

2024 STATEMENT OF FEES – FIRST AID & MENTAL HEALTH FIRST AID (MHFA)

The following fees apply to a student enrolling in a Are-Able Education and Training First Aid or CPR workshop. There is no concession for these courses.

Course	Cost
HLTAID009 Provide Cardiopulmonary Resuscitation (CPR)	\$85
HLTAID011 Provide First Aid (including CPR)	\$195
HLTAID012 Provide First Aid in an Education and Care Setting (including CPR)	\$195
Standard Mental Health First Aid	\$320
Standard Mental Health First Aid - Refresher	\$220

REFUNDS FOR SHORT COURSES

- If you cancel with minimum **48 hours** before the commencement time of the course you will be eligible for a full refund. Alternatively, you can be rescheduled into the next suitable course
- Cancellations without minimum 48 hours of the course commencement time are not entitled to a refund. ***If you fail to attend the course, there will be no refund***
- Cancellations after rescheduling there will be no refund
- If Are- Able Education and Training cancels a course, a full refund of the course fees will be given

REISSUE OF CERTIFICATES

- There is no charge for the reissue of a soft copy of a Statement of Attainment (delivered via email)

PAYMENT OF FEES

- At time of online enrolment, you are required to pay via credit card unless you are specifying your workplace is paying. In this instance, the business name, business contact person and their email address must be provided
- You will be emailed payment and course confirmation once payment is successfully made
- Credit card transactions are processed securely, and no card details are stored
- Your details will not be passed on to any third party, unless required by legislation
- Statements of Attainment will not be issued until all fees have been paid

PRIVACY & INFORMATION SECURITY STATEMENT

Purpose

This privacy statement sets out how Are-Able Education and Training uses and protects any information that you give when you enrol with us. Are-Able Education and Training is committed to ensuring that your privacy is protected. Should we ask you to provide certain information by which you can be identified when using this website, then you can be assured that it will only be used in accordance with this statement.

What information do we gather?

The personal information typically includes (but is not limited to) your name, age, gender, place of birth, nationality, contact details in Australia and other prescribed details, information about your course, financial arrangements and payments in relation to the course, English language proficiency, academic progress and performance, and any other information that Are-Able Education and Training is obliged by law to collect or report.

How we gather information

Are-Able Education and Training generally collects information directly from the student (e.g., forms filled out by the student, both paper and on-line, or from meetings and interviews with the student). Are-Able Education and Training maintains records on each student which may include data on attendance, progress and competency records. Are-Able Education and Training will take reasonable steps to let the student know what personal information it holds. Are-Able Education and Training will seek the consent of the student before collecting sensitive information unless collection is otherwise authorised or required by law.

Use and disclosure of information

Are-Able Education and Training will only use or disclose personal information for the primary purpose for which it was collected. We will use the information we gather to:

- Provide and administer approved courses, including admission, enrolment, training, assessment and payments
- Provide student services
- Conduct surveys
- Comply with reporting requirements and administration of government programs
- Conduct internal planning
- Market the services of Are-Able Education and Training to you

Information Security

Are-Able Education and Training is bound by the Australian Privacy Principles (APPs) in Schedule 1 of the Privacy Act 1988 (Cth), see http://www.austlii.edu.au/au/legis/cth/consol_act/pa1988108

The APPs provide standards, rights and obligations in respect of how personal information is handled from collection through to use, disclosure, storage and access.

Are-Able Education and Training holds personal information which may be stored in electronic and/or hardcopy form. Are-Able Education and Training takes reasonable precautions to ensure that information is stored securely, is accurate and protected from misuse, loss, unauthorised access, modification, or disclosure. Are-Able Education and Training staff are bound by confidentiality on the use of personal information and are required to respect the privacy of individuals. We are committed to ensuring that your information is secure.

We will not sell, distribute, or lease your personal information to third parties unless we have your permission or are required by law to do so. We may use your personal information to send you promotional information.

We have appropriate security measures in place in our physical and online facilities to protect against the loss, misuse, or alteration of information that we have collected from you.