

Welcome to online training.

Congratulations on commencement of your role on the committee of your activity group.

There are responsibilities that come with this role. As Franklin D. Roosevelt had planned to say before he was shot - "With great Power comes great responsibility"

One of your key responsibilities is to promote a culture of safe practice to the members that you represent. In order to align your focus on this, you are required to complete the following course.

- **Course:** Introduction to First Aid
- **Time:** The course should take 1-2 hours to complete. You can decide how long you spend on each section and lesson within. You can stop and start to meet your time commitments.
- **How do I complete this course?**

Go to <http://www.cardiffstudents.com/elearning/>

Please open "Introduction to First Aid" This is your training course.

The course requires a minimum of **Microsoft Office 2010** which is readily available on any Cardiff University computer. You will also need an MP4 player installed. The computer will prompt you if this is not already installed.

You are to use the package and the information provided to complete the worksheet which is available as an attachment on <http://www.cardiffstudents.com/elearning/>

If you are invited to the course via email, or have been give the course on CD the worksheet is saved as a separate Word document. This can be completed electronically or printed off.

On completion of the worksheet, and once you are happy that you have absorbed enough information, you can proceed to the assessment, which is also available as an attachment on <http://www.cardiffstudents.com/elearning/> , the welcome email and on the CD. This too can be completed either electronically or printed off.

- **Assessment:** The assessment is to be done on completion of the worksheet. You are expected to use your findings on the worksheet to complete the assessment. Which will then be moderated before a final score is given. I will then confirm whether you have passed the course.
- **Feedback:** On completion of this course, please can you complete the feedback form. This will be used to develop and improve the course for future students.
- **Deadline:** The assessment must be completed and submitted to Stuart Read by the date set as per sign up instructions
You can submit your assessment either electronically to reads3@cardiff.ac.uk or in person at the Activities HUB on the 3rd Floor of Cardiff Students' Union.

If you are experiencing difficulties in completing or accessing this course or do not understand how to use the tool, please contact Stuart Read. You can alternatively attend a practical course. If your achievements outweigh this package, can opt to simply produce a First Aid certificate to skip this course and move onto another course. This needs to be submitted and approved by Stuart Read, Activities Safety Coordinator, Reads3@cardiff.ac.uk 02920 781437, Cardiff University Students' Union. Park Place. Cardiff. CF10 3QN