTAID009 — Provide Cardiopulmonary Resuscitation

Recommended refresher: every 12 months (ANZCOR and industry recommendation). Your Statement of Attainment has no expiry date.

Practical elements assessed:

- Element 1 — Respond to an emergency situation
- Element 2 — Apply CPR
- Element 3 — Operate an Automated External Defibrillator (AED)
- Element 4 — Communicate details of the incident
- Element 5 — Respond to the needs of bystanders

Assessment focus: High-quality, uninterrupted adult CPR with AED. Expect a single focused scenario with strict timing on compression rate, depth and ratio.

8.0 HLTAID010 — Provide Basic Emergency Life Support

Recommended refresher: every 3 years (CPR every 12 months). Your Statement of Attainment has no expiry date.

Practical elements assessed:

- Element 1 — Respond to an emergency situation
- Element 2 — Manage an unresponsive breathing casualty
- Element 3 — Apply CPR
- Element 4 — Manage a choking casualty
- Element 5 — Communicate details of the incident

Assessment focus: Builds on HLTAID009. Includes recovery position, choking management (adult and infant back blows / chest thrusts) and clear handover communication.

8.1 HLTAID011 — Provide First Aid

Recommended refresher: every 3 years (CPR every 12 months). Your Statement of Attainment has no expiry date.

Practical elements assessed:

- Element 1 — Respond to an emergency situation
- Element 2 — Apply CPR and AED
- Element 3 — Manage a wound and control bleeding
- Element 4 — Manage a burn
- Element 5 — Manage an allergic reaction / anaphylaxis
- Element 6 — Manage a fracture
- Element 7 — Communicate details of the incident

Assessment focus: The most common workplace unit. Expect multiple short scenarios — bleeding control, burns (20-minute cool running water), anaphylaxis with EpiPen trainer, fracture immobilisation with triangular bandages.

8.2 HLTAID012 — Provide First Aid in an Education and Care Setting

Recommended refresher: every 3 years (CPR every 12 months). Your Statement of Attainment has no expiry date.

Practical elements assessed:

- Element 1 — Respond to an emergency situation
- Element 2 — Apply CPR for infants and children
- Element 3 — Manage a choking child or infant
- Element 4 — Manage anaphylaxis in a child

- Element 5 — Manage a febrile seizure
- Element 6 — Communicate details of the incident

Assessment focus: Designed for educators and carers. Paediatric scenarios using child and infant manikins, ASCIA action plans, EpiPen trainer (paediatric dose), asthma spacer technique, and duty-of-care obligations under the Education and Care Services National Law.

9. Reasonable adjustment, LLN and learner support

ACMEA Academy is committed to making assessment accessible. Reasonable adjustment is any change we make to the way we deliver or assess training so a learner with a disability, injury or specific need can participate on equal terms — without changing what the unit requires you to demonstrate.

9.1 Examples of reasonable adjustment we can make

- Reading written questions aloud and recording your verbal answers.
- Allowing extra time for the written knowledge assessment.
- Providing materials in larger font or off-white paper.
- Adjusting the physical assessment environment for mobility, vision or hearing needs.
- Using a support person (e.g. interpreter) — agreed in advance — provided they do not perform the task for you.
- Splitting the assessment across more than one day where physical exertion is a barrier.

9.2 What we cannot change

The technical performance evidence required by the unit cannot be removed. For example, we cannot waive the requirement to perform 2 minutes of CPR on a floor-level manikin — this is a non-negotiable requirement of the training package. If a learner cannot meet a non-negotiable requirement, our trainers will discuss alternative pathways including a different unit or a referral.

9.3 Language, Literacy and Numeracy (LLN) support

Tell us during enrolment if you have difficulty with reading, writing or numeracy. We can adapt materials, allow extra time, or use verbal assessment where permitted. All requests are confidential and free of charge.

How to request an adjustment: email info@acmea.com.au or speak to your trainer at least five business days before your scheduled session. Adjustments are documented on your enrolment record and reviewed jointly by you and your assessor before the assessment begins.

10. Recognition of Prior Learning (RPL) and Credit Transfer

10.1 RPL

RPL is an assessment process that recognises skills and knowledge you already have — from work, previous training, volunteering or life experience — so you do not have to be re-trained in something you already know. For first aid the technical skills must still be observed live (the training package requires it), but your underpinning knowledge and supporting experience can be recognised through evidence such as:

- Previous nationally recognised statements of attainment.
- International first aid qualifications (mapped against the unit).
- Workplace logbooks signed by a supervisor.
- Industry experience with verifiable third-party referees.

10.2 Credit Transfer

If you already hold an identical, current unit of competency issued by another RTO, we will grant credit transfer on sight of your verified Statement of Attainment. This is granted free of charge but does not extend an already-expired unit.

How to apply for RPL: request the RPL Kit from your trainer or info@acmea.com.au before enrolment. Submit the completed kit with your evidence at least 10 business days before your intended start date. An assessor will review your evidence and may invite you to a competency conversation and a short practical demonstration.

11. Assessment outcomes

Code	Outcome	What it means
S	Satisfactory	You met every requirement of an individual task or question.
NYS	Not Yet Satisfactory	You did not meet one or more requirements of that task or question. You will be given feedback and an opportunity to redo it (see Section 12).
C	Competent	Overall result: you achieved Satisfactory across all tasks and questions for the unit. A Statement of Attainment will be issued.
NYC	Not Yet Competent	Overall result: you did not yet meet all requirements. You are

		entitled to up to three no-cost reassessments of the practical (see Section 12). The online quizzes have unlimited attempts.
CT	Credit Transfer	Recognition of an identical, current unit you already hold from another RTO.
RPL	Recognition of Prior Learning	Recognition of existing skills and knowledge through evidence — see Section 10.

Your assessor will tell you your verbal outcome at the end of the session. Your written outcome will be entered into our Student Management System within 2 business days, and your Statement of Attainment issued within 30 calendar days of the unit being deemed Competent.

12. Reassessment

If your result in the practical (AT3) is Not Yet Competent, you have the right to up to three reassessments at no additional cost. The online knowledge quizzes (AT1) have unlimited attempts, so this rule applies to the practical only. Your assessor will:

9. Identify exactly which task(s) or question(s) were NYS and explain why.
10. Give you written and verbal feedback so you know what to improve.
11. Schedule a focused reassessment — usually within the same session for one or two small criteria, or at a later booked date for larger gaps.
12. Reassess only the criteria that were NYS — you do not redo the whole assessment.

If you remain Not Yet Competent after a reassessment, your trainer will meet with you to discuss extra support or re-training before your next attempt. Attempts beyond the third may attract a fee — this will be agreed in writing in advance.

13. Assessment appeals

If you disagree with an assessment decision, you have the right to appeal. We encourage you to discuss it with your assessor first — most concerns are resolved informally on the day. If you are not satisfied:

13. Complete the Appeals Form (ACMEA-FOR-002) within 10 business days of receiving your written result.
14. A second, independent assessor — who was not involved in your original assessment — will review the evidence and your statement.
15. You will receive a written decision within 10 business days of lodging the appeal.

16. Please always contact us first so we can try to resolve the issue together. If we cannot resolve it, you may contact the National Training Complaints Hotline on 13 38 73 (www.dewr.gov.au/national-training-complaints-hotline), which can refer your complaint to the appropriate authority. Lodging an external complaint does not affect your right to internal review.

14. Academic integrity

You must submit your own work. Plagiarism, collusion, sharing knowledge-assessment answers, impersonating another learner, or using AI to generate written assessment responses are all breaches of academic integrity and will result in:

- An automatic Not Yet Competent outcome for the affected component.
- A formal record on your file.
- In serious or repeated cases, withdrawal from the course with no refund and notification to ASQA.

15. Privacy, records and your rights

All assessment records — your knowledge assessment, your observation checklist, your scenario notes — are kept in line with our Records Management Policy (ACMEA-POL-007): completed assessment evidence for 5 years after completion, and records of your results and Statement of Attainment for at least 30 years. Your personal information is handled under the Privacy Act 1988 (Cth) and the Australian Privacy Principles. You may request a copy of your assessment records at any time by emailing info@acmea.com.au.

16. Glossary

Term	Meaning
ARC	Australian Resuscitation Council — sets the CPR and first aid guidelines we assess against.
ASQA	Australian Skills Quality Authority — the national VET regulator.
AED	Automated External Defibrillator — used during cardiac arrest.
DRSABCD	Danger, Response, Send for help, Airway, Breathing, CPR, Defibrillation — the primary action plan.
AT1, AT2, AT3	The three assessment tools: AT1 online knowledge quizzes, AT2 scenario incident report task, AT3 Trainer Observation Checklist

	(practical).
LMS	Learning Management System — our online learning platform.
NYC	Not Yet Competent — overall outcome when one or more components are not yet met.
NYS	Not Yet Satisfactory — a single task or question not yet met.
Trainer Observation Checklist	The practical assessment tool (AT3), completed by your assessor in Ammonite during the face-to-face session.
RPL	Recognition of Prior Learning.
RTO	Registered Training Organisation (RTO 46630).
SAMPLE	Symptoms, Allergies, Medications, Past history, Last meal/intake, Events — a handover tool.
S	Satisfactory — an individual task or question met.
SoA	Statement of Attainment — the nationally recognised certificate.
USI	Unique Student Identifier — required by law to receive your SoA.

17. Contact and feedback

We welcome your feedback — it helps us improve. If you have a question, suggestion or complaint about your assessment, please contact us at info@acmea.com.au. Some sessions are delivered on ACMEA Academy's behalf by Sydney First Aid and CPR (ABN 95 568 772 980), the business of Naton Mansfield-du Toit, engaged as a third party; ACMEA Academy remains responsible for your assessment and certification.