



PRIME FIRST AID AND TRAINING

RTO 90909

**CAPABILITY
STATEMENT**

Prime First Aid and Training is a Pilbara-based, family owned and operated business, dedicated to empowering individuals and organisations in the Pilbara. We specialise in first aid, psychosocial and other industry-specific training services.

Our nationally accredited courses can be delivered at your workplace, with after-hours and weekend options available. We can also host you at our training locations in Port Hedland or Karratha. Our courses typically involve a self-paced online component, followed by a short practical session, meaning less interruption for you and your business.

We strive to create a fun and engaging learning experience, with an ability to cater courses to meet your needs. Whether you're in the mining or construction business, a community organisation, or an individual wanting to improve your skills and confidence, we'd love to work with you!



Emily Peck - Founder

With over 16 years of experience in the field as a Paramedic, Emily is known for her unwavering commitment to saving lives and helping others. Her journey into emergency medical services began with a deep desire to make a difference in her community. Over the years, she has honed her skills and developed a wealth of knowledge that has made her a trusted figure in the profession.

Emily is passionate about teaching; she brings a fun and engaging teaching style and enjoys sharing her knowledge and empowering others through the courses she delivers.



Robbie Peck – Operations Manager

Robbie brings over 15 years of project management and engineering experience in Western Australia's construction and resources sector. Now applying his expertise to the First Aid and Training industry, this experience ensures that Prime First Aid and Training delivers training solutions aligned with workplaces and community needs.

Robbie's passion for first aid education is deeply personal. In 2022, while spearfishing off the coast of Port Hedland, he survived a Bull Shark attack - thanks to those on board having first aid training, he survived. This event has driven him to empower others with the skills to make their lives and workplaces safer and more prepared.

Nationally Accredited / Non-Accredited Courses

Recommended Industry & Individual First Aid Courses

HLTAID011	Provide First Aid	\$ 240.00
HLTAID009	Provide Cardiopulmonary Resuscitation (CPR)	\$ 150.00
HLTAID011 & UETDRMP018	Provide First Aid & Perform Rescue from a Live Low Voltage Panel (LVR)	\$ 400.00
HLTAID009 & UETDRMP018	Provide CPR & Perform Rescue from a Live Low Voltage Panel (LVR)	\$ 240.00

Workplace & Industry Safety Courses

RIIWHWS204E & RIIWHWS202E	Work Safely at Heights & Enter and Work in Confined Spaces	\$ 800.00
RIIWHWS202E & MSMWHS217	Enter and Work in Confined Spaces & Gas Test Atmospheres	\$ 620.00
RIIWHWS204E	Work Safely at Heights	\$ 620.00
RIIWHWS202E	Enter and Work in Confined Spaces	\$ 320.00
MSMWHS217	Gas Test Atmospheres	\$ 250.00
PUAFER005 & PUAFER006	Warden and Chief Warden (Lead an emergency control organisation)	\$ 295.00
PUAFER008	Confine Small Emergencies in a Facility (spills and fire)	\$ 295.00
CPPFES2005	Demonstrate First Attack Fire Fighting Equipment	\$ 295.00
CPCWHS1001	Prepare to Work Safely in the Construction Industry (WA) - (White Card)	\$ 260.00
HLTWHS005	Conduct Manual Tasks Safely	\$ 200.00
HLTPAT005	Collect Specimens for Drugs of Abuse Testing	\$ 540.00
11124NAT	Course in Safe Handling of Sharps and Infectious Waste	\$ 200.00
UETDRMP018	Perform Rescue from a Live Low Voltage Panel (LVR)	\$ 170.00

Specialist First Aid Courses

HLTAID014	Provide Advanced First Aid	\$ 380.00
HLTAID015	Provide Advanced Resuscitation and Oxygen Therapy	\$ 400.00
PUAEME007	Provide Emergency Care for Suspected Spinal Injury	\$ 250.00
HLTAID013	Provide First Aid in Remote or Isolated Site	\$ 400.00
HLTAID010	Provide Basic Emergency Life Support	\$ 200.00
HLTSS00068	Occupational First Aid Skill Set	\$ 650.00
HLTAID012	Provide First Aid in an Education and Care Setting	\$ 265.00
22578VIC	Course in First Aid Management of Anaphylaxis	\$ 120.00
HLTAID016	Manage First Aid Services and Resources	\$ 200.00
22702VIC	Management of Asthma Risks and Emergencies	\$ 120.00
100622	Medication Management	\$ 150.00
HLTAID012, 22556VIC & 22578VIC	Provide First Aid in an Education and Care Setting, Asthma & Anaphylaxis	\$ 265.00

Mental Health Related Courses

11244NAT	Mental Health Support for First Responders	\$ 250.00
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Testing Services

RMFT	Respirator/Mask Fit Test	\$ 120.00
HFT	Ear Fit Test	\$ 100.00
DAS	Instant Drug and Alcohol Screening	\$ 110.00
LAB DAS	Laboratory-Tested Drug Screening and Alcohol	\$ 195.00
COF	After-hours/urgent call-out	\$ 220.00

Remote Travel/Labour

Travel - labour charge	Labour charge for travel or other miscellaneous services	\$ 120.00
Travel - per km charge	Per km travel charge applies to travel outside of Port/South Hedland	\$ 1.88

To register or make an enquiry, please visit www.primetraining.com.au or scan the QR code below.



How Can We Help You



Prime First Aid and Training is in partnership with Allens Training, Australia's #1 Registered Training Organisation, delivering high quality courses in-person and via online modules.

All courses can be adapted to your specific industry or personal needs that will enable your workforce to walk away with the confidence and skills to apply in their working environment. Courses can be delivered at a time and in a location best suited to ensure the needs of your business is met.

Corporate and group booking discounts are available - please contact us to enquire.



Mobile Training

Available at workplaces
Throughout the Pilbara
area including mine sites.
Hosted training premises
are in Port Hedland
and Karratha.



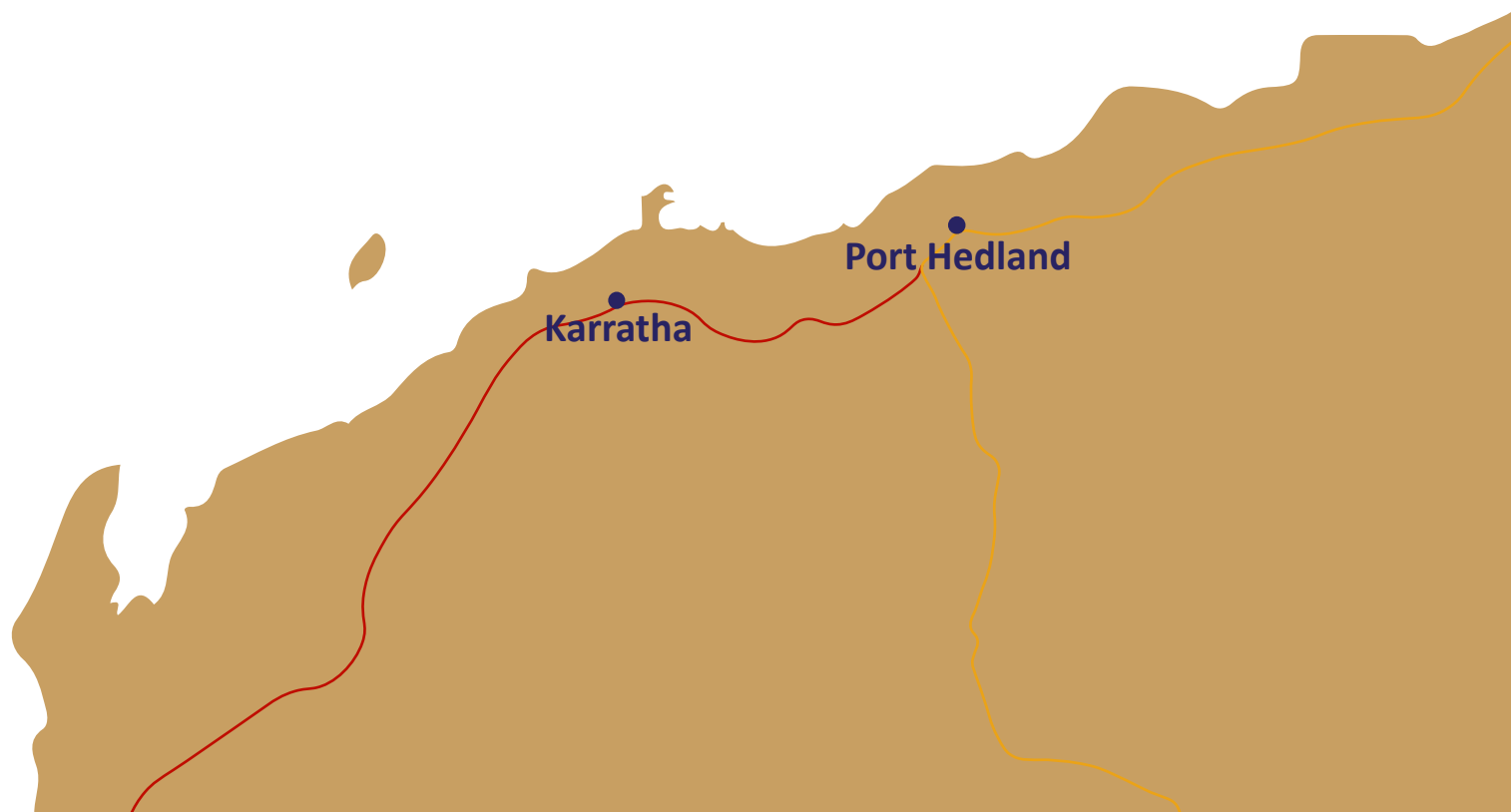
Flexible Hours

Complete courses on
weekends and evenings as
well as usual business hours
for accessibility and
to minimise downtime
to business.



Online Courses

Complete courses online
followed by a short
practical session.
Certificates typically
issued within 24 hours of
completion.



What We Stand For: Core Values



Empower

We are committed to equipping every learner with the **knowledge, confidence, and courage to take action** when it matters most. Our training goes beyond information we ensure that each participant feels capable, prepared, and empowered to apply their skills in real-world situations. By fostering self-assurance and practical ability, we help individuals step forward with the confidence to make a difference.



Adaptability

We recognize that effective training isn't one-size-fits-all. That's why we offer **flexible delivery options**, including on-site and remote sessions, as well as training outside regular business hours. Our goal is to meet the unique needs of each client and their learners, ensuring accessibility and meaningful learning experiences. By tailoring our approach, we create training solutions that fit real-world schedules, environments, and learning preferences.



Integrity

We uphold the highest standards of honesty, transparency, and accountability in all aspects of our work. From the quality of our training to our interactions with clients and learners, we are committed to ethical and responsible business practices. Our training is **accurate, up-to-date, and evidence-based**, ensuring that those we serve can trust both our expertise and our values. By staying true to our principles, we build lasting relationships founded on trust and reliability.



Community Focus

We are dedicated to strengthening the Pilbara community by equipping individuals and businesses with essential & life-saving skills. Our training goes beyond instruction we foster a supportive and inclusive learning environment where every participant feels valued and empowered. By delivering high-quality education, we help create a safer, more prepared community, ensuring that local businesses and individuals have the confidence and capability to respond effectively when it matters most.

To register or make an enquiry, please visit www.primetraining.com.au or scan the QR code below.



By booking training/testing with Prime First Aid and Training ("Prime"), participants and booking organisations agree to the following Terms and Conditions.

1. Quote Acceptance

- Acceptance of a quotation, purchase order, booking confirmation, attendance at or participation in training or testing, or payment of an invoice constitutes acceptance of these Terms and Conditions.

2. Bookings and Enrolments

- Participants must provide accurate enrolment details, including their full legal name and individual email address.
- Corporate/group bookings are responsible for providing accurate participant information.
- Prime reserves the right to refuse or cancel enrolments where required information is not provided.

3. Testing services

- This section applies to mask/respirator fit testing, ear fit testing and drug & alcohol testing services.
- Participants must comply with all pre-testing requirements advised by Prime prior to their appointment.
- For respiratory protective equipment (RPE) mask fit testing, participants should be clean shaven in the area where the respirator seals to the face. While some moustache styles may be suitable, facial hair that interferes with the mask seal may result in an unsuccessful fit test.
- Participants should be aware that some workplaces and site-specific requirements mandate that workers are completely clean shaven for respirator/mask fit testing, regardless of whether a mask fit test can be successfully completed with certain facial hair styles. It is the participant's or employer's responsibility to ensure compliance with any site-specific grooming requirements.
- For hearing protection fit testing, participants must follow all instructions provided by the tester. Test results relate only to the specific hearing protection tested on the day.
- For drug and alcohol testing, participants must comply with the relevant Australian Standards and testing procedures, including providing valid identification where applicable and following all instructions provided by the tester.
- Where confirmation laboratory testing is required, results may not be immediately available.
- Testing results are provided in accordance with the relevant Australian Standards and Prime's documented procedures.
- Prime does not determine or enforce individual workplace drug and alcohol policies or fitness-for-work decisions.
- Additional fees may apply where testing cannot be completed due to participant non-compliance, failure to meet pre-testing requirements, inability to achieve an adequate fit, or where a repeat appointment is required.

4. Payment Terms

4.1 Corporate and Group Bookings

- Invoices are issued at the time of booking.
- Unless otherwise agreed by Prime in writing, payment is due on the later of:
 - 14 days after online learning access is issued; or
 - completion of the course (including all online and practical components).
- Where online learning access has been issued, course fees remain payable regardless of course completion.
- Certificates and Statements of Attainment will not be issued until all course requirements have been successfully completed and all outstanding invoices have been paid.
- Prime reserves the right to charge interest on overdue accounts at a reasonable rate and recover reasonable costs incurred in collecting outstanding debts.

4.2 Individual Bookings

- Full payment is required at the time of booking to secure a place in the course.
- Bookings are not confirmed, and online learning access may not be issued, until payment has been received.
- Where online learning access has been issued, course fees remain payable regardless of course completion.

5. GST

- Nationally recognised accredited training is GST-free under applicable Australian taxation legislation. GST will be applied where required to non-accredited training, testing services and other taxable supplies.

6. Corporate and Group Discounts

- A 10% corporate discount applies where five (5) or more participants from the same corporate entity attend the same face-to-face practical training session.
- Discounts cannot be combined with other offers unless approved by Prime.
- For fully face-to-face courses (e.g. CPCWHS1001 Prepare to Work Safely in the Construction Industry (White Card)), a minimum charge equivalent to five (5) participants applies.

7. Online Learning and Certification

- For blended courses, participants must successfully complete both the online learning and face-to-face practical assessment requirements to be eligible for certification.
- Online learning is generally valid for six (6) weeks from the date of issue.
- Failure to complete the online component within the prescribed timeframe may result in the enrolment being deemed abandoned.
- Reactivation, re-enrolment, or reissue of online learning may incur an additional fee.
- Participants who have not completed the required online learning may be refused entry to the practical session.

8. Participant Substitutions, Cancellations and Rescheduling

- To request a participant substitution, cancellation or booking reschedule, please contact: emily@primetraining.com.au / 0428 213 430 (for testing services use testing@primetraining.com.au)
- Participant substitutions are permitted at no additional cost provided Prime receives notice before the commencement of training and all enrolment requirements are met.
- A minimum of 24 hours' notice is required for cancellations or changes.
- Prime may, at its discretion, permit bookings to be transferred to another available course date where sufficient notice has been provided.
- Where less than 24 hours' notice is provided, or a participant fails to attend, the full course fee may be charged.
- Where online learning has been issued, fees may remain payable regardless of attendance.

9. Course Changes

- Prime reserves the right to reschedule, relocate, postpone, or cancel training due to circumstances beyond its reasonable control, including trainer illness, venue issues, severe weather, or insufficient participant numbers.
- Where Prime cancels a course, participants will be offered an alternative session or refund of fees paid.
- Prime's liability in these circumstances is limited to the refund of any fees paid.

10. Participant Responsibilities

- Participants must behave respectfully and follow trainer instructions at all times.
- Participants must be able to safely undertake the practical components of the course or advise Prime of any medical condition, injury or limitation prior to training.
- Prime reserves the right to refuse participation or remove any participant whose behaviour is unsafe, disruptive, abusive, or inappropriate. No refund will apply.
- Participants must wear suitable clothing and enclosed footwear where required for practical training activities.

11. Intellectual Property

- All training materials, manuals, presentations, videos, assessments and resources remain the intellectual property of Prime First Aid and Training.
- Training materials must not be copied, reproduced, distributed or used for commercial purposes without Prime's prior written consent.

12. Privacy

- Personal information may be collected, used and disclosed to our partner Registered Training Organisation (RTO) for enrolment, assessment, certification, compliance and reporting purposes.
- Prime may take photographs during training for promotional purposes. Participants who do not wish to appear in photographs should advise the trainer before the course commences.
- Prime delivers nationally recognised training in partnership with Allens Training Pty Ltd (RTO 90909).

13. Certification

- Nationally recognised training certificates and Statements of Attainment will only be issued where all assessment requirements have been successfully completed and all outstanding fees have been paid.
- Non-accredited courses may receive a Certificate of Attendance or Certificate of Completion, where applicable.

14. Governing Law, Force Majeure & Liability

- These Terms and Conditions are governed by the laws of Western Australia.
- Participants attend training at their own risk and must disclose any condition that may affect their ability to participate safely.
- Prime will not be liable for any indirect or consequential loss, cost or expense arising from delays, postponements or cancellations caused by circumstances beyond its reasonable control.



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