Mark Bakon

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**RE: FIRST AID TRAINER**

Dear Sir,

I am writing to apply for the position of First Aid Trainer 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.

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

* HLTAID001:Provide CPR
* HLTAID003: Provide First Aid (Senior First Aid)
* HLTAID006 : Provide Advanced First Aid

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

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. I am also aware of the AQTF standards, I have thorough knowledge of the unit specific qualifications and extensive experience creating and assessing these units of competency.

I have extensive industry experience applying my First Aid knowledge to practical situations in the following environments:

* Regularly work as a First Aid provider at St Augustines Rugby matches.
* Perform regular beach patrols as a Surf lifesaving club member.
* First Aid Coordinator at St Augustines College.

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
* 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:

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

Kind Regards

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