Australia Wide First Aid

Mark Bakon

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**RE: FIRST AID TRAINER AND ASSESSOR**

Dear Sir,

I am writing to apply for the position of First Aid Trainer and assessor which was recently advertised.

I strongly believe I am a suitable candidate for this position as a feel confident I meet the essential requirements, and possess the skills, knowledge, industry experience and passion to deliver quality training.

I am currently a full-time Personal Development, Health and Physical Education Teacher at St Augustines College and I have been teaching secondary students for 21 years.

In 2009 I created my own Registered Training Organisation: *First Response Training and Consultancy* which I have operated with a small number of clients part time for the past 5 years.

I am qualified with my Certificate IV Training and Assessment (TAE40110) and I also possess the three First Aid units of competency listed below:

* HLTCPR211A – Perform CPR
* HLTFA311A – Apply First Aid
* HLTFA211A – Provide Basic Emergency Life Support

I also have experience in delivery of Asthma management and Anaphylaxis awareness courses.

As the Managing Director of First Response Training and Consultancy (RTO- 91422) I am aware of the AQTF standards, I have thorough knowledge of the unit specific qualifications and extensive experience creating and assessing these units of competency.

As a First Aid Trainer I have had 5 years’ experience delivering the courses above, often with the assistance of an ambulance officer or paramedic.

In my current role as a PDHPE Head Teacher I take responsibility for the following important tasks which are very essential skill required for this position:

* Written and verbal communication with students, parents and the College community
* Providing resources within budgetary constraints to allow courses to be effectively taught
* Developing policies and procedures, in consultation with relevant staff, on classroom management, teaching strategies and expectations and expected learning outcomes
* Developing teaching programs for each course including policies and procedures for student assessment / reporting as well as program evaluation
* Consultation with staff members, through regular faculty meetings and informally on matters of subject organisation and implementation
* Consultation with the College executive on all matters affecting variation to College routine
* Informing staff of Professional Development activities and encouraging involvement
* Coordination of assessment, marking and reporting
* Registration and evaluation of teaching programs
* Chair Coordinators’ meetings and general staff meetings

In addition to the skills above, I have also integrated Information Technology into my training practices. I have extensive knowledge in the use of specialist hardware - multimedia systems including laptops and data projectors, external portable speakers and software applications including the entire Microsoft Application Suite including:

* Microsoft Word
* Microsoft PowerPoint
* Microsoft Excel
* Email

I also possess my own training equipment that is listed below:

* 5 adult, 2 child and 2 baby resuscitation manikins
* 1 Defibrillator trainer
* 10 epipen trainers
* 1 Asthma awareness kit
* Splints, slings and bandages
* Laptop
* Portable speakers

Kind Regards

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