



## Welcome to FACTS

First Aid Certified Training Systems

*General Information and Policies for Level 2 and Level 3 First Aid Courses*

### **Attendance**

- Level 3 is a mandatory 70 hours of class time to complete the course
- Level 2 is a mandatory 35 hours of class time to complete the course
- As there are no “make-up” days, if you are unable to attend any portion of the course, you cannot be examined. You will then have to be registered in the next course to complete the mandatory time and lesson(s) which may be at an additional cost.
- You can expect to spend a minimum of 3 or more hours each evening of study time which will include review, homework assignments and pre-reading for the next days’ lesson. It is strongly recommended that you “clear your calendar” until after the exam.
- Please arrive at least 10 minutes prior to class start time. To ensure all students are treated fairly, tardiness will not be tolerated, this includes coffee and lunch breaks.

### **Behaviour/Code of Conduct**

- All students and staff will be treated in a professional and respectful manner. Foul language and inappropriate behaviour is not acceptable. Any concerns or issues with fellow students and/or instructors will be addressed in private.
- Please respect and use the school equipment with care. All equipment must be put away in an orderly manner as demonstrated by your instructor.
- Smoking is permitted in designated areas only. Please use the cans provided for your butts.
- Pop and coffee are available at a nominal charge.
- For the use and enjoyment of all, please wash your dishes when you are done.

### **Hygiene and Dress**

- Students will be working in close proximity with each other and therefore, personal hygiene and cleanliness is a must!
- Regular hand washing (clean & trimmed nails – feet and hands)
- Appropriate dress for class. As you will be bending, twisting, and lying down we suggest that you wear comfortable clothing. “Show us your skills – not your skin”. No beach wear, tank tops, half tops, low waist pants etc. please! **Level 3 students only** – *as you will be working with the hard collars, we recommend that you do not wear any shirt that has a collar!*
- Clean clothes – although this is work place first aid, this is not a construction site.
- We ask that you remove your street shoes upon entering the building. Please bring alternate (clean) shoes or slippers.

### **The Books**

As part of the course material, you have been provided (where applicable) with an Occupational First Aid Reference and Training Manual as well as a Training Guide.

- **Application for Examination.** Please complete this form and hand it in to your instructor on the first day.
- **Medical Certificate of Fitness.** This medical form must be completed by a physician and handed in to the instructor before your course examination.
- Each lesson provides an objective, lesson outline, and the reading references for the Reference and Training Manual. **We strongly recommend that you do as much pre-reading as possible before you start!**